

DEPOSIT ELEMENTARY SCHOOL
STUDENT / PARENT HANDBOOK

Dear Parents/Guardians,

Each year our children have to meet many new challenges in the ever-changing world. They need the best possible education to compete in an advanced technological environment. Now more than ever there is a need for our children to become proficient in reading, writing, and mathematics. The new state curriculum requirements put a much greater emphasis on thinking and reasoning skills. Children need to know how to work cooperatively in groups to solve problems and learn new ideas. The State and the District have set high standards for our students. We are confident that our students will reach beyond the goals which have been set for them.

Many important items taken from the Deposit Central School Code of Conduct will be found in this handbook. Due to the size of the Code of Conduct we have not included the entire document as part of this handbook. However, if you would like to have a copy of the Code of Conduct please contact the elementary school office on school days during business hours.

This handbook contains a great deal of information, which helps to provide an organized, efficient and effective environment for children to learn. Please review this handbook carefully with your child. It is important that everyone understands its contents. Parents, teachers and administrators must work together to educate our children. Feel free to contact your child's teacher or me if you have any questions. I hope your child has a very stimulating, challenging and enjoyable year in our elementary school.

Yours truly,
Kelli Parsons
Elementary Principal



Please sign below to indicate that you have reviewed the student/parent handbook with your child. Once you have reviewed the handbook and signed below, tear out this page and turn it in to your child's classroom teacher.

Student Name _____

Student Signature _____

Date

Signature of Parent/Guardian

**DEPOSIT ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK**

ABSENCE/HOMEWORK

Once your child is enrolled in school, he or she is required to attend school regularly. Parents are expected to telephone the school at 467-2198 ext. 2303 each day before 8:45 a.m. if the child is going to be absent on that day.

Arrangements for homework may be made by contacting the school secretary before 9:30 a.m. Every effort will be made to assemble the student's assignments on that day. Homework should be picked up in the office at the close of the day.

ANIMALS

Because of health and safety concerns, children are **not** to bring their pets to school. If you desire a particular animal to "visit" your classroom for instructional purposes, please speak with the principal and check that an appropriate cage and necessary preparation is provided. Walking dogs on school property is prohibited at all times.

BLUE SLIPS/EARLY DISMISSAL

At the beginning of the school year, parents should make arrangements with the District's Transportation Department (467-2502) to determine the location where children will be picked up in the morning and returned in the afternoon. Any change from the original routine **requires a written request**. This request can be in the form of a written note, email message or fax. Once the request is received by the office, a "blue slip" will be provided for the student. Secretaries have been directed not to accept phone requests for "blue slips." **Requests for change of transportation must be made for emergency purposes only.**

All students leaving early **must** be picked up at the office. The school does not favor excusing children before dismissal time. In addition to the loss of instructional time, the attention of other pupils is distracted by early departures. If it is absolutely necessary for a child to leave the building early, a **written** permission note is required and the child must be signed out in the office by a parent or guardian.

No pupil is to leave the school grounds during school hours for any reason unless he/she presents to the teacher or supervising staff a blue slip issued by the office. The pupil must check out with the office when leaving and check in the office when he/she returns. If a parent comes in person at any time to pick up a child, that child will be called to the office. Please note: a student must have on file a blue slip to go home for lunch. Students will not be permitted to go downtown for lunch, unless escorted by a parent/guardian.

Please have all requests for after-school blue slips to the secretaries **prior to 1:15 p.m.** This will allow the secretaries adequate time to make the proper arrangements.

ARTICLES FORBIDDEN AT SCHOOL

Any object which either creates a hazard to the safety of the children or which interferes with school procedures, is not to be brought to school. Objects such as hard balls, hazardous toys, knives, laser pointers, etc., should not be brought to school. If required by a parent/guardian, cell phones may be brought to school, but they **are to be turned off before entering the school** and are to be kept in the student's backpack during the day. Objects of any value should not be brought to school. The school district is not responsible for any lost or damaged objects brought to school. Hand-held electronic games are permitted during indoor recess. Audio devices such as MP3 players and iPods are not to be used in the elementary school.

ATTENDANCE

A child returning after an absence or tardiness must present to the teacher a note stating the reason for the absence. The attendance policy is included below. Please read it carefully as it provides information about how repeated/excessive absences are dealt with.

ATTENDANCE POLICY

Student participation is an integral part of the educational experience at Deposit Elementary School. Students are encouraged to attend school so that they may get the full benefits from the learning opportunities that our school offers. A student's regular participation also ensures that they will have adequate time to reach and achieve the mandated New York State Common Core Educational Learning Standards. In addition, regular school attendance encourages healthy lifetime work habits, which will later lead

to success in the work place and in other areas of responsibility. The Deposit Elementary attendance policy is based upon the following objectives:

1. Attendance, absence, tardiness and early departure of students to and from school will be accurately tracked;
2. Achievement of New York State Common Core Learning Standards will be ensured through sufficient pupil attendance.
3. The location of our students during school hours will be accurately tracked and reported to our parents for the purpose of keeping our students safe.

In this policy, the following definitions apply:

1. **scheduled instruction:** instructional or supervised study activities that make up the student's day.
2. **absent:** the student is not present for the entire period of scheduled instruction (half-day absence = a student was present for 3 ½ hours).
3. **tardy:** pupil arrives later than the starting time of scheduled instruction which is 8:10, but before 11:30.
4. **early departure:** pupil leaves prior to the end of scheduled instruction which is 2:50, but not more than 3 ½ hours.
5. **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), 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.
6. **unexcused:** any absence, tardiness or early departure for 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.

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.
3. Students who maintain a 100% attendance rate will ensure their success of meeting the mandated New York State Common Core Educational Learning Standards. Failure to maintain at least a 75% rate may lead to AIS interventions or retention. Our elementary 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 *5 days of absence or tardy*(consecutive or nonconsecutive) a letter will be sent home.
 - After *10 days of absence or tardy*, a letter will be sent home with a written response requested back from the parent or guardian.
 - After *15 days* a meeting will occur with the teacher, principal, school nurse and parent or guardian. A plan will be implemented to improve attendance including a referral to the Response to Intervention Team.
 - After *20 days* a home visit by the school social worker and/or principal will occur.
 - After *30 days*, a meeting with the teacher, principal, school social worker, school nurse and parent or guardian will occur. A hotline call may be made and an outside agency intervention may be requested.
 - After *40 days*, a letter will go home indicating that a parent meeting will be held with the principal, teacher, school social worker and school nurse to discuss retention.
4. The student's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness, or early departure according to the following:
 - A. When the school has not been previously notified by the parent, the district shall attempt to call to learn of the nature of the absence or notify the parent that a pupil has not yet arrived at school.
5. The student may be subject to disciplinary procedures for unexcused absences, tardiness or early departures, including verbal and written warnings, after-school detention, and loss of extra-curricular activities.
6. The classroom teacher, building principal, school social worker and school nurse will communicate attendance issues with each other and take appropriate action as an intervention strategy.
7. The elementary building will provide consistent counseling to students with chronic attendance problems.

BICYCLES

Children are encouraged to leave their bicycles at home. If it is absolutely necessary to bring them, they must be walked to and from the rack and locked. Our school is not responsible for their care. Bicycles are not allowed on the sidewalk while children are loading/unloading buses. Students should walk their bicycles on the sidewalk by the buses when arriving at or leaving school. Students are also required by state law to wear bicycle helmets when riding their bicycles. This same concept applies to scooters, skateboards and other items with wheels. Students are NOT permitted to ride these items on school property at any time.

BOOKS

Books are the property of the Deposit Central School District and are loaned to students. All books must be covered and kept covered in order to protect and preserve them for future use. Parents will be charged for books lost, defaced or damaged.

BULLYING/HARRASSMENT

The Deposit Central School District is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board of Education recognizes harassment, hazing and bullying are detrimental to student learning and achievement. Such behaviors affect not only the students who are targeted, but also those individuals who participate and witness such acts. Therefore, all forms of harassment, discrimination, hazing and bullying are prohibited on school grounds, school busses and at all school-sponsored activities, programs and events including those that take place at alternate locations. Acts of bullying and harassment shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

A. Overview

Definition of Harassment/Bullying: "Harassment" and "bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying, 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.

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying as well as any other conduct which has the effect of hurting emotionally or physically the target of the bullying or any witnesses to the bullying.

Definition of Hazing: "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 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.

Disability Harassment

The District affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities and prohibits discrimination and harassment in any program or activity of or sponsored by the District. Disability harassment is a form of discrimination and is prohibited by DCSD policy and by state and federal law (BOE policy 1; Non-Discrimination and Anti-Harassment).

Discrimination and harassing behaviors include, but are not limited to, making comments, name-calling, conduct of a physical nature, or other expressive behavior directed at an individual or group on the basis of an individual or group's actual or perceived disability or disabilities. Discriminatory and harassing behavior creates a demeaning, intimidating, and hostile educational environment.

B. Deposit Central School District Bully Prevention Student 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

C. How to file a complaint:

Complaints can be filed by completing a “DCSD Bully Prevention Reporting Form” (Appendix C). Students, parents and staff are to report any incidents of bullying by completing a “DCSD Bully Prevention Reporting 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 DCSD District’s homepage: www.depositcsd.org Forms can be emailed to the building principal or turned into the main office. All inquiries and harassment complaints filed with the Deposit Central School District 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.

CAFETERIA: OPERATIONS AND PROCEDURES

This year, lunch will cost \$2.35 and breakfast is free. Additional information on lunch procedures will be coming home with your children at the start of the school year. If you have any questions, you may call Lori Wheeler at 467-2198 ext. 2136. You can also log on to the school website, www.depositcsd.org and click on the cafeteria link.

COMMUNICATION

We encourage and welcome questions, comments, and suggestions from parents. Problems should first be directed to the teacher, and if not resolved, to the principal. Appointments to visit teachers should be pre-arranged to enable proper time to be scheduled for you. Teachers will be given telephone messages so they can return parent phone calls at times that will not disrupt instruction.

DAILY SCHEDULE

- 7:35 a.m. Breakfast program begins
- 8:00 a.m. School doors open – children go to their classrooms
- 8:05 a.m. Warning bell
- 8:10 a.m. Attendance bell and announcements
- 2:30 p.m. Afternoon announcements
- 2:50 p.m. Student dismissal begins

DISCIPLINE

Good discipline originates in the home, because the parent is the first teacher of the child. It is the parent’s obligation, by teaching and example, to develop in the child good habits of behavior as well as proper attitudes toward school. Expected behavior standards are outlined in this handbook. Each student receives a copy that is taken home to parents to be used throughout the year as a reference.

Simply put, teachers have the right to teach and children have the right to learn. This school intends to do everything in its power to provide these opportunities. When children break the rules that have been established, they will also know what the consequences are, and the procedures will be followed consistently. Rules are posted throughout the school building in clear and understandable language. A plain language version of the Code of Conduct has been included in this handbook (See Appendix A)

EDUCATIONAL TRIPS

Well-planned educational field trips play an important part in the educational growth of boys and girls. The teacher, in consultation with the principal, plans field trips. Children are taken on field trips only after parents have given their written consent. No child will attend a field trip without the written permission of a parent. At times, additional adults may be invited to chaperone a field trip. Adults who chaperone field trips are not permitted to bring other children who are not part of the grade level/class which is attending the trip. Field trip privileges may be suspended if a child cannot maintain an appropriate level of behavior. Parents and children are informed of the standards, expectations, and criteria for maintaining such privileges.

HEALTH POLICIES

The staff at Deposit Elementary cares about the well-being of our students. In order to assist families with their medical needs, the district has developed relationships with community resources. The Lourdes Dental Van makes multiple visits to our school each year to provide students and siblings with preventative care and treatment for oral health. In addition, Deposit Central Schools has partnered with the Mothers' and Babies' Perinatal Network to assist families in acquiring health insurance. Screening forms will be sent home at the beginning of each school year to identify your interest in these programs.

If your child has any acute symptoms of illness (fever, sore throat, vomiting, diarrhea, rash, etc.) please keep him or her home for at least 24 hours after the acute symptoms are no longer present. If you have questions about whether or not to send your child, please call the nurse's office at 467-8505. If you are going to keep your child home, you should call the nurse's office (467-8505) by 8:30 a.m. to report the child's absence from school as well as the reason for the absence. A written excuse is to accompany a child who returns after an absence, stating the reason for the absence. If no excuse is received by the end of the quarter the absence is marked as illegal.

Since children cannot be left in the classroom during recess without supervision, please do not make this request. If a child is too sick to go outdoors for fresh air and exercise, he should be kept at home. The only exception to this occurs when a child has a medical excuse for exemption from physical education. Students excused from physical education classes may not participate in outside recess.

INSURANCE

Procedures for filing a claim as a result of a student accident:

- 1) Before filing a claim: "An accident is a happening that is not expected, foreseen or intended."
- 2) An incident report must be filed at the school nurse's office in your child's school.
- 3) Parents must call the school nurse's office to request an insurance claim form. These are not automatically sent to parents.
- 4) Parents must submit a claim to their own health insurance company prior to submitting a claim to the school's carrier.
- 5) The school nurse will complete a portion of the insurance claim form based on the information located on the incident report form. This partially completed form will be given to the parent.
- 6) The parent completes the insurance claim form, signs and dates it and mails the completed form to the school's insurance carrier along with:
 - a) All itemized medical bills (UB-92 & HCFA-1500)
 - b) Copies of payments made by parents' insurance policy
- 7) Building administrators and nurses cannot authorize payments nor accept medical bills. It is the parents' responsibility to follow up with the district's insurance company and to submit the appropriate information following the above procedure.

MEDICATION

The following requirements for the administration of internal medicine must be followed:

- 1) The school nurse must have a written request or order from the family physician in which he/she indicates the frequency, dosage and duration of a prescribed medication.
- 2) The school nurse must have a written request or order form from the family physician in which he/she authorizes the usage of a non-prescription medicine (i.e. ibuprofen, acetaminophen, aspirin, cough drops etc).
- 3) The school nurse must have a written request from the parent to administer medications approved by the physician (both prescribed and non-prescribed).
- 4) The medication (prescribed and non-prescribed) must be brought to school in the original container **by a parent or guardian.**
- 5) Parents or guardians should immediately report any change in the course of treatment or in the medication to the school nurse.

- 6) At no time is any student permitted to bring medication to school and take it without the supervision of the school nurse.

It is requested that parents inform school personnel when their youngster is receiving medication at home, since some medications can affect schoolwork and behavior.

ALLERGIES

Per state regulations, if your child has a life threatening or serious environmental allergy (i.e. bee sting) or food allergy (i.e. lactose intolerant or peanut butter) a doctor's note is to be provided stating any modifications necessary for your child. This information should be given to the school nurse at the start of each school year or at the time of diagnosis.

FIRST AID

The school nurse administers first aid for illnesses, accidents or emergencies taking place during school hours on school property. Any injury received at home is to be treated by the parents at home since these injuries cannot be treated by school personnel.

SLEEP AND REST

The amount of sleep a child receives each night will have a decided influence upon his or her school work on the following day. Children who are permitted to watch television late into the evening are not ready for school on the following day. Elementary school children need between ten and twelve hours of sleep each night.

LOST AND FOUND

The lost and found is located directly outside of the health office. The problem of lost articles is minimized when parents mark belongings and apparel with the child's name. Sneakers must be marked as well.

MEDIA CENTER AND COMPUTER LABRATORY

All students are scheduled into the library and computer room. Here, they have the opportunity to learn library, research and computer skills and pursue their studies as well as other interests. A computer, which is connected to the internet, is available for student use when time permits. Students are responsible for good behavior on school networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

The library is one focal point of the school with a varied selection of books to stimulate the mind and to further the intellect. It is staffed by a media specialist. All books must be returned to the library at the end of the year to avoid payment for a lost book. Students assume the responsibility for each book they charge out.

MUSIC PROGRAM

In addition to the regular program offered in class, fourth, fifth and sixth grade students are offered instruction in musical instruments. Notices explaining the program are sent home shortly after school opens in September. The elementary chorus and band are part of the instructional day. Students will receive a grade for chorus and band. Students are responsible for the work they miss during the time of music lessons.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled during the year. However, parents are encouraged to initiate a conference with their child's teacher or the principal whenever they wish. Please call the school secretary when you cannot keep your appointment. Teachers attend workshops, faculty meetings, in-service training, and take other after-school courses. In order to avoid conflicts, please telephone first. **If a concern arises about your child, please contact the teacher first before calling the principal.**

PARTIES

Throughout the year, parties and celebrations will be held in classrooms. Guidelines for these parties are as follows:

- 1) All parties are to take place on school grounds.
- 2) All parties will last no longer than one hour except for the end-of-year party which could possibly run longer.
- 3) Birthday party snacks may be included in the school day. It is preferred that the parents notify the teacher involved prior to the day so that appropriate plans can be made. Parents are responsible for delivering invitations to birthday parties held outside of school. Invitations for home parties should be sent in the mail.

PHOTOGRAPHS

Class and individual pictures are taken every fall. These provide each child with an opportunity to have a photo of classmates to keep for future years. It also provides the school with a picture of each student for identification purposes.

PHYSICAL EDUCATION

Elementary children require and demand physical activity, which is provided by free play periods and a formal physical education program. According to New York State mandates, all pupils are required to participate. In the case of a temporary illness/injury, a student may be excused. In such a case, a doctor's certificate must be presented to the school nurse that should state the nature of the illness/injury, and the time period for the recuperation. Parents are requested to provide their youngsters with sneakers and the appropriate dress as specified by the physical education instructor. For safety reasons, no child is permitted to take physical education without sneakers.

REGISTRATION

Parents wishing to register/enroll their children must report to the elementary school office. Necessary forms will be filled out and children will be tested to determine math/reading abilities. Placement in a classroom will be made in a timely manner. By state law, all new students must provide copies of the following: a) up-to-date immunization health record b) health physical performed within the last 12 months. If this information is not provided within 30 days from the start of school, the student will not be permitted to attend until all information is supplied.

SCHOOL BUS SAFETY VIDEO SYSTEM

The Board of Education has authorized the use of video system on school vehicles to promote safety and improve student discipline. The superintendent shall establish procedures and regulations for the use of this system in keeping with all statutory requirements and regulations. The superintendent shall also designate school officials who will implement and maintain the system.

SNACKS

Some classes will have morning snacks due to the long time between breakfast and lunch for our young children. As part of our health education program, we teach children which foods are healthy. Children who bring snacks must bring healthy snacks. Foods such as fruits, vegetables, raisins, and crackers are recommended. Examples of snacks that are not permitted are cookies, candy, gum, potato chips and soft drinks.

SNOW EMERGENCY/EARLY DISMISSAL/SCHOOL CLOSING/DELAYED OPENING

Every year there may be an occasional early dismissal, school closing or delayed opening of school due to the weather. Therefore, we encourage you to set up a procedure for your children to follow should they arrive home early when you are not there, or when there is a delayed opening of school. Listening to the radio, checking the school website (www.deposit.stier.org), or contacting neighbors are only a few suggestions to help your children in a time of emergency. Please listen to the following Radio/TV stations:

WICZ	Channel 40
WNBC	Channel 34/ www.newschannel34.com
WIYN	94.7 FM
WAAL	99.1 FM
WNBF	1290 AM
WHWK	98.1 FM
WENE	1430 AM
WSKG	Channel 46 and 89.3 FM
WDLA	1270 AM
WBNG	Channel 12/ www.wbng.com

If your telephone numbers are current in our school database, you will be notified of school closings, delays, and emergencies via the SchoolMessenger system. In the event of a delayed opening, school will begin one hour or two hours later than normal. Bus pick-ups will be one hour or two hours later than the usual pick-up. Dismissal remains unchanged.

TRANSPORTATION/TRAFFIC

- 1) All pupils living more than $\frac{3}{4}$ miles from the elementary 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 schools they attend.
- 3) Kindergarten students will be transported if they live more than $\frac{1}{2}$ miles from the school.

TELEPHONE USE

Pupils are to use the office telephone only in an emergency.

UNAUTHORIZED VACATIONS

The Deposit Central Schools do not favor children missing regularly scheduled sessions for family vacations. The responsibility for the decision rests with parents and the attendance policy is adhered to with days taken for vacation.

Parents who request work assignments from teachers to be done during the vacation, should submit the request ten (10) days in advance to allow the teacher adequate time for preparation. Parents assume the responsibility for overseeing these assignments.

When parents are on vacation without their children, they are requested to inform the teacher by note stating who is in charge of the children and a phone number to be used in case of emergency.

CODE OF CONDUCT

Appendix A

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

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.

Students who violate the student dress code shall be required to change or cover the offending item, failure to do so may result in discipline.

Prohibited Student 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. insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors and bus aides, law enforcement officers or
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; Non Discrimination and Anti-Harassment; 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, 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 or other school property (BOE policy; Internet Protection Policy).
5. engages in conduct that violates Board’s rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.

Definition of Bullying

“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.

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 that somebody is being bullied, we will tell an adult at school and an adult at home

Olweus Bully Prevention Program

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying

Reporting Procedures

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a “Harassment/Bullying Prevention Form”. These forms are located in the school library, the guidance office and in the buildings main office. Forms can also be accessed and completed online on the District’s homepage. 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.

Dignity Act Coordinator

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

Ed Swartwout
 171 Second Street, Deposit NY
 607-467-2198, eswartwo@deposit.stier.org

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.

Disciplinary Penalties, Procedures and Referrals

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.

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. In-school suspension 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

Remedial Consequences

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may 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.

Minimum Periods of Suspension

1. Students who bring a firearm to school will be subject to suspension for one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts (including bringing a weapon other than a firearm to school) shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly substantially interferes with the teachers authority over the classroom will be suspended for at least five days. For purposes of the code of conduct, "repeatedly, substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to educational law 3214 (3)(a) and this code on multiple occasions.

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.

Visitors to the School

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.

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 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 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 warn the speaker to communicate civilly, 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 on school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.
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.

Public Conduct on School Property

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

Prohibited Conduct

No person, either 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.

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.

Deposit Central School District
REPORT FORM FOR REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT,
AND HARASSMENT BECAUSE OF RACE, NATIONAL ORIGIN, RELIGION AND
DISABILITY – Appendix B

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of alleged incident(s): _____

Did the incidents involve:
sexual _____ racial _____ national origin _____ disability _____ religion _____

Name of person(s) you believe harassed you or another person: _____

If the alleged harassment was toward another person, identify that other person: _____

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur?

List any witnesses who were present:

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

**DEPOSIT CENTRAL SCHOOL DISTRICT
INCIDENT REPORTING FORM – Appendix C**

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.

Date of report:	
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Name of student target:	Age:	Grade:	School :
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Name(s) of alleged aggressor(s) (If known):	Age:	Grade:	School :
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Name(s) of witness(es) (If known):

Where did the incident(s) happen (choose all that apply)?
 On school property At a school-sponsored activity or event off school property Online/via technology
 On a school bus On the way to/from school Other: _____

What best describes what happened (choose all that apply):
 Teasing Threat/Property Damage Stalking Theft/Property Damage
 Social exclusion Intimidation Physical violence Public humiliation
 Retaliation Sexual Harassment Other: _____

What did the alleged aggressor(s) say or do? (Include dates. Attach a separate sheet if necessary)

Did a physical injury result from this incident?
 No Yes, but it did not require medical attention Yes, and it required medical attention

Is there any additional information you would like to provide? (Attach a separate sheet if necessary)

Name Of Person Reporting Incident (Optional):

Telephone (optional) _____ E-mail
 (optional): _____

Place an X in the appropriate box: Student Parent/guardian Other: _____

Signature: _____ Date: _____

Administrative Action Taken: _____ Date: _____

Administrator: _____

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education records as "directory information," and it will disclose that information without prior written consent:

- 1) The student's name;
- 2) The student's address;
- 3) The student's telephone listing;
- 4) The student's date and place of birth;
- 5) The student's class designation (e.g., first grade, tenth grade, and the like);
- 6) The student's participation in officially recognized activities and sports;
- 7) The student's achievement awards or honors;
- 8) The student's weight and height if a member of an athletic team;
- 9) Dates of attendance; and
- 10) The student's photograph including publication of the photograph on District sponsored websites; and
- 11) The most recent educational institution attended before the student enrolled in the district.

Within the first three weeks of each school year, the school district will publish in the legal section of the newspaper having general circulation in the district the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or the eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all the items they refuse to permit the district to designate information about that student. At the end of the two-week period, each student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by written direction of a student's parents of an eligible student.

The district may disclose directory information about former students without following the procedures specified in this paragraph.

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

607-467-2198 x 2304

