

2017-2018  
STUDENT / PARENT HANDBOOK

Dear Parents/Guardians,

We want to encourage you to sit with your child and read through the handbook before signing it, and discuss with your child the importance of being aware of what is contained in the handbook. It is important that everyone understands its contents. You and your child need to sign and return the slip that was handed out with the agendas. Please note that all students will be held accountable to the handbook even if the acknowledgment is not signed and returned. Your child will not be issued a Chromebook or be allowed to sign on to the schools network until the handbook acknowledgement and internet use/chromebook policies are signed by all parties. We would like to remind you that this handbook is subject to change at any time during the school year after it has been printed. If there is a change, it will be updated on the website and you will receive the changes once they are made.

We would like to point out that there have been updates to the code of conduct and we encourage you and your child to look through the code of conduct to familiarize yourself with the basic parts of the code. Students will have attended meetings the first week of school to discuss the main parts of the code. We would also like to share that all students and parents are required to sign, that they have read the handbook/code, not that they agree with what is printed in the handbook/code. As a student in our school you are obligated to follow the handbook procedures, board of education policies and adopted code of conduct and any NYS education law set forth in this handbook even if you don't agree with it. There is also an anti-bullying policy found after the code of conduct that we encourage you to pay close attention to. Please make sure you are aware of the following as you look through your handbook:

1. **Chromebook policy – Separate handout**
2. **Electronics Policy – Separate handout**
3. **Graduation Requirements – Page 13-14 (This includes the requirements to be the Valedictorian and Salutatorian)**
4. **Attendance procedures-Page 9**
5. **Code of Conduct Pages 31-60**
6. **Anti-Bullying Policy (DASA) Pages 61-66**

We wanted to stress the importance of academics and eligibility. Any policies related to eligibility, sports or other privileges will be strictly enforced. If your child is failing 2 or more subjects and considered ineligible, in addition to not being eligible to play sports, they will not be able to participate in any other club, activity or extracurricular including dances and spectator activities. They may also be restricted from certain activities in the building as well.

I encourage you to read through this entire handbook the contents cover a large part your child's day. Please also pay close attention to the athletic code of conduct, if your child is an athlete.

Feel free to contact your child's teacher, principal (Middle School grades 6-8, Ed Swartwout, High School grades 9-12, Theresa Rajner) if you have any questions. We hope your child has a successful and enjoyable school year 2017-2018.

Sincerely,

Ed Swartwout  
Middle School Principal

Theresa Rajner  
High School Principal

**2017-2018 BOARD OF EDUCATION**

**John Lanner Cole Johnson**

**Julie Martin Dean Price (President)**

**Michelle Moon**

**Student Member: Erin Ballard**

**SUPERINTENDENT OF SCHOOLS**

**Mrs. Denise Cook**

**PUBLIC NOTICE**

The Deposit Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational opportunities, without regard to sex, race, color, national origin, age or disability.

Inquiries regarding this nondiscrimination policy may be directed to:

**Title VII, Title IX, ADA and Section 504 Compliance Officer:**

**Lauriel Thomas-McCoy  
Deposit Central School District  
171 Second Street  
Deposit, NY 13754-1397  
Telephone: (607) 467-8506**

**PHONE DIRECTORY**

Deposit High School Principal (Grades 9-12)– Mrs. Theresa Rajner .....	467-2197
Deposit Middle School Principal (Grades 6-8)- Mr. Ed Swartwout .....	467-2197
Athletic Director– Mr. Ed Swartwout .....	467-2197
Superintendent of Buildings and Grounds – Mr. Tom Williams .....	467-1579
Business Office – Jaime Cook .....	467-5823
Middle School Guidance (6-8) - Mrs. Julia Wheeler .....	467-8513
High School Guidance (9-12) - Mr. Mark MacCraie .....	467-8513
Nurse – Lacey Diemer .....	467-8517
Bus Garage – Ms. Jodi Newman.....	467-2502
Superintendent’s Office – Mrs. Denise Cook .....	467-5380
Director of Pupil Services – Mrs. Lauriel Thomas-McCoy.....	467-8506
Elementary Pre-K-5 Principal – Ms. Kelli Parsons. ....	467-2198

**DEPOSIT MIDDLE/SENIOR HIGH SCHOOL**  
**171 Second Street**  
**Deposit, NY 13754-1397**  
**(607) 467-2197**

**HIGH SCHOOL PRINCIPAL (GRADES 9-12)**  
**Mrs. Theresa Rajner**

**MIDDLE SCHOOL PRINCIPAL (GRADES 6-8)**  
**Mr. Ed Swartwout**

**FACULTY**

Ms. Marlaina Perry	Mr. Michael Armstrong	Ms. Brooke Biancucci
Mr. Thomas Curry	Mr. Robert Matthews	Mrs. Danielle Vagts
Mr. Thomas Halbert	Mr. Mark MacCraie	Mr. Ben Diemer
Mr. Shane Lester	Mrs. Tina DuMond	Mrs. Erica Bosworth
Annick O'Reilley	Mrs. Lacey Diemer - Nurse	Mrs. Kimberly MacDonald
Mrs. Anita Lucia	Mr. Steve Spaulding	Mr. Christopher McAllister
Mrs. Elaine Spaulding	Ms. Alycia Jones	Mrs. Phyllis Sanford
Mrs. Laura Stiles	Mrs. Julia Wheeler	Mr. Keith Kilmer
Mrs. Erin Wehrli	Mrs. Stephanie Zaczek	Mrs. Yvonne Phinney
Mrs. Nicole Mastropietro	Ms. Danica Robinson	Mr. Todd Hertzog
Mr. Eric Ostrander	Mrs. Jennifer Tiffany	

**SECRETARIES**

**Mrs. Rudayna Campo – Principals’ Secretary and Guidance Secretary**  
**Mrs. Terry Rynearson- Main Office Secretary**

**AIDES and LTA’s**

**Mrs. Brittany Fuhrman – Monitor/Aide**  
**Mrs. Megan Decker – Special Education Aide**

**Mrs. Pam Leonard-Monitor/Aide**  
**Mrs. Pearl Strauss – Library Aide**

**Mrs. Jennifer VanLuvender- Audio Visual**

**CUSTODIANS**

**Mr. Dan Albee**

**Mr. Brad Hubbard**

**Mr. Joey Vandermark**

**Mr. Tom Honecker**

**Ms. Taylor Grausgruber**

**Mr. Paul Campo**

**Mr. Tom Williams-Supt. of Buildings & Grounds**

**Deposit MS/HS  
Bell Schedule  
2017-2018 School Year**

**Middle School and High School**

<b>Entry</b>	7:55
A	8:00 – 8:40
Announcements	8:00 -- 8:02
B	8:43 – 9:23
C	9:26 – 10:06
D	10:09 – 10:49
<b>Advisory</b>	10:52 – 11:20
E	11:23– 12:03 High School Lunch 9-12
:	
F	12:06 – 12:46 Middle School Lunch 6-8
G	12:49– 1:29
H	1:32– 2:12
I	2:15 – 2:55
Announcements	2:53 – 2:55
<b>Dismissal</b>	2:55

**One Hour Delay Schedule**

**A Block 9:00-9:32 (announcements)**  
**B Block 9:35-10:07**  
**C Block 10:10-10:42**  
**D Block 10:45-11:20**  
**Normal Schedule Resumes**

**Two Hour Delay Schedule**

**A Block 10:00-10:17 (announcements)**  
**B Block 10:20-10:37**  
**C Block 10:40-11:00**  
**D Block 11:03-11:20**  
**Normal Schedule Resumes**

**SCHOOL SCHEDULE – INFORMATION**

Students are permitted in the Middle/Senior High School building from 7:30 a.m. – 3:00 p.m. (8:30 a.m. when the school is delayed one hour; 9:30 a.m. when school is delayed two hours).

## **BREAKFAST SCHEDULE**

Students wishing to eat breakfast in the Middle/Senior High School cafeteria may enter school through the front door near the Main Office as early as 7:30 a.m. and proceed directly to the cafeteria to remain until at least 8:00 a.m. All students must have completed breakfast and be out of the cafeteria by 8:00 a.m.

**BOCES STUDENTS – BOCES is a privilege not a guarantee.** Along with this choice of going to BOCES some things may have to be given up at the home school like advisory period, assemblies, etc. This again is a choice and students may face trade-offs. We will try to accommodate BOCES students as much as possible. **We cannot guarantee that each year the funding will be available to send every student who chooses to attend BOCES. We also cannot guarantee that the first choice program of every student can be met. Seniors who are in their second year of a two year program will have first choice at any available slots based on budget and funding availability. Students must have a minimum of 11 credits before attending BOCES. BOCES students will receive elective credits for their programs towards graduation. Credits towards Math, Science and ELA are not guaranteed and are only granted if the student, after every possible attempt, including starting BOCES with 11 credits or more, going to summer school and taking as many classes as possible at Deposit can't graduate on time without the Principal granting a credit for math, science or ELA based on the BOCES class.**

The morning BOCES bus will leave at 8:00 am. All students assigned to am BOCES will need to be in school in enough time to board the BOCES bus to leave by 8:00 am. Morning BOCES students will return to school by 11:40 am, and will go directly to lunch. Afternoon BOCES students will be expected to be on the bus by 11:00. Students will not be released early from their D block class to go to lunch. Students will have 10 minutes to get their lunch and eat. They can finish on the bus.

## **LUNCH SCHEDULES**

All students 6-12 will be given a 40 minute period for lunch. During this time they may eat in the cafeteria or go to the gym. 9-12 grade students will have the opportunity to go to the library and weight room during lunch while 6-8<sup>th</sup> grade students will have a homework help room open during lunch. Students will not be allowed to be in the halls during this 40 minute period unless they are transitioning from the cafeteria to the gym or library or using the restroom.

**Seniors and Senior High Honor Society juniors, who are eligible and in good disciplinary standing, may obtain a lunch pass for the school year. PM BOCES students are not allowed to leave for lunch due to limited time before leaving for BOCES. Seniors and Honor Society juniors who are failing ANY classes at 5, 10, 15, 20, 25, 30, or 35 weeks will not be allowed to leave for lunch. Seniors and Honor Society juniors MUST be passing all classes in order to have the privilege of leaving the campus for lunch. They may leave the campus for the full 40 minutes from 11:23-12:03.**

In order to do so they must:

- 1. Pick up a form to be signed by parents or person acting in a parental relationship and Principal. Daily lunch passes will not be issued. Seniors must get a lunch form signed by parents if they plan to leave for lunch. Lunch forms must be renewed each semester. Lunch forms will expire at the end of the first semester and will need to be renewed.**
- 2. Be academically eligible. (Students who are ineligible will lose off campus lunch privileges.)**
- 3. Students issued Lunch Passes are expected to follow school regulations and procedures.**
- 4. All students leaving for lunch MUST sign out and in when leaving for lunch, in the main office.**
- 5. Students are expected to be respectful to the community residents and of their property when issued Lunch Passes. (Those who fail to do so jeopardize losing lunch passes.)**
- 6. Lunch Passes are a privilege which when abused will result in revocation by the building Principal. This includes if you are late coming back from lunch. After the first late, students will be warned, and then after the second late, students will not be allowed to leave for lunch.**
- 7. Lunch passes will only be used during the scheduled lunch; there will be no extensions of the lunch period.**
- 8. In general, no food will be allowed in lockers, hallways or school areas at anytime. (Lunches from home may be stored in lockers until lunch time. No drinks or food will be allowed in halls during either lunch period.)**

## **AFTER – SCHOOL SCHEDULE**

Students are not permitted in the Middle/Senior High School building after 3:00 PM, unless directly supervised by school personnel.

Students in sports may call parents from the coaches' offices. Students in extra-curricular activities/receiving extra help may make calls from the main office until it closes at 4:15 PM, if accompanied by an adviser/teacher. Additionally, advisers/teachers may make calls for students from the teacher's room. Parents should promptly pick up their children, since advisers/teachers may not depart prior to the departure of the students from school property.

## **DETENTION SCHEDULE**

Students who do not respect the school's discipline code may be assigned to detention.

1. Students report at 3:00 and remain until 4:15 PM.
2. Students must bring work to do and work the entire time.
3. Students are not permitted to eat or drink in detention.
4. Students may call parents/guardians from the Main Office, which closes at 4:15 PM.

Students assigned to detention may make their own transportation arrangement home from school. If being picked up by parents/guardians, Deposit requests that parents/guardians arrange to have their children transported by 4:15 PM, rather than have their children waiting around unsupervised outside. An after-school bus is also available at 4:15 PM. All students needing a bus must sign up for the bus by 1:00 on that day. Detention obligations take precedence over any non-academic, after-school activity such as sports and extra-curricular activities.

## **Visitors to the School**

All visitors must obtain a visitor's pass from the Main Office, upon signing in with personnel. All visitors may be asked for identification and admittance may be refused at any time. Students are not allowed to bring visitors to school. See the Principal if there are questions about this policy.

**Parents and guardians picking up students during the school day will be asked to wait at the main entrance window until their student is released from class. Any visitor that needs access to the building past the visitor's window will be buzzed in by clerical staff upon approval of administration. All visitors must report to the school office to request a visitor's pass to be allowed further access to the building. This individual must sign in and be approved to enter the building past the main entrance window. Teachers and other staff may not permit students and other adults into their room unless they are students of record, without seeing a visitor's badge visible on that individual. If this is not visible do not allow this individual into your room and call the main office for assistance immediately.**

## **EMERGENCY CARDS**

Students are required to have their parents complete an emergency locator card and return it to the School Nurse in the Attendance Office. Throughout the school year, this card must be kept up-to-date: parent/guardian name(s), home number(s), and work number(s). School officials from Deposit CSD will contact only parents/ legal guardians for routine, academic, or disciplinary matters. If a student becomes ill in school or suffers an accident, the School Nurse will attempt to notify the parent/guardian. Other people listed on the emergency locator cards will be called **only** if there is a health emergency, and the parent/guardian cannot be reached. **Only parents and legal guardians may write notes for students to leave school or excuse student's absence. Only written documentation via notes, e-mails and faxes will be accepted to release students from school. No phone calls will be allowed to excuse a student during the day. In the case of an emergency and a parent/legal guardian can not be reached, the emergency contact will be notified. A student wanting to leave school does not constitute an emergency.**

## **ACCIDENTS/ILLNESS DURING SCHOOL**

Any accident, which occurs on school grounds during the school day, or at a school sponsored activity outside the school day, must be reported to the teacher in charge of the activity. When no teacher is involved, the accident must be reported directly to the School Nurse. Students who are sufficiently ill to warrant being sent home shall be checked by the School Nurse, and the School Nurse will call the parents. No student may miss a class unless determined to be ill and authorized to do so by the School Nurse or the Principal.

## **ADMINISTRATION OF MEDICATION OR PRESCRIPTION**

The following requirements for the administration of any medication (prescription, non-prescription, over-the-counter, topical ointments, burn creams, cough drops, etc.) **MUST** be followed:

1. The school nurse must have the PARENT and PHYSICIAN'S AUTHORIZATION FOR ADMINISTRATION OF MEDICATION IN SCHOOL AND SCHOOL ACTIVITIES (available in this handbook or the DCS website) completely filled out and signed by both the physician and parent.
2. The medication (prescription and non-prescription) must be brought to school in the original container by a parent or guardian. A supply should be kept at school. Medication should not be transported back and forth daily. Ask the pharmacist for an extra container to be kept at school.
3. Parent or guardian should immediately report any change in the course of treatment or medication regimen to the school nurse.

**SELF MEDICATION RELEASE FORM**

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

**Child's Name:** \_\_\_\_\_

**has been instructed in the proper use of the following medication procedures:**

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**We, (physician's signature)** \_\_\_\_\_

**and (parent or guardian's signature)** \_\_\_\_\_

**request that (child's name) \_\_\_\_\_ be permitted to carry the medication on his/her person or to keep same in his/her locker or P.E. locker, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency of use.**

**NOTE: This form must be completed in addition to routine district medication form for those students who request permission to carry their own medication on campus or keep this medication in a P.E. locker.**

**DEPOSIT CENTRAL SCHOOL SYSTEM**

**PARENT AND PHYSICIAN'S AUTHORIZATION FOR ADMINISTRATION OF MEDICATION IN SCHOOL AND SCHOOL ACTIVITIES**

**A. To be completed by the parent or guardian:**

I request that my child \_\_\_\_\_ DOB \_\_\_\_\_ receive the medication as prescribed below by our physician. The medication is to be furnished by me in the properly labeled original container from the pharmacy\*.

Signature (Parent or Guardian): \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Date \_\_\_\_\_

**B. To be completed by physician:**

I request that my patient, as listed below, receive the following medication:

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_

Diagnosis: \_\_\_\_\_

MEDICATION	Dosage	FREQUENCY/TIME TO BE TAKEN	ROUTE OF ADMINISTRATION

Duration of Treatment:

Possible Side Effects and Adverse Reactions (if any):

**PLEASE CHECK ONE:**

- I deem this child to be **self directed** and understand that the school nurse, or other designated person in the case of the absence of the school nurse, will administer the medication, including field trips.
- I deem this child to be **non self-directed** and understand that administration of oral, topical, inhalant and injectable medications must remain the responsibility of the school nurse, licensed practical nurse under the direction of a school nurse, physician, or parent.

Physician's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- \* Medication must be in original pharmacy labeled container with specific orders and name of medication.
- \* Medication and refills must be brought to school by parent or guardian.

**Plan reviewed with parent(s)/guardian(s):**

**Parent Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



## Dress Code Violations

If a student is deemed in violation of the dress code, by any staff member, asked to change their clothes and they comply this will be documented with administration. From the student's first offense, a dress code violation will be documented and the student will be given 1 after-school detention, second offense 2 detentions, 3<sup>rd</sup> offense ½ day of AIR. After the 3<sup>rd</sup> offense parents will be called into to discuss other resolutions to the dress code problem.

If a student is asked to change and refuses, due to not having clothes to change into, they will be asked to call home and get clothes or they will spend the remainder of the day in the AIR room, until clothing is brought to them or the school day ends.

### **ATTENDANCE POLICY (Grades 7-12):**

The Deposit Central Middle/Senior High School recognizes an important relationship between class attendance and student performance. Within the scope of our comprehensive attendance policy our goals are to:

- a) Accurately track the attendance, absences, tardiness, and early departures of students to and from the school.
- b) To ensure sufficient pupil attendance of classes so that students are able to achieve State mandated educational standards.
- c) To track student location for safety purposes and to account to parents regarding the location of their children during school hours.

Students are expected to attend all scheduled classes. Consequently, for high school students in order to receive credit for a course, a student may not miss more than 15 % of the scheduled classes for the course. Absences in excess of 15% will result in a loss of credit for the course.

#### **For Middle School Only:**

Students who maintain 100% attendance rate will ensure their success of meeting the mandated New York State Educational Learning Standards. Failure to maintain at least a 75% rate may lead to AIS interventions, retention or if offered, mandatory summer school to avoid retention.

Our middle school will meet the following expectations:

- Attendance information will be properly documented.
- The information will be placed in the student's permanent folder.
- The following intervention schedule will be implemented:

After *10 days of absence*, a letter will be sent home.

After *20 days of absence*, a conference may be scheduled with school personnel, including the school social worker, and a PINS may be a consideration in addition to retention.

**For High School Only:** The following is the maximum number of Unexcused absences or excused absences where the work has not been made up, allowed before credit is lost for the different length courses taught at DCS.

- a. Full year  $180 \times 15\% = 27$  days
- b. Alternate days or single semester courses  $90 \times 15\% = 14$  days
- c. Lab/Science courses  $112 \text{ days} \times 15\% = 17$  days
- d. Physical Education  $45 \text{ days} \times 15\% = 7$  days
- e. Physical Education  $22 \text{ days} \times 15\% = 4$  days
- f. Alternate days (10 week) ( .25 credit)  $22 \times 15\% = 4$  days
- g. Alternate days (20 weeks-semestered) ( .5 credit )  $45 \times 15\% = 7$  days

Parents and/or Legal Guardians will be notified by the district when the student accumulates absences that will put them in jeopardy of losing course credit. Parents or staff members may refer the student to the SST (Student Support Team) for review, or may call for a conference in an effort to resolve the problem. After reaching maximum days at the High School level, students may elect to make-up only excused absences with prior approval from the teacher and principal.

Any student who misses a class is expected immediately upon his or her return to identify the material covered. For purposes of this policy an absence is an absence. A student who is not in class is considered absent.

Absences are defined as:

- a. Missing an entire period of instruction when not in school.
- b. Tardy to class by more than ten minutes.
- c. Student at health office/guidance office by his or her own request.
- d. Student missing class due to class cut.

Students involved in a parallel program of instruction are exempt from this requirement during such time as they are in the parallel program. Each student will still be responsible for any missed class work or homework. Parallel programs include Alternate Instruction Room (AIR), Music Lessons, Alternative Education Programs, homebound instruction and educational testing, academic field trips including documented college visits, suspensions out of school.

Students under the age of compulsory attendance suspended from school may not be marked absent unless they fail to attend alternative instruction otherwise missed on that day.

Suspended students over the age of compulsory attendance may be marked absent, as the district is not required to provide alternative education. If alternative education is offered, only students who fail to attend can be marked absent.

The building Principal will review all student attendance records to determine if loss of credit or make up opportunities are warranted.

**Students who are legally excused by parent note which states a reason that fits the definition of excused, doctor's note, dentist, funeral, etc. must make up any missed work within the current marking period in order for that work to be graded and count for that quarter and for the excused absence not to be counted in the total towards the 85% 30 mandatory attendance. If the student, even if the absence is excused, does not make up the work during the 5 week marking period where the absence occurred, the absence will not be excluded and missed assignments/tests, quizzes will be given a 0.**

#### **MIDDLE/HIGH SCHOOL CLASSROOM ATTENDANCE AND ATTENDANCE POLICIES:**

Student attendance is a necessary and vital ingredient in the learning process. Students are expected to be in attendance daily except when illness necessitates absence. Students report to their first period class daily for attendance. If the Attendance Office (467-8517) has not received information from a parent or person acting in a parental relationship about a student's absence, a phone call or home visit will be made to determine the reason for absence.

#### **EXTENDING OPPORTUNITIES TO MAKE UP MISSED WORK WHEN THE STUDENT HAS EXCEEDED THE MAXIMUM NUMBER OF ALLOWABLE ABSENCES**

The building Principal or designee will be responsible for arranging student make up opportunities with teachers. Arrangements will include make up completion dates.

1. Make-up opportunities will be extended only to students with excused or legal absences, and denied to those with unexcused or illegal absences. All make-ups must be made outside of the school day.
2. Excused or legal absences are defined as absences due to personal illness, illness or death in the family, impassable roads or inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such reasons as may be approved by the Board of Education. Out of school suspension is also a legal excuse.

#### **HOME INSTRUCTION**

A student's parent(s) or person(s) acting in a parental relationship should make arrangements with the Principal for home instruction once they anticipate that the student's illness will cause him/her to be out of school for more than 5 consecutive school days. The school district is only responsible to provide a home tutor if the student is under the age of 16. The district will do everything possible to provide as much assistance to students over the age of 16 as possible, but may not be able to provide a long term tutor. For absences **at least two days** but fewer than 5 days, we urge a student's parent(s) or person(s) acting in a parental relationship to contact the Guidance Office to obtain the homework and other assignments/work being missed as a result of the absence.

#### **DEFINITIONS**

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

**SCHEDULED INSTRUCTION:** Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day.

**TRUANCY:** An absence from school without the knowledge and/or approval of the parent or legal guardian.

Parents or legal guardians will be notified whenever their child is known to be truant. Any student in the building for purposes other than attending classes must report to the Main Office; otherwise, she/he will be considered truant. If a student reports to school but does not attend classes, she/he is truant. A student who is truant will receive detention or spend time in the Alternate Instruction Room.

**EXCUSES:**

It is every student’s responsibility to bring his/her excuses for absences. On the first day back to school after an absence, the student reports to the School Nurse in the Health Office before 1<sup>st</sup> period with excuses.

**EXCUSED:** Any absence, tardiness or early departure for which a student has a valid school-approved excuse. Excuses shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearance, visit to health clinics or other medical visits, absences approved in advance by the principal (such as school-sponsored field trips or learning experiences that occur outside of the school), and other reasons as may be approved by the Commissioner of Education. Parents are encouraged to call the school to have work sent home on the days a student is absent. For extended illness or accident-related absences of more than 2 weeks, parents should contact the building principal to arrange tutoring.

**UNEXCUSED:** Any absence, tardiness or early departure who which the pupil has no valid school-approved excuse. Unexcused shall include: shopping trips, family vacation, oversleeping, skipping class, and any other absence that is not excused.

**CODING SYSTEM:** The following codes will be utilized to indicate the nature and reason for a student to miss all or part of scheduled instruction.

ATR	=	Absences/Truant	AE	=	Absence Excused
AU	=	Absence Unexcused	DE	=	Dismissal Excused
DU	=	Dismissal Unexcused	E1	=	Entry Excused
E2	=	Entry Unexcused	FT	=	Field Trip
TE	=	Tardy Excused	TU	=	Tardy Unexcused
SE	=	Suspension External	SI	=	Suspension Internal
GUID	=	Counseling or Guidance	CV	=	College Visit

**DISCIPLINARY PROCEDURES:**

The student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure without permission, including the full range of penalties as described in the Code of Conduct.

**ATTENDANCE:**

In order to encourage student attendance, the following strategies and incentives shall apply:

1. Attendance will be recorded on a student’s report card every quarter.
2. Teachers will encourage daily participation and make connections to the working world.

**TARDY TO SCHOOL/TARDY TO CLASS**

A student who arrives to school after their first period class has started must report to the Main Office to sign-in and receive a tardy pass. **When a student reaches three unexcused tardies to school/class over a five-week period, they will be written up by the teacher and referred to administration. One detention is then assigned by the Principal for the first offense of the school year for 3 tardies. Every three tardies thereafter, an additional detention will be given. Eventually AIR time will be given. Once detention is assigned students must attend or an additional consequence will be given for missing detention. There are no excuses for tardiness to school. If a student is late, even with a note from a parent, they are still late to class and will be documented as such. Tardies will reset to 0 after the first semester of the year is over.**

**WANDERERS LIST** – Students who are frequently in the hallway instead of in classes on a regular basis will be recommended for the wanderers list after the 3<sup>rd</sup> week of each new quarter. Students on the wanderers list will remain on the list until the end of that quarter. After a student’s second time being placed on this list, they will remain on the list for the remainder of the school year. This list will restrict students to classes and study halls. They may not leave to go anywhere without an escort. If a student needs to be with another teacher during study hall they will need to come with a pre-signed pass. If a student needs to use the restroom they will be escorted by a staff member. Students will not be allowed to leave a room for any other reason. No locker visits, etc.

**LEAVING SCHOOL GROUNDS**

At no time may a student leave school grounds during the school day without **written** parental/or legal guardian permission and school authorization. Proper authorization may be obtained at only two places – the Health Office and the Main Office.

Once a student has arrived on Campus they will **not** be permitted to leave, without **written permission**. This includes students who arrive using DCS transportation. Any student leaving school without authorization will be recognized as being truant. This will result in disciplinary action being taken. **Students in 12<sup>th</sup> grade may leave school grounds**

**during their lunch period if they turn in a signed parental/legal guardian permission slip to the Main Office AND if they are not failing any classes and have no current disciplinary issues.** If this year -long permission slip is not available, students can get authorization to eat off school grounds for a specific day, provided a parent/guardian grants written permission and it is turned into the main office **by 9:40.** Parental permission for lunch passes must be in writing. **Students will not be permitted to obtain lunch passes by phone. Leaving school grounds for lunch is a Senior privilege that may be revoked by administration**

### **EARLY DISMISSAL SENIORS**

Seniors may qualify for the privilege of early dismissal under certain circumstances. If they have completed their last class of the day and have their own transportation home, they may be excused if:

1. They obtain a form from the Guidance Office and then submit it to the High School Principal or designee with the proper signature for approval or disapproval. **All Students must have a legitimate reason, in writing to be eligible for this privilege.** Seniors will only be extended the privilege if they have a job and file a work permit application. **They must also have a letter from their employer stating the hours they will be working. They may also leave to take classes at a college.**
2. **Students who are athletes may not leave school early for early dismissal during an athletic season in which they are participating.**
3. All students with early dismissal permission must be doing satisfactory work in all academic subjects. **If they are failing any classes at the 5, 10, 15, 20, 25, 30, 35 weeks then this privilege will be revoked until they are no longer failing and have proven this by appeal.**
4. They do not abuse the privilege as determined by the Principal.

### **PASSES**

1. Hall Passes – Hall passes are used by students to indicate permission to be in the halls while moving from one area to another.
2. Early Dismissal Pass – A student is dismissed for an excused reason.
3. Tardy Pass – Tardy passes are issued in the Attendance Office to students arriving late to their first period class.
4. **Students must have pre-signed passes to go to the Elementary School. Students must notify the Main Office when they are going to the Elementary School with a pre-signed pass. This must be set-up ahead of time with the Elementary school principal, HS principal, HS guidance counselor and the Elementary school teacher before any students can go to the elementary school to work with students.**

All early dismissal passes will be administered in the Main Office when parental notes for early dismissal are offered. All notes must state the specific reason for dismissal and the return time where applicable. The only excused reasons per Board of Education policy 5150 for being absent are: Absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations and driver's test.

### **PHYSICAL EDUCATION**

Every student is required to take Physical Education unless a medical excuse is provided by a physician. Students who bring a temporary physician's excuse are expected to report to class. A parental excuse will be honored for **one day only.** All excuses are to be cleared through the Health Office by the School Nurse. Appropriate dress is required daily.

### **ABSENCES AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES/SPORTS**

**Students who are absent from school due to a truancy or unexcused absence will not be permitted to participate in or attend interscholastic contests, athletic practices and extracurricular activities, or other school – sponsored activities on the day they are absent from school. Any student officially excused from PE classes for medical reasons by the Attendance Office will not be allowed to participate in a practice or a contest on the day(s) for which the physician's excuse was written or the day for which a parental excuse was written.** Students leaving school for appointments (doctor, dentist, court, etc.) will be required to produce a note from that agency in order to participate in extra-curricular activities and contests on that date of absence or tardiness.

If a student is late to school (8:10a.m. or later) without written medical documentation from a medial office she/he cannot participate in practices or competitions during that day.

## CREDIT REQUIREMENT

All Deposit High School students will have to take a minimum of 3 credits plus physical education (1/4) credit each semester. This is a total of 6 ½ credits for the year at a minimum. This is regardless of how many credits a student has completed or what grade level they are in. Students are not allowed to have more than one study hall per day. The only exceptions to this will be: students that require Resource Room, students that need academic intervention services, students taking college courses at Broome Community College, TC3 College or any other participating college program, and students taking New Visions Academy honor classes. Appeals will be addressed by building administration.

### **GRADUATION REQUIREMENTS:**

Graduation Requirements are determined by the year in which the student entered grade 9. Any student who entered grade 9 after September 2014 is subject to all of the new requirements.

<u>Required Units of Credit</u>		<u>Regents Diploma</u>		<u>Adv/Regents Diploma</u>
English Regents	4	Pass Common Core ELA Regents	4	Pass Common Core ELA
Social Studies	4	Pass Global and US History Regents	4	Pass Global and US History
Mathematics	3	Or 1 Social Studies and 1 additional		Pass 3 Math Regents Exams
Science	3	Math or Science Regents		Pass 2 Science Regents Exams
Health	.5	Pass 1 CC Math Regents Exam	3	Regional Spanish Exam after 3
		Pass 1 Science Regents Exam	3	Units of Study
The Arts	1		1	
Language	1		*	
Physical Education	2		2	
Sequences/Electives	3.5		4.5	
<b>Total</b>	<b>22</b>		<b>22</b>	

\* Student must complete one of the following:

- A Language other than English (3 credits)
- Career technical Ed. Sequence (5 credits)
- The Arts (5 credits)
- Business (5 credits)
- Fine Arts (5 credits)
- Technology (5 credits)

### College Credits –

It is the intention of administration to offer as many opportunities for students to obtain credits towards college before graduation. Students will have the opportunity, primarily in 11<sup>th</sup> and 12<sup>th</sup> grade to take several college classes at no charge to them or their families either from a teacher at Deposit working as a concurrent enrollment instructor for TC3 or Broome Community College. Or as an on-line course through TC3, BCC or another college. These credits will act as a dual credit system where students will receive both college credits upon meeting the requirements set forth by the college and high school credit after meeting requirements set forth by the high school. Students should see their guidance counselor to find out more about the college classes being offered at Deposit.

### **GRADE PLACEMENT BY CREDITS (HIGH SCHOOL)**

To be assigned to the tenth grade, a student must have completed 5.5 units of credit. Completion of eleven units of credit will entitle the student to be assigned to the eleventh grade, and 16.5 units of credit will elevate a student to senior status.

### **GRADING SYSTEM**

The system of grading used by Deposit is as follows:

1. Numerical grades of **0-100** are given in all courses with the exception of college level classes which will be assessed a weighted grade of 1.10% of the actual grade, giving the student the opportunity to receive a grade over a 100. Also, any classes needed past a regular level regents diploma specifically Chemistry, Physics, Algebra 2/Trigonometry and Pre-Calculus will be weighted at 1.05% of the actual grade, giving the student the opportunity to receive a grade over a 100.

- Incompletes** are used by teachers, **with Principal's permission**, only in the event a student has had an excused absence from school for an extended period of time. All back work in such cases is to be completed within ten school days following the end of the marking period. **Incompletes will only be given at 10 week marking points, not at mid points or 5-week periods (Progress periods) where grades are more fluid and will change by the time the 10-week grade is a transcript grade.**
- Students are formally graded at the end of weeks 10, 20, 30, and 40. At the five-week periods, progress reports are sent to parents of students who are not performing satisfactorily. A minimum grade of 50 will be given for the first half of any course. For full year courses this will be the first 2 quarters, for ½ year courses this will be the first quarter of the course only. For 10 week courses, minimum 50 grades will not be given. Thereafter, the actual numerical grade will be recorded. If a minimum 50 is given, the teacher has the right to offer the 50 with a contract of academic conduct to the student. This contract will be between the teacher and student putting the student on probation since they received a higher grade than what was earned that quarter.

## GRADING

- Final grades will be determined by the following equation for full-year course:  

$$\frac{Q1 + Q2 + Q3 + Q4 + \text{Final Exam/Regents}}{5} = \text{Final Grade}$$
- Final grades will be determined by the following equation for semester courses:  

$$\frac{2(Q1/Q3) + 2(Q2/Q4) + \text{Final Exam}}{5} = \text{Final Grade}$$
- Final Exam Policy: All students in grades 7-12 are expected to take a final assessment which may include a post test, final project and or regents exam.
- Course credit will be awarded by DCS, not by individual teachers, to students achieving a **65 or better as a Final Grade or a 65 or better on the corresponding regents exam per NYS regulation and Principal discretion.**
- Regents credit will be earned by a student achieving both a 65 or better score on a Regents Exam and achieving a 65 or better as a Final Grade.
- Regents Competency credits will be earned by an eligible student in either of two ways:
  - Achieving a 55-64% on approved Regents Exams if the student is eligible as a 504 or IEP student and wishes to attain a local diploma.
- Students may challenge any class by taking the final exam or regents exam and scoring an 85 or higher and never have taken the course. If the student receives an 85 or higher on the final assessment they must also complete an assignment designated by the teacher and approved by the principal to receive course credit for the class. By taking and passing the regents exam they will automatically get regents credit for the class.
- Academic Honesty: Students will be expected to adhere to school policies concerning academic honesty. This means that they will do their own work without the aid of other students, unless instructed otherwise. This includes cheating on exams as well as claiming authorship for something which they copied from another source (plagiarism). Anyone caught cheating on examinations or other written work will be given a zero on the assignment. At the teacher's discretion, the student may have a second opportunity to complete the assignment in an honest fashion and the two grades may be averaged. Student's found to be cheating on graded work such as tests and other assignments will be subject to disciplinary consequence as well.

## ACADEMIC ELIGIBILITY

Activity and/or athletic eligibility for students in grades 7-12 will be based on a student's performance in all academic subjects for each five-week period prior to their participation and attendance. It is the intent of this policy to be a proactive approach to remediate students' academic deficiencies, not a prohibitive obstacle to participate in extracurricular events. As such we will promote academic success **by enhancing student performance through the participation in extra help sessions offered to the student on a weekly basis. The Deposit Central School District expects all advisors and/or coaches of any extracurricular activity to work in partnership with the teachers to monitor the academic performance of those students who are participants in such activities.** The eligibility requirements are outlined for the middle/senior high school as stated in the following paragraphs.

Activities/athletics include, **but are not limited to:** senior lunch, early dismissal for seniors, field trips during the school day or outside of the school day, sports and academic award ceremonies, sports, majorettes, color guard, yearbook, concerts that the student is not participating in as a part of a class grade, dances, class activities on or off school grounds, including but not limited to the Senior trip, Sophomore Supper, Prom, etc. newspaper, fund raisers, drama, and all other school sponsored extracurricular events. The exception is an activity that is part of a course and contributes to a grade.

This also includes working at any class activities that may be off school property like fundraisers for sports teams at restaurants and pancake breakfasts/dinners at local establishments.

**Students will also not be allowed to leave study halls while ineligible for any reason other than bathroom, or to meet with a teacher who has given them a pass to remediate a class that student is failing.**

A student who is failing two or more subjects will be deemed ineligible. Students failing two courses may appeal their status as noted below. **Students failing more than two courses cannot appeal and will remain ineligible for the five week period. \*\*\*\*\*Students who are failing 3 or more classes and still want to attend practices, club meetings and class meetings must attend all Tuesday and Thursday after-school sessions from 3-4:15 for the entire 5 week period if they wish to continue to practice and remain a member of the team. They may not participate or attend home or away contents but can practice. If they do not attend after-school AIS sessions during the 5-week period of ineligibility their coach will be notified and they will not be allowed to continue to practice for the remainder of the 5-week period.**

The student will remain ineligible for two weeks following the Friday that the ineligible list is released to the end of the five week marking period, during which time he or she will have time to work on academics. The ineligible student must become eligible during that two week period by attending all after-school academic help sessions offered on Tuesday and Thursday. (Total of 4 must be attended) The student must stay for the entire time to be counted as attending (3:00-4:15) The student must also be failing no more than one course by the end of the two weeks in order to have eligibility restored. If an ineligible student has his or her eligibility restored at the end of the two week probationary period, that student will remain eligible until the next five week marking period. It will not be necessary to continue to appeal each week, but coaches should still require students to submit mini-reports on a weekly basis. It is the student's responsibility to pick up an eligibility appeal form for completion from the main office. The appeal form must be turned into the building principal by 3:00 pm on the second Friday after the ineligibility list is released. Failure to submit this report to the Principal will result in the student remaining ineligible. **\*\*\*\*If the ineligibility program is over at the end of the year and events are still remaining such as Prom, Senior trip or sectional play, the ineligibility policy will still be followed but may be altered based on availability of teachers and time.**

Successful progress is defined and measured by meeting the following criteria:

- Regular attendance in all scheduled classes.
- No incidents of unexcused tardiness to class.
- Participation in extra help sessions in the courses the student is failing, if available
- Completion of all homework
- The current grade is passing

A student who does not maintain the aforementioned standard will be ruled ineligible for the five-week period. A student athlete deemed ineligible will be expected to attend and participate in all practices during the five-week period but will remain ineligible during this time. **Students who are ineligible cannot attend other extracurricular activities and cannot attend his or her team's games.** Student grades will be checked at the noted progress report periods (5<sup>th</sup> week, 15<sup>th</sup> week, 25<sup>th</sup> week and 35<sup>th</sup> week) and/or official marking periods (10<sup>th</sup>, 20<sup>th</sup>, 30<sup>th</sup> weeks).

High school students who have failed two or more courses at the conclusion of a semester and who repeat the courses in question will follow the same format. High school students who have failed two or more courses but elect not to repeat the coursework, will be placed on academic probation for the first two weeks of the following marking period.

### **HONOR ROLL**

Each student who achieves a quarterly average of 85 or above will be listed on the Honor Roll. Students who have an average of 90 will be on the High Honor Roll. An average of 95 will place the student on the Superior List. Students must also maintain at least a B in all letter grade courses. Lists of students will be placed in the building and published in the Deposit Courier.

### **SENIOR HONOR SOCIETY**

The purpose of Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Deposit High School. Candidates shall be members of the Junior or Senior class. Juniors and Seniors must have a scholastic cumulative high school average of 90% or above to be admitted to Honor Society. Eligibility shall then be considered based on Service, Leadership and Character. Honor Society Students will be given certain privileges to be determined each year by the

advisor. All senior high honor society members may leave for lunch with parental permission. All Senior Honor Society members may leave their study halls and classes without a pass, but **MUST** sign out and get teacher permission before leaving.

**Honor Society members have specific privileges and responsibilities accorded them upon attainment of membership.**

### **VALEDICTORIAN / SALUTATORIAN**

**The Deposit Central School Valedictorian and Salutatorian must have completed a minimum of 11 credits as a Junior and Senior at Deposit Central School and must have entered into the 9<sup>th</sup> grade cohort at the same time as the current graduating class. Students declaring early graduation status are not eligible to be the Valedictorian or Salutatorian nor are they eligible for any awards associated with being first or second in their class or the valedictorian/salutatorian.**

**The Valedictorian must have a class rank of first in their class and be eligible to receive a Regents Diploma with Advanced Designation. This will be determined at the end of the third marking period of the student's senior year. All requirements must be met by the end of the 3<sup>rd</sup> marking period. If a student has not met all of the requirements of Valedictorian, then the next student in rank will be chosen based on the requirements at the end of the 3<sup>rd</sup> marking period.**

**Starting with the class of 2016, the Valedictorian must have a class rank of first in the class and be eligible to receive a Regents Diploma with Advanced Designation and have successfully completed at least 3 units of credit of Core Math and 3 units of credit of core lab Science, and at a minimum, be enrolled in and passing their 4<sup>th</sup> unit of Math and 4<sup>th</sup> unit of Science at the time of determination, in addition to the other diploma requirements.**

**The Salutatorian must have a class rank of second in the class and be eligible to receive a Regents Diploma with Advanced Designation. This will be determined at the end of the third marking period of the student's senior year. All requirements must be met by the end of the 3<sup>rd</sup> marking period. If a student has not met all of the requirements of Salutatorian, then the next student in rank will be chosen based on the requirements at the end of the 3<sup>rd</sup> marking period.**

**Starting with the class of 2016, the Salutatorian must have a class rank of second in the class and be eligible to receive a Regents Diploma with Advanced Designation and have successfully completed at least 3 units of credit of Core Math and 3 units of credit of core lab Science, and at a minimum, be enrolled in and passing their 4<sup>th</sup> unit of Math and 4<sup>th</sup> unit of Science at the time of determination, in addition to the other diploma requirements. This will be determined at the end of the third marking period of the student's senior year. All requirements must be met by the end of the 3<sup>rd</sup> marking period. If a student has not met all of the requirements of Salutatorian, then the next student in rank will be chosen based on the requirements at the end of the 3<sup>rd</sup> marking period.**

### **DROPPING COURSES**

Each student is required to take a minimum of 6.5 academic credits per year. A course may not be dropped if it means a student will not have the required number of academic subjects, or it is one of his or her required courses. Any other exception must be addressed by the Principal on an individual bases. High School students may change or drop a course at anytime during the first two weeks of the course. Students will not be allowed to drop a course once the two weeks are over without following the process listed below:

Step 1: Parent meets with teacher and principal to request class be dropped.

Step 2: A final decision will be made by the principal on an individual basis.

### **REPEATING CLASSES**

High School students who fail a class must either successfully complete summer school or repeat the course next fall. The principal has the discretion with the teacher to decide if the student needs to finish the course through to the end or, to *be given credit for the course at mid-year, the student's average must be passing by averaging the four best quarters and final exam. If the course was a Regents course and the student showed proficiency on the Regents exam at the end of the course and both the teacher and principal decide based on the students final average that the student showing*



*proficiency on the regents qualifies for credit recovery the student will get credit for the class, and will not have to repeat the class. This is only an option in Regents classes.*

**E-SCHOOL HOME ACCESS**

Parents and guardians may access their child’s school grades, assignments, and attendance, as well as personal information on-line by completing an application, available through the guidance office. If you had parental access last year, your password and other information will stay the same. 7<sup>th</sup> graders will receive applications at 7<sup>th</sup> grade orientation in August, and new students may request the forms from the guidance office.

**GUIDANCE**

The main function of the Guidance Department is to help the student in his/her own self-evaluation and in making decisions as a result. These choices usually involve academic, career or personal matters. An attempt is made to help the student assess the facts based on available information and then make decisions. Students will be scheduled for regular guidance interviews and are encouraged to visit the Guidance Office to learn about various resources available to include: college selection, job information and career choices.

**BOCES OCCUPATIONAL EDUCATION PROGRAM, BOCES ALTERNATIVE EDUCATION PROGRAM, BOCES GED PROGRAM, YOUTH APPRENTICESHIP PROGRAM, CAREER SHADOWING PROGRAM**

**Credit for Independent Study from Commissioners Regulations 100.5**

Students enrolled in a school district, a charter school or a registered nonpublic school may earn a maximum of 3 units of elective credit towards a Regents diploma through independent study, pursuant to the following:

A school district or a registered nonpublic school shall, and a charter school may, provide its students with an opportunity to earn such credit through independent study; in the case of a school district or a registered nonpublic school, the student's participation in independent study shall be approved by a school-based panel consisting of, at a minimum, the principal, a teacher in the subject area for which independent study credit is sought, and a guidance director or other administrator. The panel shall approve the student’s participation in independent study based on the following criteria: the student has demonstrated readiness and has a high likelihood of success (may be indicated by a given grade point average in general or in the given subject area, as determined by the school district or registered nonpublic school) in each subject in which he or she seeks to undertake independent study; and the student has accumulated the expected number of units of credit for the student’s grade level; and the student has passed the appropriate number of Regents examinations or other assessments required for graduation, for the student’s grade level. The principal, after consultation with relevant faculty, shall award credit to the student for successful completion of the independent study and demonstrated mastery of the learning outcomes for the subject.

For purposes of this paragraph, independent study shall be: academically rigorous and aligned to the New York State commencement-level learning standards; overseen by a teacher knowledgeable and experienced in the subject area of the independent study;

based on a syllabus on file for each independent study; and of comparable scope and quality to classroom work that would have been done at the school district, charter school or registered nonpublic school awarding the credit.

For purposes of this paragraph, credit for independent study may be awarded for elective courses only, and shall not be awarded for courses required for the Regents diploma as specified in subparagraph (iv) of paragraph (7) of subdivision (b) of this section. **Students at Deposit who wish to complete an independent study must first get approval from Guidance and the Principal before teachers will allow students to attempt to start an independent study.**

**If interested, contact your Guidance Counselor for details.**

**\*\*\*\*\*SCHOLARSHIP AND ASSISTANCE PROGRAMS\*\*\*\*\***

A number of scholarship grants are available to students of Deposit Central School. Information regarding these is available in the Guidance Office. **Please be careful to take note of deadlines and where to send the applications. It is the students responsibility to be aware of scholarship announcements, adhere to deadlines and where to submit applications. There will be no exceptions made.**

**FIELD TRIPS**

Field Trips are based on budget availability, relation to course and curriculum and prior approval from administration.

**NO FIELD TRIPS WILL BE ALLOWED PAST MAY 31<sup>ST</sup> WITH THE EXCEPTION OF THE SENIOR TRIP AND SCHOOL SPONSORED SENIOR SKIP DAY.**

**USE OF CANINE DURING THE SCHOOL DAY** – During the course of a school day, dogs may be used for several reasons. First, along with police agencies administration may use canine to complete dog searches for any reason. This includes but is not limited to locker searches, bag searches before events such as the Prom and Senior trip.. In addition, dogs might be used by students as service dogs for disability purposes, as well as for therapy. Therapy dogs have been found to be very useful in a school setting and can be used during the course of the school day to aide with student anxiety and to assist with other student needs.

**LIBRARY**

The Library’s objective is to provide the environment and the materials for student development. The Library is open to academically eligible students. Admission is by pass. Students on the “ineligible or wanderers list” are only permitted to go to the Library unless one of their teachers takes the class for research or when they have a pre-signed pass for specific research from their teacher or the Librarian. This pass must be obtained in advance of the period for which it is needed. Books circulate for two weeks. Reference materials may be borrowed for overnight use with permission from the Librarian.

Good behavior is an absolute requirement for use of the Library. **Actions which are disruptive will result in exclusion. Electronics, i-pods, i-pads, headphones, etc. are allowed in the library at the discretion of library staff.**

**STUDY HALLS**

The purpose of the study hall is to study and provide students with an opportunity for supervised study during the school day. Students are to come to their assigned study hall with sufficient schoolwork to keep occupied for the entire period.

Students may request permission to go to the Library during a study hall. A pre-signed pass will be required for a student to leave study hall for any other purpose.

If students are failing one or more courses, they may be placed in a structured study hall setting until they improve their academic performance. Students in a structured study hall may not sign out to the library or anywhere else except with a pre-signed pass to get extra help in an academic course they are failing.

**STUDENT DRIVING AND PARKING FOR ELIGIBLE SENIORS AND JUNIORS ONLY**

**There are a limited number of parking spots available for students. Approximately, 22 are available for student use closest to the school.** Only those student-operated vehicles for which vehicle permits have been issued may park on school property in student designated parking areas. Students will be made aware of these designated areas when receiving their permit. All students must recertify in the fall, winter and spring to keep their parking passes active. A new application must be filled out each time and a new pass will be issued. (Fall= Sept. – Nov., Winter = Dec-Feb. and Spring = March-June)

Permissible reasons for a student to drive a vehicle to school are:

1. Student lives outside bus transportation areas (defined as being more than two miles distance from a regular school bus stop). Students must show proof.
2. Student participates in after-school activities. Students must show proof of after-school activity.
3. Student is employed outside of school hours and must have a vehicle to get from school to work. Employer verification must be given before pass will be issued.

School officials may exercise reasonable discretionary authority in granting vehicle permits for other legitimate uses, both temporary and permanent.

**PASSES WILL BE GIVEN TO ELIGIBLE SENIORS WHO TURN IN APPLICATIONS BY DEADLINE FIRST AND THEN TO ELIGIBLE JUNIORS.**

**DRIVING TO BOCES:**

**Driving to BOCES will not be permitted.** All students will be provided transportation to and from BOCES. If an extenuating circumstance arises concerning driving, please see the building principal. Permission to drive to BOCES may be granted under extenuating circumstances with permission from the Deposit Superintendent and BOCES administration with at least 72 hours prior approval to the day student wishes to drive.

Students who are caught driving to BOCES without permission will be given a consequence. Under no circumstances can students bring other Deposit students in the car with them to BOCES even if given permission for that day.

## **SCHOOL BUS CONDUCT**

For your safety, the following bus conduct rules must be followed and violators of these rules are subject to disciplinary action, which may include suspension of riding privileges.

1. **HAZARDOUS ACTS THAT ARE NOT ACCEPTABLE ON A SCHOOL BUS**
  - a. Improper loading and unloading
    - Students are to wait for the bus in an orderly fashion, not standing closer than fifteen feet from loading zone.
    - Students should always be on time so that the bus driver may maintain his or her schedule.
    - Students should never attempt to retrieve anything under or near the bus without **FIRST** getting permission from the driver.
    - Students should cross fifteen feet in front of the bus – **NEVER IN BACK OF THE BUS.**
    - Students should go directly to a seat, sit down and stay there until the bus comes to a complete halt at the assigned stop or school, and the entrance door is opened.
    - Students should always sit facing forward.
  - b. Aisles not kept clear
  - c. Heads, hands and arms outside of the bus
  - d. Opening windows without permission of driver
  - e. Throwing any objects inside or outside the bus
  - f. Leaving seats while bus is in motion
  - g. Not remaining behind the white line
  - h. Tampering with any onboard equipment
  - i. Possessing weapons or glass items
  - j. Talking loudly, making unnecessary noises and/or causing confusion
2. **UNACCEPTABLE BEHAVIOR ON A SCHOOL BUS**
  - a. Vandalizing the bus
  - b. Arguing, fighting, engaging in physical threats, extortion, harassment and/or verbal abuse
  - c. Possessing weapons or lighted materials
  - d. Possessing alcohol, drugs and/or tobacco products
  - e. Using foul language and/or making gestures
  - f. Eating, drinking or spitting
  - g. Transporting animals, insects, and live specimens in **glass** containers

**ALL STUDENTS ARE REQUIRED TO FOLLOW THE DIRECTIONS OF THE SCHOOL BUS DRIVER. IN CASE OF AN EMERGENCY, PARENTS SHOULD SIGN FOR STUDENTS TO BE PICKED UP AT SCHOOL IN SITUATIONS WHERE TIME DOES NOT PERMIT STUDENT TO GET A BLUE SLIP.**

Any serious or repeated violations of bus safety regulations may result in disciplinary consequences, including suspension of transportation privileges. Riding a school bus is a privilege granted to students. This privilege may be withdrawn if abused.

## **ROUTING**

### **DISTANCE:**

1. All pupils living more than  $\frac{3}{4}$  miles from the elementary school or one mile from the high school shall be transported to and from school daily.
2. All pupils living more than  $\frac{1}{2}$  mile from the nearest main line bus route shall be transported to and from school daily provided these children live more than the above distance from the school they attend.
3. Kindergarten students will be transported if they live more than  $\frac{1}{2}$  mile from school.

## **DRUG PREVENTION PROGRAM FOR STUDENTS (BOARD POLICY)**

The following program is hereby adopted for students of the district:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs have been adopted by the Board of Education. These programs address the legal, social and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs are for all students in all grades, kindergarten through twelve. The primary means for delivering the instructional content of this program will be in health education at the junior senior high school.
2. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
3. Standards of Conduct are hereby adopted which clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as a part of any of the school's activities.

4. Disciplinary sanctions, including long term suspension and referrals for prosecution, will be imposed on students who violate the guidelines stipulated in the Code of Conduct.  
Information about any drug and alcohol counseling, rehabilitation and re-entry programs that are available to students will be given to students and parents.
5. **Drug dogs will be used to enforce zero policy.**

## **ALTERNATE INSTRUCTION ROOM PROCEDURES:**

Students who are discipline problems may be assigned by the Principal to spend time in the Alternate Instruction Room (AIR). The purpose of AIR is to isolate the student from every day school life and give that student an opportunity to think of positive ways to improve his/her behavior. All privileges are removed during that time and class work is to be completed and returned to the teacher.

Students assigned to the Alternate Instruction Room may not participate in or attend any school extracurricular/sports function or event on the day of the AIR room assignment. Follow-up procedures may be used to insure appropriate classroom behavior. Students assigned to AIR on multiple consecutive days will not be permitted to participate or attend extracurricular/sports functions or events during that time period. Students assigned to AIR on Fridays, or a day prior to a school vacation, will not be permitted to participate in extracurricular activities until the next official school day.

### **Alternate Instruction Room Procedures:**

1. Report directly to the AIR 8:00A.M. If the room is locked or no supervisor is on duty, immediately report to the Main Office.
2. Students will bring all textbooks, notebooks, and materials with them. Work will be sent by teachers. All work is expected to be completed by the student.
3. Students are **NOT** allowed to **sleep or socialize**.
4. A student may leave AIR at the discretion of the Alternate Instruction Room supervisor to use the lavatory during each half-day session and at other times only under special circumstances.
5. Students will eat their lunch in the Alternate Instruction Room. Authorization to leave school during a student's scheduled lunch period is suspended while the student is scheduled in AIR.
6. If a student is **legally** absent from school on the day(s) she/he is assigned, then the student's assigned day(s) will be reassigned by the Principal.
7. Failure to do work or misbehaving may result in additional days being assigned or suspension from school.
8. Students are responsible for their assigned area in the Alternate Instruction Room. Should any damage or defacement of school property occur, appropriate discipline will be assigned.
9. Students who leave AIR time for any reason before their time is served, will be expected to make-up any unfinished time.

## **ANNOUNCEMENTS**

Announcements will be made daily – during the morning, and again during the afternoon. Announcements during the morning are to consist of information, which is of interest to the general student population. Cancellations of activities/sports are announced in the afternoon. All announcements must be signed by a teacher, coach, or advisor, received by the Secretary to the Principal by the beginning of first period on the day of, and approved by the Principal. All students are to be quiet and attentive during reading of announcements.

## **ASSEMBLIES**

Periodically, assemblies of general interest to students will be held in the Auditorium or Gymnasium. Classes will be called to the assembly. When all other students are seated, all students will stand and then the Seniors will enter. All students are expected to remove any hats and to be silent as the Senior Class enters.

## **BREATHALYZERS**

Any student suspected of alcohol use or intoxication while in school will be subject to a breathalyzer test for the purpose of confirming alcohol levels. Any level of alcohol while in school is considered a violation of the code of conduct.

**Any student refusing a breathalyzer test is considered to be an automatic admission of guilt and a consequence based on the code of conduct for intoxication while in school will be delivered.**

## **GAMBLING**

At no time are students allowed to PARTICPATE in any activities or games that are considered gambling.

## **CAFETERIA CONDUCT**

Students who wish to eat lunch in school will use the cafeteria. Common courtesies are expected while students are in the cafeteria.

## **FIRE DRILLS**

State Education law requires each school to conduct twelve fire drills per year. Drills will be called at various times of the day so that students and teachers will learn to react in different situations. Students are to follow evacuation

directions, which are posted in each room. Once out of the building, everyone is to move so that emergency vehicles may pass without interference or delay. Please remain quiet while exiting the building so as to be able to listen to directions from those in charge.

### **FOOD AND DRINK**

Middle School Students are not to eat outside of the school cafeteria during the regular school day. This will prevent our halls, bathrooms and outdoors from becoming unsightly. No students may have drinks in the halls or outside.

**Drinks are not to be taken in to the classrooms except for clear water with the permission of the teacher.**

### **LOCKERS**

Locker assignments or any change of assignment will be made by the Guidance Office. If a student forgets their combination it may be obtained from the Main or Guidance Office upon request. Students may not switch lockers once they are assigned a locker for that year. All students are assumed to be in the locker number they were assigned in the fall.

It is the schools position that students are not to share lockers: First, storing all ones belongings in ones own locker keeps a student organized, reduces tardiness to class, and cuts down on lost materials – hence, the unnecessary need for parents to pay for replacement costs. Second, the school assigns a specific locker to a specific student. As a result, the school holds a student responsible for the condition of his assigned locker and its contents. Lockers are not to be kicked or forced open. If a locker will not open and close correctly, the problem should be reported to the Main Office. **Items found during a search in a student’s locker are assumed to be that student who was assigned to that locker.**

### **LOST AND FOUND**

Personal articles, which are found, are to be turned in to the Main Office. Students who lose articles may check with the secretaries to reclaim the lost items. Books found will be brought to the office where they will be kept for a period of time, then returned to teachers.

### **POSTING OF MATERIALS IN THE CORRIDORS**

All postings require the Principal’s approval. No materials may be posted on any painted surfaces; only masking tape may be used.

### **AUDIO EQUIPMENT/CELL PHONES/I-Pods/Headphones**

No use of audio equipment, including I-Pods, I-Phones, MP3 Players, etc., is permitted at any time during the school day **with the exception of senior high lunch grades 9-12.** Bringing cell phones to school is discouraged, and their use during the school day is prohibited **except during 9-12 lunch.** Any electronic equipment brought to school should be stored in the locker. The school cannot accept any liability for lost or stolen phones or other electronic devices.

Headphones of any type may not be visible during the school day or in the hallways. If a teacher or **the library** allows electronics or headphones for a specific use then the student may use them, but it is at the teacher’s discretion. All prohibited devices and headphones will be confiscated until the end of the day if seen by staff or administration. **If cell phones are abused during 9-12 lunch times students will be prohibited from using them for a period of time.**

**PHOTOGRAPHS and VIDEO – The use of any type of camera in school to take pictures or video of other students and staff except for yearbook staff with permission, is strictly prohibited. If a student is found to be in possession of photographs and or video that were taken without permission and or posted on a social media sites, consequences will be assigned by administration based on the seriousness of the offense with the picture or video.**

### **SCHOOL PROPERTY, TEXTBOOKS, AND LIBRARY BOOKS**

Students shall not deface or damage school property, calculators, textbooks, and Library books. Parents will be notified and restitution will be required. Also, disciplinary measures may result.

Each student is responsible for the textbooks issued to him/her. If they are lost, damaged, or stolen, the student will be required to pay for their replacement.

### **TELEPHONES**

The Main Office counter phone may be used by students to call parents/or person acting in a parental relationship before first period and during their scheduled lunch period. Students need to have a pass to use the phone during study hall. This telephone is not for personal business. It is for emergencies only.

Should an emergency occur, the Principal or his/her designees will grant student use of the Main Office counter phone to call a parent/guardian at other times.

### **PHONE CALLS TO STUDENTS**

Education is very valuable for our students. For this reason, we will not pull students out of academic classes to take phone calls except for absolute emergencies. Please note your student's schedule and when they have study hall and or lunch and use this time to contact them if you need to talk with them during the school day. If you need to leave a message for your student, please call the Main Office and leave a message for them to call you during one of their non-academic periods.

### **VALUABLES**

Valuables should not be brought to school. If an item of value must be brought, it should be protected at all times. The hall lockers are not the place to store items of value. If a student has something she/he wants to keep, it should be checked with a secretary in the Main Office until the end of class.

### **WORKING PAPERS**

Students under 18 years of age who are residents of New York State may apply for working papers in the Guidance Office. A physical examination is necessary in all instances except for newspaper carriers. Students who will be working in Pennsylvania must apply for Pennsylvania working papers at the Preston Park School.

### **INTERNET USE PRIVILEGES AND RESPONSIBILITIES**

Students who have had their application for Internet use approved and have successfully completed online service / Internet instruction will be granted permission to access the Internet via the District's online service. With this privilege come several responsibilities.

#### **RESPONSIBILITIES:**

1. The user's account will only be used for the purpose of education and research.
2. The user will be held accountable for all activities that occur under their account. This includes all material received or sent while they are online.
3. The user will have the responsibility to monitor all material received via the Internet under their account.
4. The user will be required to log **ALL** connections and **ALL** file transfers made while online. This includes an account of all e-mail received and sent along with the full Internet addresses of correspondents.
5. The user will be responsible for maintaining the integrity of the e-mail system. This involves making only those contacts leading to justifiable personal growth on the Internet, ensuring that all e-mail received does not contain inappropriate information and/or pornographic material, and reporting all violations of privacy.
6. The user will only join newsgroups and mailing lists **after** approval has been given by the D.C.S. coordinator.
7. The user will be responsible for preventing known copyrighted software of any kind from entering the school via the Internet.

#### **PROHIBITIONS:**

The following practices are **NOT** acceptable:

1. Sharing your account.
2. Using your account to harass someone.
3. Using your account for commercial purposes.
4. Seeking unauthorized access to any resource.
5. Placing unlawful information on a system.
6. Using abusive or objectionable language in either public or private messages.
7. Sending chain letters or broadcasting messages of any kind that would cause congestion of the network or interfere with other users.

#### **CONSEQUENCES:**

Violation of any of the responsibilities or prohibitions outlined above will result in restricted online and Internet access, loss of all access privileges, or possibly disciplinary or legal action including criminal prosecution.

### **SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY SUMMARY**

The Deposit Central School District is committed to providing equal educational opportunities to all students of the District. The District regards all forms of prohibited discrimination, including sexual harassment, as very serious matters. Accordingly, it is the policy of the Deposit Central School District that:

All students be free from prohibited discrimination, including sexual harassment;

- 1) All types of prohibited discrimination, including sexual harassment, which are directed at any student are considered unacceptable conduct and are strictly prohibited; and
- 2) No District administrator, teacher, coach, employee, student, or third party authorized to engage in a school-sponsored activity has the authority to subject any student to any form of prohibited discrimination, including sexual harassment.

### **Complaint Procedure for Students**

1. Notification Procedure - The District encourages any student who believes (s)he is being subjected to prohibited discrimination, including sexual harassment, to clearly and promptly notify the offender that his or her behavior is unwelcome. If for any reason a student is uncomfortable talking to the offender directly, or if talking to such person does not successfully end the discrimination or harassment, the student is urged to notify one of the Compliance Officers.

*NOTE: Confronting the offender is NOT required. All students have the right to file a good faith complaint without first communicating with the offender.*

Making a Complaint – All complaints should be in writing and students are encouraged to use the District’s “Complaint of Alleged Discrimination” form included in the handbook. Additional forms can be obtained from the Compliance Officers. The Compliance Officers are able to assist with any questions or with difficulties encountered in filling out the form. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party. A student’s parent can also complete and submit a complaint on his or her child’s behalf.

Prompt reporting of all complaints is strongly encouraged. Upon receipt of a written complaint, the Compliance Officer should endeavor to contact promptly the student who filed the complaint to confirm that the complaint has been received. At that time, the student/parent will receive the complete Deposit Central School District Policy Against Sex Discrimination and Sexual Harassment of Students (Policy 5143).

### **Prohibition Against Retaliation and Abuse of the Policy**

All students are assured that the District will not retaliate against any student who files a discrimination complaint in good faith or who assists the District with an investigation conducted pursuant to this policy. Retaliation is a very serious violation of the District’s Policy and should be reported immediately. Any employee, agent or student of the District found to have retaliated against a student for his or her good faith complaint under this policy will be deemed to have violated this policy.

### **Questions**

Any questions by students of the District about this Policy, this regulation, or potential discrimination should be brought to the attention of one of the District’s Compliance Officer or the Superintendent of Schools. The name, address and telephone number of the District’s Compliance Officer is listed below:

Lauriel Thomas-McCoy  
Director of Special Education and Related Services  
Elementary School  
Deposit Central School District  
171 Second Street  
Deposit, N.Y. 13754-1397

## **COMPLAINT OF ALLEGED DISCRIMINATION**



This form is to be filed as a part of the Formal Procedure in order to initiate a complaint of alleged sex discrimination or sexual harassment prohibited by the Deposit Central School District's Policy Against Sex Discrimination and Sexual Harassment of Students.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_

Cell Phone Number: ( ) \_\_\_\_\_

Status: (Circle one)      Student                  Instructional Staff                  Non-Instructional Staff      Other

Time(s) and Date(s) incidents of sex discrimination (and/or sexual harassment) took place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) and office address of the individual who allegedly discriminated against you or harassed you. If more than one, list all.

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

Office/Location: \_\_\_\_\_

Describe the incidents which occurred and your reason for concluding that it is/was discriminatory (use extra sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Describe briefly what you would consider to be appropriate resolution of the conduct described above. (The District at all times retains sole discretion and authority to determine the appropriate disciplinary and/or remedial action to be taken with regard to meritorious complaints. This question should not be construed in any way to constitute a forfeiture of that discretion or authority.)

\_\_\_\_\_  
\_\_\_\_\_

Identify all persons who witnessed the incidents described above:

\_\_\_\_\_                          \_\_\_\_\_  
\_\_\_\_\_                          \_\_\_\_\_

I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_

\_\_\_\_\_  
Date

**Publication**

The school district shall promulgate this policy and sexual harassment policy as follows:

1. A copy of this policy and the sexual harassment policy shall be inserted in the first pay envelope of each employee every school year. In relation to an employee hired during the school year, these policies shall be inserted in the first paycheck paid to the employee.
2. These policies shall be published as part of the district's student handbook.
3. These policies shall be published annually in the official newspaper of the district.
4. These policies shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address and telephone number of the district's compliance officer.

**Employment Application**

Each employment application of the school district shall contain the following language:

1. The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race, or handicap in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or §504 of the Rehabilitation Act of 1973

### SECTION III

#### **ACTIVITIES:**

There are many activities available to the students of Deposit Middle-Senior High School. They include interscholastic sports for boys and girls, clubs, student council, band, drama, chorus and yearbook.

**Please remember that participation in and attendance at extracurricular events at our school depends upon academic eligibility.**

#### **DANCES**

1. All students will sign-in upon arrival at the dance. Guests must be pre-approved and grade-level appropriate to the dance. No guests 21 or older will be allowed. The principal is the only ones to approve guests, prior to the day of the dance. All guests must all sign-in upon arrival.
2. Students who are ineligible will not be permitted to any dances and will be asked to leave.
3. Improper conduct on the part of a student at a dance will result in that student being ejected from that dance and possibly future dances.
4. No student who smells of alcohol will be admitted. Students smelling of alcohol are subject to a breathalyzer test by administration. Students, who have been using alcohol and/or drugs, will be immediately ejected from the dance and face disciplinary action from the school Principal and/or police. In accordance with the Board of Education Policy, parents will be notified immediately, whenever possible. All students attending school dances are subject to being breathalyzed and searched as a preventative measure even if alcohol or drug use is not suspected. **ALL STUDENTS AND THEIR GUESTS ATTENDING THE PROM WILL BE BREATHALYZED AND BAGS WILL BE SEARCHED. No outside food, container and/or beverages of any kind will be allowed into the Prom or school dances.**
5. If a student leaves the location and or building where the dance is being held, he/she will not be re-admitted.
6. Middle School students must be picked up by a parent or legal guardian if they wish to leave the dance early.
7. Students will not be admitted to any dance one and one-half hours after it has begun. Special circumstances may be considered by those in charge.

#### **STUDENT COUNCIL**

Student Council, under the President and Advisor, is responsible for scheduling the social calendar for the school. All requests for approval of activities are to be directed to them.

The Deposit High School Student Council is governed by a constitution. The constitution describes the structure of the organization, the student representation on student council, qualifications for officers and duties of council members. Copies of the constitution are available to any student from the student council advisor.

# ATHLETICS

In order to assure a well disciplined and competitive athletic program, all active and prospective athletes and parents should make themselves fully acquainted with the contents of this handbook.

Participation in interscholastic athletics is a privilege. Therefore, while the District has the responsibility to provide a program of excellence; our student-athletes have the responsibility to represent themselves, their families, school, and community in a manner reflective of the standards and the expectations of the Board of Education, the administration, and the coaching staff.

Deposit Central School District athletic program is governed by the rules and regulations of the New York State Department of Education, the New York State Scholastic Public High School Athletic Association (NYSPHSAA), Section IV, and the Mid-State Athletic Conference. This Handbook is a reflection of the rules of these organizations, as well as the Deposit philosophy of athletic competition.

## Principles of the Interscholastic Athletic Program

It is our belief that interscholastic athletics provide students with a model of life itself; opportunities exist for lessons in responsibility, fair play, cooperation, concerns for others, leadership, respect for authority, good citizenship, loyalty, continuous learning experiences, health and wellness, and acceptance of the differences among individuals.

While we believe that the desire to win is admirable, and that winning is an integral part of development of each student, winning is not itself the sole measure of success. Of considerably greater importance is the development of each person who participates in interscholastic athletics. The opportunities for individuals to reach their potential and experience the lessons previously mentioned should be the focal point of our athletic program. Sacrificing individual goals for team goals is indeed paramount to this concept. Thus, the athletic program should be focused on the welfare of the student and the potential for growth as a result of participation on a team.

Interscholastic Athletics in Deposit Central School District

- Is conducted in accordance with the letter and spirit of the rules and regulations of the national, state and league athletic associations.
- Is supplemental to rather than a substitute for physical education programs.
- Is conducted by persons with appropriate training through either physical education or coaching certification programs.
- Is conducted so that physical welfare and safety of participants is protected and fostered.
- Is regarded as an integral part of the total educational program and conducted so that it is worthy of such regard.
- Is subject to the same administrative supervision as the total educational program and its' code of conduct.

Sportsmanship in Athletics in Deposit Central School District

- Participants should learn and understand the rules of their sport. Play hard; play to win, but play fairly within the rules.
- Participants and spectators should always maintain self-control. Do not allow your temper to distract you from the fundamentals of good sportsmanship.
- Participants should respect their opponent. Never taunt. Congratulate him/her at games end. Acknowledge good play.
- Respect the integrity and judgment of officials. Never question the decision of an official.

Remember, a high school athletic contest is NOT a matter of life and death, it is only a game. Coaches and players learn to accept losses with grace; spectators also must learn that good sportsmanship includes losing as well as winning graciously.

Any spectators who are removed from a home contest, by a school official or contest official, as a result of inappropriate or unsportsmanlike behavior, will be subject to a minimum consequence of not being allowed to attend the next home contest in that sport. Based on the severity and nature of an individual's behavior, additional consequences could be imposed.

## **Preface to the Deposit Central School District Athletic Training Regulations (Code of Conduct)**

In order to instill a sense of pride in our teams, we expect full commitment during practices and competitions. We also expect exemplary personal conduct from our athletes both on and off the field, during both in-season and off-season time periods. Our athletes represent our school and community 365 days a year, therefore, this code of conduct will reflect that and will be in **effect year round**.

Finally, we respectfully request that the parents of athletes help us develop the sense of pride we all expect by supporting their child in living up to the principles of this athletic code. We cannot succeed without your help!!!

## ATHLETIC TRAINING REGULATIONS (Code of Conduct)

### **THIS CODE OF CONDUCT WILL BE IN EFFECT YEAR ROUND**

*All violations during the time of athletic eligibility (grades 7-12) are considered cumulative—they do not start over each year.*

#### Tobacco Use

Student athletes determined by school administration or legal authorities to be using or have used, in possession of, under the influence of, or participating in the sale/transfer of tobacco, on or off school grounds, will be disciplined in accordance with the rules and regulations adopted by the Deposit Central School District as written below.

For purposes of this rule, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product, (smokeless, dip, chew, snus and/or snuff) in any form. Tobacco is also defined to include a lit or unlit electronic cigarette (“e-cigarette” or “e-cig”), electronic smoking device, or similar devices, including but not limited to e-hookahs, hookah pens, vape pens, or a device designed or that is actually being used for the inhalation of a substance (tobacco or other substance).

A first time violation of the tobacco rule will result in the athlete being suspended from competition for 30 calendar days from the date of confirmed discovery, of that specific sports season. It will be the expectation that the athlete remain a member of the team and they must continue to attend practice sessions and are also required to attend home/away contests, in uniform, involving their team. Suspensions not fully served (athlete quits current team or season ends prior to the full 30 days) will carry over to the next season that the athlete participates in.

The second violation results in suspension for the remainder of the current season and the next season the student participates in. In addition, students must show proof of tobacco cessation program completion before being allowed to return to participation in any sport.

The third violation, and subsequent violations, will result in suspension from all participation for one (1) calendar year, which will include three full sports seasons, from the date of confirmed discovery. In addition, students must show proof of tobacco cessation program completion before being allowed to return to participation in any sport.

All violations during the time of athletic eligibility (grades 7-12) are considered **cumulative**—they do not start over each year.

#### Alcohol or Drug Use

Student athletes determined by school administration or legal authorities to be using, or have used, in possession of, under the influence of, or participating in the sale/transfer of alcohol or other drugs, on or off school grounds, will be disciplined in accordance with the rules and regulations adopted by the Deposit Central School District as written below.

Drugs will be defined as narcotic drugs, hallucinogenic drugs, stimulants, depressants, anabolic steroids, marijuana, counterfeit caffeine pills or any paraphernalia known to be associated with or used with such drugs, unless such drugs have been prescribed to the student athlete by a licensed health care provider.

A first time violation of the drug and alcohol rule will result in the athlete being suspended from competition for 30 calendar days from the date of confirmed discovery, of that specific sports season. It will be the expectation that the athlete remain a member of the team and they must continue to attend practice sessions and are also required to attend home/away contests, in uniform, involving their team. Suspensions not fully served (athlete quits current team or season ends prior to the full 30 days) will carry over to the next season that the athlete participates in.

For an athlete’s second and subsequent violations of the drug and alcohol rule, they are suspended from athletic participation for one (1) calendar year from the date of discovery, which will include three full sports seasons. After 1 calendar year, the athlete may apply for reinstatement with the athletic director, during the next season following the calendar year. Prior to reinstatement, the athlete must provide written documentation of an evaluation by a medical doctor for alcohol and or drug use, and also proof of completion of an alcohol and or drug abuse program. However, after the athlete’s third violation, the athletic director and principal has the right to refuse reinstatement of the athlete in any athletics at Deposit Central School based on the circumstances.

#### ATTENDANCE

In order to participate in an athletic activity, practices or contests, the student must report to school no later than 8:10am and must remain in school unless he/she has a legal excuse (ie. Note from a doctor or dentist office), or has received prior permission from the athletic director or principal. If a student is late to school he/she cannot practice or play that afternoon but he/she must attend that practice or game as a non-playing member of that team.

## **PRACTICES**

1. Since practice time is limited, it is essential that all players be in attendance and on time.
2. Excuses from practice must be made directly to the coach by the athlete them self.
3. Examples of excusable absences are: Excused school absences, emergency situations, vacations with parents during regularly scheduled school vacations, other school related activities (college visits, college placement tests).
4. Examples of unexcused absences are: Jobs, pleasure appointments, (haircuts, concerts, etc.), unexcused absences from school, school detention and AIR, and out-of-school suspension.
5. A student serving after-school detention must attend practice immediately following that detention. Detentions will be held on Tuesdays and Thursday from 3:00-4:15.
6. Any student excused from PE for medical reasons will not be allowed to participate in a practice or a contest on the day or days for which the excuse was written.
7. Students assigned to the Alternate Instruction Room (AIR room) may not participate in or attend any school extracurricular/sports function or event on the day the student served AIR.

## **TRANSPORTATION (SPORTS)**

1. All players who are to participate in away games will ride to and from the contest on the player's bus. A parent may request in writing (sign-out procedure) that a student be released in his/her care for the return trip home from an away game. This request must be made in person by the parent to the coach or person in charge.
2. An athlete's parent(s) may also request that their son or daughter be allowed to ride home after an away contest with other adults. This request must be made in writing to the athletic director prior to, or no later than 1:00pm, on the day of the contest. The written document (hand written note, email, fax) provided must include a contact phone number for both the parent of the athlete, and also for the individual who will be providing transportation following the contest. The athletic director reserves the right to deny any requests. Coaches will NOT allow athletes to ride home with other adults unless they receive written or verbal notice from the athletic director that requests have been approved. Last minute requests (at the event) will not be accepted by the coaching staff. The adult providing transportation will be responsible for 'signing-out' the athlete by seeing the coach, in person, following the contest.
3. Students wishing to be dropped off at their residence on the return trip home must provide the Athletic Director with a written request from the parent by 1:00 on the day of the contest. Note: The Athletic Director may approve or deny the request from the parent. Also, note: the student's residence must be on route of the return trip.
4. All participants are expected to remain on school grounds at away events in the Fall and Spring under the coach's direct supervision and to remain in the school building during the Winter sports season, under their coach's direct supervision.

## **REPORTING INJURIES**

1. All injuries received while participating in athletic activities should be reported immediately to the coach. If the injury requires a doctor's care, the coach needs to immediately fill out an accident report for insurance coverage.
2. You must have a doctor's release to return to practice or play when injured and removed from participation by a doctor. The school district reserves the right to keep a student out of athletic participation until medical documentation is provided clearing an individual if there is a suspected injury.
3. Each student is covered by non-duplicating insurance. A percentage of the cost not covered by the parent's insurance may be covered by the school's insurance company. Insurance claim forms may be secured from the School Nurse.

## **EQUIPMENT (SPORTS)**

1. The coach or athletic director will list all equipment (by equipment number) issued to the athlete on an equipment sign-out sheet.
2. In any case of theft of equipment, athletes are subject to disciplinary action in accordance with Deposit's Student and Conduct Discipline Procedure, whether the theft occurs on district property or at other schools in connection with athletic scrimmages/contests.
3. Athletes will not be permitted to begin another sports season until all equipment has been returned, or paid for, from previous sports season.
4. Students may not wear athletic equipment issued to them for sports, either during gym classes, or at any other time. The exception would be game jerseys worn on 'game days' as long as they are appropriate when considering the dress code.

## **BUILDING REGULATIONS**

1. At no time are athletes permitted to wear cleats in the school building.
2. Athletes must be under the direct supervision of a coach to occupy any area of the building after 3:00 P.M.
3. Athletes should leave the building out of the rear entrances of the locker rooms. Athletes are not permitted to leave the building using the East or West auditorium entrances.

## **CHANGING SPORTS DURING A SEASON**

Once a student has started practice for a particular team he/she may not drop out of one sport and start practice with another team without prior consent from both coaches and the Athletic Director.

## **MISCONDUCT, VIOLATIONS, AND PROBLEMS (SPORTS)**

It is the responsibility of the coach to investigate any and all alleged violations of rules by a member of his or her team regardless of the source of information. No alleged offense may be ignored. It is the responsibility of the coach to administer discipline to members of his team as required.

1. All incidents of misconduct, violations and/or problems must be put in writing by the coach on the date of their occurrence. Copies must be sent to: a. Parents/Guardians, b. Athletic Director, c. Principal.
2. Before any disciplinary action is taken, the coach/Athletic Director will make an effort to discover whether or not the athlete had, in fact, violated or disobeyed a rule or order or participated in any inappropriate Conduct.
3. Coaches may suspend athletes from a single practice, and not start an athlete, and/or limit an athlete's playing time in a single contest.
4. The Athletic Director may suspend an athlete from practice(s), (an) athletic contest(s), and/or a team(s), depending on the seriousness of the offense(s) and the record of the athlete.
5. With just cause, the Principal may override/impose any penalty levied by the Athletic Director and/or coach; with just cause, the Athletic Director may override/impose any penalty levied by a coach.
6. With reasonable cause, a coach's decision may be appealed by an athlete and/or athlete's parent/guardian to the coach. With reasonable cause, a decision of the Athletic Director may be appealed by an athlete and/or the athlete's parent/guardian to the Athletic Director.
7. If an athlete and/or athlete's parent/guardian seeks relief from a coach's decision, an appeal should be made to the Athletic Director. If an athlete or an athlete's parent/guardian seeks relief from a decision by the Athletic Director, an appeal may be made to the Principal.
8. Note: The courts have held that there is no constitutional right to participation in non-Instructional activities. The NYS Commissioner of Education has stated that the procedures required for a suspension from school as set forth in Education Law §3214 (3) (Chapter 1) are not applicable to suspensions from extra-curricular activities/sports.

## **SPORTS PHYSICAL EXAMINATIONS**

As required by NYS Ed. Law, all students who participate in any interscholastic program must have a complete sports physical examination prior to the participation in tryout/practice sessions. This exam will be effective for one year and must be approved by the districts designated school physicians. If, at any time during this one-year period, the student athlete has any injury or illness, another exam may be required.

As of 9/1/93, sports physical examinations may be obtained either at a scheduled time at the Deposit Middle.-Senior High School or privately at the offices of the district designated school physicians.

School sports physical exams are conducted at various times during the school year.

These exams are scheduled whenever there is a sufficient number of students to justify the expense and need; usually before the start of the winter and spring sports seasons. Examinations for fall sports are scheduled in the late spring as no sports physicals are conducted at the school during the summer or early fall.

Students are encouraged to obtain their sports physical at the school when the exams are offered, as any exam which is not completed at the school will not be paid for by the district.

If a student wishes to participate in a sport and has not had a sports physical at school, a private exam may be scheduled with a school physician at the following location.

Deposit Family Care Center, 53 Pine Street, Deposit, NY 13754 (607) 467-4195

The student and parent/legal guardian are responsible for obtaining the proper form, making the appointment, the cost of the exam, and returning the completed physical form to the Middle/Senior High School Health Office. A pink slip for participation in practice will then be given to the student

At no time is any student to participate in any type of sports practice session without first giving a pink "clearance" slip to the coach.

# CODE OF CONDUCT POLICY

## I. Introduction

The Deposit Central School District's Board of Education ("board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

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

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

## II. Definitions

For purposes of this code, the following definitions apply.

*"Disruptive student"* means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or interferes with a bus driver's ability to safely operate a school bus.

*"Parent"* means parent, guardian or person in parental relation to a student.

*"Employee"* means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such persons involve direct student contact (Education Law §§11[4] and 1125[3]).

*"School property"* means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus (Education Law § 11[1]).

*"School Bus"* means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

*"School function"* means any school-sponsored extra-curricular event or activity (Education §11[2]).

*"Violent student"* means a student under the age of 21 who:



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*” means a firearm as defined in 18 USC Section 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, pocketknife, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, 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 to cause physical injury or death.

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

“*Harassment*” means the creation of a hostile environment by conduct, with or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; the harassing behavior may be based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (identity or expression) (Education Law §11[7]).

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

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

“*Hazing*” is a form of harassment which involves committing an act against a student or coercing a student into committing an act that creates a risk of or causes emotional, physical, psychological harm to a person, in order for the student to be initiated or affiliated with a student or other organization, or for any other purpose. Consent or acquiescence is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

“*Bullying*” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

“*Cyber-bullying*” refers to any harassment/bullying, on or off school property, which occurs via the internet, cell phones or other electronic devices.

“*Sexting*” refers to an act of sending sexually explicit photos, images, text messages, or e-mails by using a cell phone or other electronic device.

### **III. Dignity Act Coordinators**

At least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of this subdivision and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

1. The designation of each Dignity Act Coordinator shall be approved by the Deposit Central School District Board of Education.
2. The name(s) and contact information for the Dignity Act Coordinator(s) shall be shared with all school personnel, students, and persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information of each Dignity Act Coordinator by:
  - a. Listing such information in the code of conduct and updates posted on the Internet web site of the Deposit Central School District.
  - b. Including such information in the plain language summary of the code of conduct provided to all persons in parental relation to students before the beginning of each school year, pursuant to 8 NYCRR 100.2(I)(2)(iii)(b)(3);
  - c. Include such information in at least one district or school mailing per school year to parents and persons of parental relation and, if such information changes, in at least one subsequent district or school mailing as soon as practicable thereafter;
  - d. Posting such information in highly-visible areas of school buildings; and
  - e. Making such information available at the district and school-level administrative offices.
3. In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Coordinator, pending approval of a successor Coordinator by the applicable governing body as set forth in subparagraph (i) of this paragraph within 30 days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as Coordinator, pending return of the previous Coordinator to his or her duties as Coordinator.

### **IV. Dignity for All Training**

Commencing in the 2012-13 school year and continuing in each school year thereafter, the following Dignity for All school employee training program regulations are to be implemented in an effort to promote a positive school environment that is free from discrimination and harassment and to discourage and respond to incidents of discrimination and/or harassment on school property or at a school function.

1. Training is to be conducted for all instructional and non-instructional employees of the Deposit Central School District
2. Training is to raise awareness and sensitivity to potential acts of discrimination or harassment directed at students by students or school employees on school property or at school functions;

including but not limited to, discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

3. Training is to raise awareness and sensitivity to potential acts of discrimination and harassment through cyberbullying/texting.
4. Training is to enable employees to prevent and respond to incidents of discrimination and harassment
5. Training is to include guidelines relating to the development of nondiscriminatory instructional and counseling methods.
6. Training is to be conducted as needed and may be implemented and conducted in conjunction with existing professional development.

## **V. Students Rights and Responsibilities**

### **A. Student Bill of Rights**

The district is committed to safeguarding the rights given to all students under state and federal law and district policy, and to provide students with a safe school climate focused on positive behavior. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and receive an explanation of those rules in an age appropriate manner on at least an annual basis from school personnel.

### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress according to the Code of Conduct for school and school functions.
10. Accept responsibility for their actions.
11. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

## **VI. Essential Partners**

### **A. Parents**

All parents are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with all school personnel, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.

### **B. Cafeteria Staff**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Create and maintain a kitchen/dining area that is clean and safe.
3. Provide a selection of food that will encourage the students to eat a healthy and nutritious meal.
4. Encourage students to conduct themselves in such a manner that will produce an atmosphere that is appropriate for dining.
5. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
7. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

### **C. Transportation/Custodial Staff**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Provide a clean and healthy environment for the entire school community in all buildings, buses and on school property.
3. Maintain and promote safety in all areas of their jurisdiction.

4. Inform supervisors and/or administrators of any area of concern that might jeopardize the health and safety of any student or staff member.
5. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
7. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

#### **D. Support Staff**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Assist in maintaining a climate that is conducive to teaching and learning.
3. Provide support and assistance to the staff that will enable them to do their job more efficiently and effectively.
4. Provide support and assistance to the students that will enable them to obtain the maximum benefits from their educational program.
5. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
7. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

#### **E. Teachers**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

## **F. School Counselors/Social Workers/Psychologists**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Encourage students to benefit from the curriculum and extracurricular programs.
7. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

## **G. Building Level Administrators**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
4. Evaluate on a regular basis all instructional programs.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
8. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

## **H. District Level Administrators**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Review with other administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
4. Inform the board about educational trends relating to student discipline.

5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
6. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
8. Work with other administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

## **I. Board of Education**

1. 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 for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

### **J. Dignity Act Coordinator**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

## **VII. Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress 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.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.

2. Recognize that extremely brief garments including but not limited to short shorts, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments will not be tolerated.
3. Ensure that under-garments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include headwear in the building except for a medical or religious purpose.
6. Not include “dog” neck and wrist collars.
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Not include the wearing of long leather or trench coats of any color.

Each building principal or his or 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.

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. Any student who refuses to do so shall be subject to discipline, up to and including AIR room 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.

### **VIII. Prohibited Student Conduct**

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

#### **A. Prohibited Conduct**

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. disorderly, that is:
  - a. fighting, assaulting or behaving violently,
  - b. threatening another with bodily harm,
  - c. harassment, bullying, or intimidating students or school personnel (BOE policies; Non-Discrimination and Harassment; Sexual Harassment; Bullying/Harassment Prevention and Intervention)



- d. making unreasonable noise,
  - e. being untruthful with school personnel or making false reports,
  - f. possessing electronic devices such as, but not limited to: video/audio players & recorders, remote controls, electronic games, beepers, pagers, cellular phones,
  - g. obstructing vehicular or pedestrian traffic,
  - h. driving recklessly,
  - i. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
  - j. loitering or trespassing
  - k. being present on or entering into any school property, function or vehicle without authorization,
  - l. disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
- a. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - b. Lateness for, missing or leaving school without permission
  - c. Skipping detention
3. engages in any of the following forms of academic misconduct:
- a. tardiness,
  - b. missing or leaving school or class without permission or excuse,
  - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct
  - d. improperly altering documents or records.
4. endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:
- a. fighting, assaulting or behaving violently, threatening another with bodily harm,
  - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner. (BOE policies; Sexual Harassment; Bullying/Harassment Prevention and Intervention)
  - c. bullying
  - d. cyber-bullying
  - e. sexting
  - f. making unreasonable noise,
  - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, e-cigarettes, vaporizer pens, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri
  - h. possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nunchucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object.,
  - i. using obscene, profane, lewd, vulgar or abusive language or behavior,
  - j. possession, sale, distribution, transfer or use of lewd or obscene materials,
  - k. gambling,
  - l. hazing,
  - m. extortion,

- n. theft,
  - o. vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district, or
  - p. misuse of school information technology (BOE Policy; Internet Protection Policy) or other school property.
5. engages in conduct that violates Board's rules and regulations for the maintenance of public order on school property in Section XV below or Federal, State or local laws.

**Off campus & non-school day misconduct-** Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property.

Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

## **IX. Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, bus driver, the building principal or his or her designee. Any student aware of a potentially dangerous activity, including but not limited to, a student possessing a weapon, explosive, 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 the 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 is not authorized to impose disciplinary sanctions is 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 sanction if warranted, which may include permanent suspension and referral for prosecution.

All students are expected to promptly report instances of bullying (verbal, physical, cyber-bullying), harassment, discrimination or hazing on school property or at a school function immediately to proper school personnel.

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

## **X. Disciplinary Penalties, Procedures and Referrals**

Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

Depending on the nature of the violation, it is the Board's desire that student discipline be progressive, i.e., a student's first violation may merit a lighter penalty than subsequent violations. It is also the Board's desire that staff take into account all other relevant factors in determining an appropriate penalty. The following penalties may be imposed either alone or in combination. Based upon the circumstances, it is at the discretion of school staff to determine the penalty warranted by a particular violation.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior caused by or had a direct and substantial relationship to the disability or if the conduct was a direct result of the district's failure to implement the IEP.

#### **A. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. AIR room or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

#### **B. Disciplinary and Remedial Consequences**

The district emphasizes the creation and maintenance of a positive learning environment for all students. Measured, balanced, and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures

focusing on intervention and education is needed to maintain the desired learning climate. Remedial responses which may be utilized include:

1. Peer support groups; corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored;
5. Student counseling and parent conferences.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent discrimination and harassment. Environmental remediation strategies may include:

1. Supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
2. School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
3. Adoption of research-based, systemic harassment prevention programs;
4. Modification of schedules;
5. Adjustment in hallway traffic and other student routes of travel;
6. Targeted use of monitors;
7. Staff professional development;
8. Parent conferences;
9. Involvement of parent-teacher organizations; and
10. Peer support groups.

### **C. 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.

#### *1. Detention*

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

#### *2. 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 Section 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.

### *3. Suspension from athletic participation, extracurricular 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 Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

### *4. AIR Room*

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 "AIR." The AIR teacher will be a certified teacher at least 75% of the day.

A student subjected to an AIR room suspension is not entitled to a full hearing pursuant to Education Law Section 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 AIR suspension to discuss the conduct and the penalty involved.

### *5. 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. 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 counselor or other district staff member for counseling.

Time-honored classroom management techniques 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 five days. The removal from class applies to the class of the removing teacher only. The student should be remanded to the principal's office, unless otherwise directed.

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 district-established disciplinary removal 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 removal 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 by telephone, followed by a letter stating 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 to discuss the reasons for the removal.

The notification must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to insure receipt of the notice within 24 hours of the student's removal.

The principal may require the teacher who ordered the removal to attend the informal conference.

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

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

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.

#### 6. *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 referrals shall be made in writing unless the conditions underlying the referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member making the referral.

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

##### *a. 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 Section 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents by calling them on the telephone, followed by a written notice within 24 hours of the decision to propose suspension.

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 calendar 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.

*b. 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 20 business days of the date of the superintendent's decision, unless the parents can show extraordinary circumstances precluding them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

*c. 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.

**D. Minimum Periods of Suspension**

*1. Students who bring a weapon to school*

Any student, other than a student with a disability, found guilty of bringing a weapon classified as a firearm onto school property will be subject to suspension from school for a least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education law Section 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:

- a. The student's age
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The superintendent's belief that other forms of discipline may be more effective
- e. Input from parents, teachers and /or others.
- f. Other extenuating circumstances.

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

*2. 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 classified as a firearm onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon classified as a firearm.

*3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere 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 Section 3214(3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### E. Procedure After Suspension

The Board of Education may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

#### F. Referrals

1. Counseling

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

2. 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 in 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 Section 221.05.  
A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.
3. 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 Section 1.20(42)The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

## **XI. Alternative Instruction**

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

## **XII. 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.

### **A. Authorized Suspensions or Removal of Students with Disabilities**

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

A “suspension” means a suspension pursuant to Education Law Section 3214.

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.

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.

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

- a. 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.
  - b. 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.
  - c. 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.
  - d. 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 sells or solicits the sale of a controlled substance while at school or a school function.
    - 1) “Weapon” means the same definition as “Weapon” was previously defined in this Code of Conduct
    - 2) “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
    - 3) “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.
3. 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.

**B. Change of Placement Rule**

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
  - a. for more than 10 consecutive school days; or
  - b. 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.
2. 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.

## C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
  - a. 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.

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.

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.

- b. 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.
2. 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.
  - a. 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.
  - b. 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
    - 3) the parent refused special education services.

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.

3. 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.

4. 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.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension 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.
6. 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.
7. 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.

#### **D. Expedited Due Process Hearings**

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

- i) During the pendency 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 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.
  - ii) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency 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.
2. 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.

#### **E. Referral to law enforcement and judicial authorities**

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

1. 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.
2. 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 whom a crime is reported.

#### **XIII. 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.

Lockers (even if the student owns the lock), desks, cubbyholes, etc., are the property of the school and subject to inspection *without cause*, at any time, *without notice or the student's or parent's permission or presence*. Students should take this policy into account when deciding whether to store personal belongings in such places.

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.

Searches of student's person includes any search that involves physical contact with the student's body, including clothing worn by the student, or the requirement that the student remove clothing, with the exception of outer garments such as coats, jackets, sweatshirts, sweaters, vests, etc. Removal of clothing shall be limited to removal of socks and shoes and articles of clothing that will not expose the student's undergarments and private areas. These searches also include, but are not limited to pat-down searches, hand held metal detectors, alcohol sensing equipment, and the sniffing of a student by police search dogs.

Searches of the student's person should be performed or witnessed by at least one school employee who is the same gender as the student searched.

These searches will only be undertaken if the school superintendent, building principal, assistant/associate principal or other administrator is present and if the administrator has reasonable grounds for suspecting that the search will uncover evidence that the student has violated or is violating the law or the rules of the school.

Before searching a student or the student's belongings, the authorized school official should request the student to admit that he or she possesses physical evidence that they violated the law or the district code, or request 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.

#### **XIV. Visitors to the Schools**

Parents and other citizens of the District are encouraged to visit the schools to better understand the process of education.

In order to avoid disruption of the educational process, visitors are expected to comply with this policy, and other applicable District policies.

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among the District employees, parents, and the public. We do not intend this policy to deprive any persons of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, productive and harassment-free environment for our students and staff. In the interest of presenting teachers and other

employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This District seeks public cooperation with this endeavor.

1. **Disruptive Individual Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/ office operations/events, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed by the school's principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply it will be considered a trespass and law enforcement authorities will be called. Future access to school property or events may be restricted.
2. **Directions to Staff in Dealing with Abusive Individual.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly and that a failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated. If the individual is on District premises or at a District event, the administrator, custodian or other person in charge, may request the abusive individual to leave promptly or law enforcement authorities will be called.
3. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should direct the person to the building administrator, or other school official in charge, who should provide a written copy of this policy at the time of occurrence.

The staff member will provide a written report of the incident to his or her supervisor.

This policy should be posted in each school building main entrance area, main office and other conspicuous places.

## **XV. 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.

### **A. Prohibited Conduct**

No person, either singly or in concert with others, shall:



1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the district or of the school personnel or students, or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member.
5. Other than student, employee or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his designee.
6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, possess, consume or exchange or be under the influence of alcoholic beverages, drugs or narcotics on school properties.
12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations or other restrictions on vehicles.
15. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

## **B. Penalties**

A person who shall violate any of the provisions of these rules shall:

1. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
5. If he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If he is a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

## **C. Procedure**

In case of a violation of this section:

1. The superintendent, building principal or designee shall inform any licensee or invitee, who shall violate any provision of these rules, that his license or invitation is withdrawn and shall direct him to leave the district grounds. In the event of his failure or refusal to do so, the superintendent or designee shall cause his ejection from such property.
2. In the case of any other violator who is neither a student nor faculty nor other staff member, the superintendent or designee shall inform the violator that he is not authorized to remain on the property of the district, and direct him to leave such premises. In the event of his failure or refusal to do so, the superintendent or designee shall cause his ejection from such property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation, or to affect his liability to prosecution for trespassing or loitering as prescribed in the Penal Law.
3. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner provided in Section 3214(3) of the Education Law.
4. In the case of a faculty member having tenure, charges for misconduct and violation of these rules shall be made, heard and determined in accordance with Section 3020-a of the Education Law.
5. In the case of a faculty member not having tenure, the superintendent will attend to the violation as agreed upon within the terms of the collective bargaining agreement.
6. In the case of any staff member who holds a position in the classified Civil Service as described in Section 75 of the Civil Service Law or is covered by Section 75 of the Civil Service Law, charges of misconduct for violation of any of these rules shall be made, heard and determined as prescribed in that section.
7. In the case of any staff member who does not hold a position in the classified Civil Service and is not covered by the provisions of Section 75 of the Civil Service Law, the superintendent attend to the violation as agreed upon within the terms of the collective bargaining agreement.

## **D. Enforcement Program**

The responsibility for enforcement is as follows:

1. The superintendent shall be responsible for the enforcement of these rules, and he shall designate other administrative officers who are authorized, including but not limited to building principals, to take action in accordance with such rules when required or appropriate.
2. The superintendent or designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules, and he may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.
3. The superintendent or his designee shall be promptly notified each time civil authorities are called on for this purpose by the person requesting assistance.

## **E. Application of Rules**

These rules shall apply to all school property and school functions of the district and shall govern the conduct of students, teachers, staff members, as well as visitors and other licensees and invitees.

## **XVI. Dissemination and Review**

### **A. 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 a summary 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. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. 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.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members via website and at each school office.

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.

# **Bullying/Harassment Prevention and Intervention Policy**

## **Bullying/Harassment Prevention and Intervention**

The Board of Education affirms its commitment to maintaining both educational and work settings which support respect, dignity and equality. Further, the Board of Education also recognizes its responsibility to provide an environment that is free of harassment, hazing, and/or bullying. The Board of Education recognizes that these acts are counter to the mission of the district and the goals of the Board of Education. By disrupting the learning environment, these behaviors affect all concerned with the educational mission: those bullied, those doing the bullying, and bystanders. As a result, the Board of Education forbids all forms of harassment, hazing, and bullying on any district property, school buses, or school-sponsored event – both on and off school grounds that either substantially disrupts the learning environment or negatively affects the rights of others.

### **Definitions**

#### **Harassment**

For purposes of this policy, the term “harassment” is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s/staff member’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student/staff member to fear for his or her physical safety. The harassing behavior may be based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (identity or expression).

#### **Bullying**

For purposes of this policy, the term "bullying" (which is subsumed under the term “harassment”) is defined, in general, as a variety of hostile activities, which harms or induces fear in student/staff through the threat of further aggression and/or creates terror. “Bullying” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering of others. Bullying can take at least three forms:

- *Physical* (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- *Verbal* (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- *Psychological* (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying is characterized by:

- *Power Imbalance* – occurs when a bully uses his/her physical or social power over a target
- *Intent to Harm* – the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity
- *Threat of Further Aggression* – the bully and the target believe the bullying will continue
- *Terror* – When the bullying increases, it becomes “systematic violence or harassment used to intimidate and maintain dominance.”

-Barbara Coloroso, *The Bully, The Bullied & The Bystander*

#### **Hazing**

“Hazing” is a form of harassment which involves committing an act against a student/staff member or coercing a student into committing an act that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a

student or other organization, or for any other purpose. The fact that a victim may consent to the act does not excuse the behavior or lessen the offense.

### **Cyberbullying**

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving students/staff may occur both on campus and off school grounds and may involve student/staff use of the District Internet system or student use of electronic devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student/staff member;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's/staff members educational opportunities.

Also, cyberbullying that occurs off-campus, which endangers the health and safety of students or staff within the school or can be reasonably forecast to cause a material or substantial disruption to the educational process, is prohibited. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

### **Prevention and Intervention**

The school learning environment provides an opportunity for both students and staff to gain an appreciation in a key district value: the importance of respect and working positively with others. The District recognizes that by requiring the implementation of an anti-bullying program, through both direct student instruction and professional development for staff, both students and staff will learn key elements about bullying prevention: the warning signs of bullying and everyone's responsibility to take an active role in preventing bullying before overt acts of bullying happen. Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor.

The District recognizes the importance of eliminating unacceptable student/staff conduct and works proactively to prevent these behaviors. School personnel who become aware of harassment shall act promptly to address the harassment, with the goal of preventing it from recurring. Where appropriate, school personnel will address the effects on the student/staff member who was harassed. Remedial measures will generally include counseling of persons(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on addressed issues of harassment.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies/participants, victims and their parents to help ensure that the bullying stops.

Although the focus of this policy is prevention, it is recognized that acts of bullying and harassment may still transpire. In such instances, disciplinary action may occur in accordance

with the District's Code of Conduct. Consequences shall depend upon the specific circumstances surrounding the incident, the developmental level of the student, their disciplinary history, and must be consistent with the District's Code of Conduct.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

**Deposit Central School District Bully Prevention Rules:**

**Rule 1:** We will not bully others.

**Rule 2:** We will try to help students who are bullied.

**Rule 3:** We will try to include students who are left out.

**Rule 4:** If we know somebody is being bullied, we will tell an adult at school and an adult at home.

*Olweus Bully Prevention Program*

**Training**

Staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students. Training will be provided to employees in conjunction with the District's existing professional development in order to:

- raise awareness and understanding of the school district's Code of Conduct;
- raise awareness and sensitivity to potential acts of discrimination or harassment directed at students that are committed by students or school employees on school property or at school functions; including, but not limited to, discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex;
- enable employees to prevent and respond to incidents of discrimination and harassment.

**Dignity Act Coordinator**

At least one employee in every school shall be designated as a Dignity Act Coordinator, instructed in the provisions of the proposed rule, and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

The designation of each Dignity Act Coordinator shall be approved by the board of education annually.

The name(s) and contact information for the Dignity Act Coordinator(s) shall be shared with all school personnel, students, and persons in parental relation. This shall be done by:

- including in District Code of Conduct
- posting on District website
- included in at least one district or school mailing per school year
- posted in highly-visible areas of school buildings
- made available at the district and school level administrative offices

In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Coordinator, pending approval of a successor Coordinator by the Board of Education within 30 days of the date the position was vacated. In the event a Dignity Act Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as the Dignity Act Coordinator, pending return of the previous Dignity Act Coordinator to his or her duties as Dignity Act Coordinator.

### **Complaint Procedures**

Staff/Students, or a parent(s) or legal guardian(s) who believe his/her student or self has been subjected to harassment by another student, teacher, administrator or other school personnel should report the incident(s) immediately to the Dignity Act Coordinator or another school administrator, teacher or counselor. If the student, staff member, parent(s) and/or legal guardian(s) desires further assistance regarding the complaint, the Superintendent may be contacted.

Complaints can be filed by completing a "Deposit Central School Rights Bully Prevention Form". These forms are located in the school library, the guidance office and in the building's main office. Forms can also be accessed and completed online on the District's homepage:

[www.depositcsd.org](http://www.depositcsd.org). Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator. All inquiries and harassment complaints filed with the District are confidential to the extent possible as described below. Confidentiality also applies to the investigative process.

### **Investigation Procedures and Decision of Investigator**

Upon receipt of a report or complaint alleging harassment, the appropriate building administrator shall undertake or authorize an investigation. The investigation may be conducted by school administrators, the Office of Special Programs or by designee of the Superintendent.

The investigation will be completed as soon as practicable. The investigation will, at a minimum, consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

Upon a finding that harassment has occurred, an appropriate response shall be fashioned by the appropriate administrator. Building principals addressing violations of this policy by students/staff and the superintendent addressing violations of this policy by employees and/or students should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

Steps may be taken by the appropriate administrator to protect the complainant, pupils, teachers, administrators or other personnel participating in the investigation pending completion of an investigation of alleged harassment.

## **Retaliation**

Retaliation means some type of adverse action taken against an individual or individuals as a result of filing a complaint or participating in the complaint process.

Retaliation or intimidation for participating in the complaint process is prohibited. Retaliation against any student seeking assistance at their school, filing a complaint, or participating in the investigative process is grounds for a subsequent retaliation/harassment complaint and potential discipline.

## **Confidentiality**

Deposit Central School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with our legal obligations to investigate, take appropriate action, and conform to any legal discovery or disclosure obligations.

## **Legal Compliance**

Dignity for All Students – Education Law Article 2

NOTE:

Refer also to Policies # 28 Code of Conduct  
#1 Anti-Discrimination  
#2 Sexual Harassment

**DASA (DIGNITY FOR ALL STUDENTS ACT 7/2012 AMMENDED 7/2013)**

### **How to file a complaint**

Complaints can be filed by completing a “DSCD Bully Prevention Reporting Form” (Appendix C). Students, parents and staff are to report any incidents of bullying as soon as possible. These forms are located in the main office or by going online to [www.depositcsd.org](http://www.depositcsd.org). All inquiries and harassment complaints filed are confidential to the extent possible. Confidentiality also applies to the investigative process. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and or discrimination is strictly prohibited. Students and parents/legal guardians may make an oral or written report of harassment, bullying or discrimination to District teachers or administrators, but written is preferred.

Employees who witness bullying or are given an oral or written report of harassment, bullying or discrimination must make a report to the Principal within one school day of getting a report or witnessing an event. After oral notification, the District employee shall file a written report with the Asst. Principal, Building Principal, or Superintendent.

All incidents of bullying, harassment, and/or discrimination that may constitute a crime will be brought to the attention of local law enforcement for their further investigation.

**Definition of Harassment/Bullying:** “Harassment” and “Bullying” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that:

- a. Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
- e. Cyberbullying is defined as harassment or bullying as described above that happens through ANY form of electronic communication.



## DEPOSIT CENTRAL SCHOOL DISTRICT INCIDENT REPORTING FORM

**Directions:** The Deposit Central School District is committed to providing a safe environment to all members of our community. Despite our best intentions, incidents between students do occur at times. If you wish to report a disturbing incident between two or more students, complete this form and return it to the Principal at the student's school. Contact the school for additional information or assistance at any time. This form can be completed anonymously by omitting signature and name. Every reported act of bullying will be investigated. Parents of aggressors and targets will be contacted in cases of confirmed bullying.

<b>Date of report:</b>			
<b>Name of student target:</b>	Age:	Grade:	School :
<b>Name(s) of alleged aggressor(s) (If known):</b>	Age:	Grade:	School :
<b>Name(s) of witness(es) (If known):</b>			
<b>Where did the incident(s) happen (choose all that apply)?</b> <input type="checkbox"/> On school property <input type="checkbox"/> At a school-sponsored activity or event off school property <input type="checkbox"/> Online/via technology <input type="checkbox"/> On a school bus <input type="checkbox"/> On the way to/from school <input type="checkbox"/> Other: _____			
<b>What best describes what happened (choose all that apply):</b> <input type="checkbox"/> Teasing <input type="checkbox"/> Threat/Property Damage <input type="checkbox"/> Stalking <input type="checkbox"/> Theft/Property Damage <input type="checkbox"/> Social exclusion <input type="checkbox"/> Intimidation <input type="checkbox"/> Physical violence <input type="checkbox"/> Public humiliation <input type="checkbox"/> Retaliation <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Other: _____			
<b>What did the alleged aggressor(s) say or do?</b> (Include dates. Attach a separate sheet if necessary)			
<b>Did a physical injury result from this incident?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, but it did not require medical attention <input type="checkbox"/> Yes, and it required medical attention			
<b>Is there any additional information you would like to provide?</b> (Attach a separate sheet if necessary)			
<b>Name Of Person Reporting Incident (Optional):</b>  Telephone (optional) _____ E-mail (optional): _____  Place an X in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Parent/guardian <input type="checkbox"/> Other: _____  Signature: _____ Date: _____			
Administrative Action Taken: _____ Date: _____  Administrator: _____			

## **ALMA MATER**

**In the grand old Catskill Mountains  
By the Delaware  
Stands our favorite Alma Mater,  
D.C.S. So fair  
Shout her praises, sing her honor,  
Loud her name proclaim.  
We will rally round her standard  
And uphold her fame.**

**High School life at best is passing,  
Gliding swiftly by.  
Let us pledge by word and deed  
Our love for Deposit High.  
Shout her praises, sing her honor,  
Loud her name proclaim.  
We will rally round her standard  
And uphold her fame.**

## **SCHOOL COLORS**

**Blue and White**

## **DEPOSIT LUMBERJACKS**

**GO JACKS AND LADY JACKS!!!!**

### **EMERGENCY SCHOOL CLOSINGS:**

In the event the decision is made to close school because of snow or other weather conditions, the announcement will be made over 92.1 FM, 92.5 FM, 94.7 FM, 101 FM, 1430 AM, 99.1 FM, 105.7 FM, 103 FM, WBNG Ch 12 (TV), and WICZ, Ch 40 (TV). Via the internet, WBNG.com under school closing. On days when school is closed, all activities scheduled for that day are canceled.

**In the event of a school closing, one or two hour delay, or early dismissal relating to weather or other emergency, parents and/or guardians will be notified by automated telephone message.**