

# **GLENHAM ELEMENTARY SCHOOL**



***STUDENT HANDBOOK***  
***2017-2018***

# **Glenham Elementary School**

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### ***Mrs. Anne Marie Quartironi***

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### ***Mr. Erik Wright***

Executive Director of Curriculum and Instruction

### ***Mrs. Dawn Condello***

Director of Pupil Personnel Services

### ***Mr. John Giametta***

Director of Physical Education, Health Services, Athletics and Recreation

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# ***SCHOOL SCHEDULE***

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## **Grades Kindergarten through Fifth**

Doors open at 8:30 a.m.  
Homeroom begins at 8:40 a.m.  
Dismissal at 3:10 p.m.

## **Pre-Kindergarten**

A.M. Session: Students arrive 8:40 a.m.

P.M. Session: Students arrive 12:40 p.m.

## **6 DAY ROTATIONAL SCHEDULE**

### ***What does a Six-Day Rotation Mean and How Will I Know What Day It Is?***

A six-day rotation does not mean that there are now six days of school. Instead of defining the week as Monday through Friday, it takes six days labeled: day 1, 2, 3, 4, 5, 6 and uses them as a cycle throughout the school year. So, “Day 1” may fall on a Monday one week and it may be a Thursday on another week. The important piece is to know which day the cycle we are on versus the day of the week it is.

It is important to know the cycle because it affects the specials (Art, Physical Education, Music, Library) your child has. For example, instead of Art being every Tuesday, it might be every “Day 5”.

- You will receive this information about special area class schedules from your child’s teacher on the first day of school.
- Information will also be available on the district website.

## EARLY DISMISSAL AND CHANGING YOUR CHILD'S NORMAL DISMISSAL ROUTINE

1. If a student is to be **dismissed early or changed from a bus student to a parent pick up a written request** to the school is required. Please send a note to your child's teacher if there is to be a change to your child's dismissal routine—that is the best way to ensure the change occurs smoothly.
2. Please be advised that whenever a child is picked up, **all adults will be asked to show proper identification.** Any adult who is authorized to pick up your child should be at least 18 years of age and properly listed on the student pick up form.
3. **Students without a note from home stating that they are being picked up will be placed on their normal bus home.**
4. Whenever possible, medical and/or other appointments should be scheduled after school as time in the classroom is essential to the learning process.
5. **CHANGES TO YOUR CHILD'S BUS ROUTE:** must be reviewed and approved by the transportation department first. Children are not allowed to change bus routes for play dates.  
Contact the **Transportation Department at (845) 838-6900 x 2701** for more information or assistance.



## ATTENDANCE AND ABSENCES

**New York State Education Law requires that all children from ages 6 – 17 attend school regularly.**

- Regular attendance at school is extremely important and critical for student success.
- Please note that each parent/guardian is legally responsible for seeing that his/her child reports to school in a timely manner and is responsible for calling the school whenever an absence does occur.
- If your child is absent, please call the school the morning of the absence (838-6900 x-5004).
- A written excuse is required for every absence from school. The note should state the child's name, date of absence, and the specific reason for the absence. If a student is out more than five (5) days, he/she must hand in a doctor's note
- If the child will be absent for an extended period of time, the school should be notified in advance or as soon as possible.

**Unless you have called the school reporting your child's absence, you will receive a phone call each day your child is absent to confirm the reason they are home.**

**Legal absences recognized by the Board of Education include the following:**

- **Sickness of child**
- **Religious observation**
- **Required court appearance**
- **Death in the family**
- **Impassable roads due to weather**
- **Approved school sponsored trips**
- **Quarantine**
- **Medical/dental appointments**

## ILLEGAL ABSENCES

We will record absences ILLEGAL if a written excuse, signed by a parent, is NOT presented upon return of school. Illegal absences become part of the student's permanent record. This can carry significant weight as part of a legal record of parents' good intentions in supporting regular attendance at school.

**The following are examples of inexcusable or illegal absences according to NYS State Attendance Law:**

- **Truancy (illegal absence from school)**
- **Over sleeping**
- **Family Business**
- **Missing the school bus**
- **Vacations**

## Health Services

A nurse is on call for first-aid during school hours. Children who become ill in school are seen by the nurse or aide. Accidents that occur at home, or away from school property are not cared for by the school. **The school nurse can be reached at 838-6900 x 5010.**

### **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:**

- **Temperatures of 99.6 degrees or more. If a student attends school with a temperature of 99.6 or more they will be sent home.**
- **Any gastrointestinal problems such as diarrhea or vomiting.**
- **Your child exhibits any inflammation of the eye unless documentation of allergies is noted in the health record.**

Your child should be free of any of the above symptoms for **24 hours** before they are allowed to return to school.

### **SCHOOL PHYSICALS AND IMMUNIZATIONS:**

Annual school physical examinations are required for all kindergarten, second and fourth grade students and for students entering from outside the school district. If you would like to have your child examined by the district physician, you must inform the school nurse in writing.

**Please note that NYS has recently updated the immunization schedule for grades K-12. Please consult the school nurse and/or your child's physician for the latest requirements.**

**Confirmation of immunizations must be in writing and schools are not to admit students without such confirmation.**

### **MEDICATION:**

**NEW YORK STATE LAW STATES THE FOLLOWING:**

- **Children may not bring medication of any kind to school including over-the-counter medications. (This includes COUGH DROPS which must be stored with and dispensed by the school nurse.)**

**Children may take medication in school only under the following conditions:**

- **A written order signed by a physician, with the following information: name of medication, reason for administering, dosage, time and number of days. This includes over-the-counter medication.**
- **Medication must have a professional label, be in the original container and be delivered directly to the nurse by the parent. Any over-the-counter medication must be labeled with student's name and delivered to nurse in unopened, original box or container.**
- **The parent must also submit a written request.**

- Any changes in dosage must be accomplished through a written request by physician and parent.
- New prescriptions - parental consent and medication are required at the beginning of each school year.
- All medication - will need to be picked up by parent or guardian at the end of the school year. Any medication not picked up by a parent or guardian will be discarded on the last day of school.
- Extra Clothing for Pre-K & Kindergarten – you may keep a set of clothing in a gallon size zip lock bag with Teacher & Student name on it at the Nurse’s office.



## FOOD ALLERGIES

Food Allergies are very serious. At Glenham School we want to promote a safe physical environment that protects children with food allergies. Keeping this in mind, please be aware of the following:

**NUT FREE TABLE** A nut free table is provided at lunch time. If your child needs to utilize this resource, fill out the notification letter included in the ‘forms’ packet that is sent home with students. This form will be returned to the school nurse for review.

**NUT FREE CLASSROOMS** Some class rooms are designated as ‘Nut Free’. All nut products are prohibited from these classrooms.

**CLASS PARTIES** Please work closely with your child’s teacher to provide safe snacks at class parties and other school functions.

**FIELD TRIPS** All foods containing nut products are prohibited for field trips requiring a bag lunch.

## TECHNOLOGY

**Technology has become an integral part of communication today. There are some guidelines that the teachers and staff members have to adhere to as it relates to technology:**

- **Facebook** has become a popular means of communication. Current or former Glenham Elementary students have requested Glenham teachers to ‘friend’ them. Within the teaching/ educational field, staff members are encouraged not to “friend” students or parents on Facebook.
- **E-mail** is often the best way for educators and parents to communicate. Email addresses will be provided by your teacher and are also available on the district website.

### Electronic Devices

- I PODs, Cell Phones, Hand Held video games and other audio/video reproduction units are distracting devices and interfere with the academic operation of the school.
- Considering the potential for distraction and additional problems, this equipment is not permitted in schools. (Note: Cell phones may be permitted **BUT** there has to be administrative approval **AND** if permitted must not be turned on during the school day.)
- Any student observed with such devices will be directed the administrator’s office, where the device will be confiscated and stored until the end of the school day, when a parent/guardian may come in to assume responsibility for the device.
- Electronic devices are **NOT PERMITTED** on the school bus and can be confiscated.

## STUDENT VALUABLES

- The school is not responsible for student property which is lost or stolen. Students are cautioned not to bring large amounts of money to school, and if they wear glasses, watches or jewelry, to keep track of them at all times. Any large amounts of money brought to school should be brought to the attention of the teacher immediately upon student arrival.

# VISITING SCHOOL and CLASS CELEBRATIONS

## ENTERING AND VISITING SCHOOL

❖ **FIRST OF ALL, WELCOME!** We are very lucky to have so many parents and caregivers visit our school for events, class parties and classroom assistance.

❖ **BADGES:** Individuals are required to report to the security desk and obtain a badge upon entering the building. This badge must be worn in a visible location and worn for the entire time you are in the building.



❖ **PLEASE RESPECT THAT OUR CLASSROOMS ARE VERY BUSY:**

There may be testing going on, important class discussions and the teaching of required subjects. PLEASE DO NOT VISIT your other children's classes and distract from the normal class activities.

❖ **CLASSROOM CELEBRATIONS:** Parents have been very creative and supportive with this monthly celebration and we appreciate it. The monthly party schedule for this year will be:

- 1st Friday – Kindergarten through Second Grade
- 3rd Friday – Third through Fifth Grade



Please keep in mind:

- Some students may have nut or other allergies. Consult with your child's teacher about appropriate food items for class celebrations.
- Goodie bags or other favors are not permitted.

## TRAFFIC PATTERNS AND PARKING

There is a set procedure for safely dropping off and picking up students at Glenham Elementary school. **Parents and caregivers must follow this process on a consistent basis or it compromises student safety.**

**Drop Off** If you are bringing your child(ren) to school, you need to wait in the DROP-OFF line. Only the first two (2) cars will be allowed to have their children exit their vehicles. You are asked to wait until it is your turn.

- Children should only exit **from the passenger side** of the vehicle (**not** on the driver side as they will be exiting into the flow of traffic).
- We ask that you **do not park your car** and walk your child to the cross walk. You will need to utilize the Drop-Off zone.

**Pick Up** Posted signs are in place to remind motorists that they are unable to enter the parking lot closest to the school during the time that buses will be arriving and leaving. You **cannot pass** a school bus that is waiting in a school zoned area **EVEN IF THEY DO NOT HAVE THEIR FLASHING LIGHTS ON.**

**Pre-K parents** When picking up and dropping off your students, you are not permitted to park in the “no parking zone”. This area is clearly marked for emergency vehicles **ONLY**. You will need to find a designated parking spot.

### **Other notes:**

- ❖ DO NOT block the entrance or exit to the school parking lot at any time. Blocking those areas prevent school buses from turning into or out of the parking lot.
- ❖ Respect traffic lines, handicapped parking and no parking signs.
- ❖ **Obey all town parking signs – vehicles parked on the road are subject to parking tickets issued by the Town of Fishkill Police Department**

THESE RULES ARE IN PLACE TO PROTECT OUR STUDENTS.

## PLAYGROUND RULES

- Children must use playground equipment appropriately.
- Children are to follow the directions of the adult(s) in charge during recess.
- Children are to proceed to and exit from recess in an orderly manner.

## EMERGENCY SCHOOL CLOSINGS AND DELAYS

If schools are not able to open or need to close early because of inclement weather, there are several ways that the district will notify families:

- **DISTRICT WIDE PHONE BANK** – Please be sure you provide the district with the best phone number to reach you during the day.
- **LOCAL RADIO STATIONS and TV**
- **REFER TO THE DISTRICT WEBSITE** at <https://www.beaconk12.org>



### IMPORTANT NOTES REGARDING DELAYS AND EARLY CLOSINGS:

**TWO HOUR DELAY:** Doors open at 10:30 a.m. Classes begin at 10:40 a.m. and students are considered late after 10:40 a.m.

- ❖ When delays occur, breakfast will not be served.
- ❖ The school **MUST** have your current phone numbers so that you may be contacted regarding closings and delays.
- ❖ **It is the responsibility of each parent/guardian to ensure that there is a plan in place for their child in the event of an early closing.**
- ❖ **Please also be sure that the school is aware of bus/pick up instructions if your normal day care is unavailable.**

## PARENT-TEACHER COMMUNICATION

### WHAT TO DO WHEN YOU HAVE A CONCERN:

**Note** - Please remember that the teacher is always the first step in successfully resolving a problem.

**STEP 1:** Contact the teacher first to review the situation and explain your concern.

**STEP 2:** Contact the school psychologist, social worker, or nurse to intervene as needed.

**STEP 3:** Contact the Principal after involving all other available school resources.

**STEP 4:** Contact the Superintendent only after involving the Principal and all available school staff.

**One last consideration:** Concerns regarding incidents occurring on district transportation should first be directed to the transportation department at 838-6900 ext. 2701.

## Report Cards

- ✓ A parent/teacher conference is **required** following the first ten-week marking period whereby individual report cards will be discussed and distributed.
- ✓ Report cards will be sent home quarterly and parents are asked to inspect them carefully and acknowledge their review of the report card as per their child's teacher's instructions.
- ✓ If further explanation is desired, a conference may be arranged by calling the school.

## Parent Portal

### WHAT IS THE PARENT PORTAL?

The Parent Portal is a communication tool. Once you are set up, you can access your child's grades and assignments 24/7 using any computer with internet access. If you have a smartphone with access to the internet you can also access this information from your phone's web browser. If you have not received instructions to set up access to the Parent Portal, contact your child's teacher.

### WHY VISIT THE PARENT PORTAL?

The Parent Portal gives information to parents/guardians about student assignments, student progress, assignment descriptions (if available) and any teacher comments. It allows parents and teachers to have conversations that might not otherwise happen. Everyone stays connected.

### HOW DOES THE PARENT PORTAL WORK?

The Parent Portal opens only your child's information in our PowerSchool grade book. The link is available at the BCSD website. You will only see your child's/children's information.

## Cafeteria Guidelines

Students are expected to use the lunch period to eat, socialize and relax from the daily class schedule. In order to keep the cafeteria a clean, safe, attractive and pleasant place to eat, the following rules must be observed:

- Respect all cafeteria aides and adults.
- Use good manners.
- Keep cafeteria lines orderly.
- Walk at all times and keep your hands to yourself.
- Keep all milk cartons, food and waste paper on the tray.
- Empty all debris from trays into the waste containers.
- Return trays.
- Keep tables, seats and floors clean.
- Report any spilled foods or liquids to an adult.
- All food must be eaten at the tables within the lunchroom.
- No food (sealed or unsealed) may be taken out of the lunchroom.

## LUNCH INFORMATION

The school lunch manager will publish cafeteria prices and a menu at the beginning of the school year. Your child will be given a menu to take home each month.



Free and reduced price lunches are available for those who qualify. Applications are sent home at the beginning of each school year or are available in the main office.

If an emergency occurs and your child has to charge, then it is expected that you will remit payment within 24 hours. Parents will be notified by the school lunch manager when excessive charges have occurred.

## SNACKS

**Students in grades 3-5** have the option of purchasing snacks from the cafeteria during lunch. Snacks will be offered three times a week and ice cream will be offered once a week. If you allow your child to purchase snacks, the fee will be deducted from your child's lunch account. Each child in those grades will receive a permission slip for parents/guardians to review the program and make the best choice for their family.

**Classroom Snack Time:** All grades will have daily snack time in their classrooms. Parents/guardians should provide a healthy snack for students each day. Avoid items such as fruit snacks, cookies, chips and cheese doodles. Your classroom teacher will provide you with more information and suggestions.

## BUS INFORMATION

All buses in the Beacon City School District have been organized to operate with maximum safety. **Therefore, it is imperative that children not transfer from their regular bus to another.**

In the event of an unforeseen problem, any requests to change busses must be directed to and approved by the Transportation department at **838-6900 x2701.**

If the main office is not notified by transportation of a bus change approval, **your child will be placed on their regular bus.**

Bus safety is a cooperative program. Both the school and the home can work together by periodically reminding children of good safety procedures and habits.



## STUDENT CONDUCT ON SCHOOL BUSES:

- 1) The driver is in complete charge and must be obeyed.
- 2) Students will remain seated while the bus in motion. After entering and until leaving the bus, students will keep heads, hands and arms inside the bus at all times.
- 3) Littering the bus or throwing anything from the bus is prohibited.
- 4) Books, backpacks, packages, coats or any other items must be kept out of the aisle.
- 5) Students will be courteous to the driver, to other bus riders, chaperones and to all other persons.
- 6) Eating will not be permitted on the bus.
- 7) Any damage done to the bus or bus equipment will be paid for by the offender.
- 8) Students will not tamper with the bus or any of its equipment.
- 9) Yelling, cursing, obscene language, scuffling and/or fighting are forbidden on the bus.
- 10) Any action that might distract the driver is strictly forbidden.
- 11) In case of an emergency, students must follow the directions of the bus driver.

## LEAVING THE BUS:

- 1) Students departing the bus must remain seated until the bus is stopped.
- 2) Students are to cross the road, when necessary (at least 10 feet in front of the bus), only after the driver signals that it is safe.
- 3) The driver shall discharge students only at the students' designated school bus stop unless he/she has proper authorization from school officials.

BEACON CITY SCHOOL DISTRICT  
ELEMENTARY SCHOOL CODE OF CONDUCT SUMMARY

For the official Beacon City School District Code of Conduct Policy, please see Policy 5300 posted on district's website or contact your school.

**Introduction. 5300.05**

Our district's Board of Education is committed to providing the highest quality education in a safe and orderly environment. Our expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The purpose of the Code of Conduct is to define and explain acceptable school conduct and behavior and outline possible consequences for unacceptable choices. It is important for you to know that our Board of Education takes your safety and education seriously and will see that your school experiences are always safe, and that when discipline is necessary, it administered promptly and fairly.

**Definitions 5300.10**

**"Disruptive student"** means a student who disrupts or interferes with the classroom and/or school processes.

**"Gender"** means actual or perceived sex and shall include a person's gender identity or expression. "Gender expression" is how a person represents his or her mannerisms. "Gender identity" is one's self-conception or how one sees themselves regardless of birth and origin.

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

**"School property"** means in or within any school, playground and/or bus.

**"School Bus"** means every motor vehicle owned by the school that you will ride to and from school or a "School sponsored event or activity" or "school function" regardless of its location, and this include after school events.

**"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, 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]).

The district has a long definition for "Harassment" and "bullying" and violations are subject to Education Law §11[7]. For our purposes "bullying" is when someone, on purpose, says or does or repeatedly says or does mean or hurtful things to another person who may have a hard time defending himself or herself.

## **Student Rights and Responsibilities 5300.15**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to take part in all school activities regardless of where you come from, your religion, what you look like or your gender. You also have a right to discuss your point of view when you may make a mistake before the school administers discipline. The school has to give you access to its rules and regulations and explain to you why and how a decision is made.

### **B. Student Responsibilities**

All district students have the responsibility to contribute to a safe school, to know and abide by school rules and district policies, attend school every day and to be on time. You are to work to the best of your capabilities and ask questions when you do not know or understand something; seek help. You are to dress appropriately and conduct yourself according to school rules and district policies while at school and at school-sponsored events.

## **Essential Partners 5300.20**

The Board of Education and district recognize that parents, guardians, school personnel, teachers, guidance counselors, principals and administrators are essential partners. Your education is the joint responsibility all of these people in your life. It is the parent and guardian's responsibility to get you to school on time and that you attend every day and that you are safe, dressed appropriately and to help you understand school rules and district policies. It is the responsibility of school personnel and teachers to maintain a school climate of mutual respect, dignity for all students and to report and address any situation where your safety is in question confidentially. Teachers are also responsible for planning and providing quality instruction, assignments and grades. Guidance Counselors help students cope with the pressures of school and with your friends. Principals and administrators promote a safe and stimulating school environment and ensure that all of these essential partners practice effective communication and adhere to school rules and district policies.

## **STUDENT DRESS CODE 5300.25**

All students are expected 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 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: tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, bandanas, or other headdresses in the school.
6. Not include items that are vulgar, obscene, contain derogatory(demeaning) expressions or comments towards others based on actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender identity or sexual orientation, sex or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, weapons or illegal drugs and/or encourage other illegal or violent activities.
8. Short length should fall between the bottom of the student's fingertips and where the fingers meet the palm.
9. Dress and skirt length should fall below the bottom of the student's fingertips.

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 may be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code may be subject to further discipline, up to and including out of school suspension.

### **PROHIBITED STUDENT CONDUCT 5300.30**

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 buildings and equipment.

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 consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, sexual, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the school community.

6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use or social use policy. This includes using any form of social media to bully or harass another individual.
  8. Unintentional damage to personal or school property as a result of disorderly conduct
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Arriving late or failing to report for detention.
  4. Violating the Code of Conduct.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel.
  2. Inappropriate public contact with others.
  3. Unauthorized display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, electronic watches, or digital cameras. This would include video and/or audio recording without the individual(s) knowledge as well as photographing, electronically transmitting, and/or displaying, copying and/or sharing of any of the aforementioned.
  4. Off-campus misconduct constituting a crime.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, pushing and scratching) upon a teacher, administrator or other school employee or attempting to do so.
  2. Committing an act of violence (such as hitting, kicking, punching, pushing and scratching) upon another student or any other person lawfully on school property or attempting to do so.
  3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function
  4. Displaying what appears to be a weapon.
  5. Verbally or non-verbally threatening to use any weapon.
  6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including but not limited to graffiti or arson.

7. Intentionally damaging or destroying school district property.
  8. Off campus altercations with a connection to or effect on the school community that interferes with or substantially disrupts the educational process in the school or at a school function.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:
1. Dangerous or reckless behavior.
  2. Stealing or attempting to steal.
  3. Defamation, which includes making false statements about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  4. Discrimination, harassment, bullying, threats or intimidation, hazing,
  5. Using vulgar or abusive language, cursing or swearing.
  6. Selling, using, distributing or possessing inappropriate material or drug paraphernalia.
  7. Using vulgar or abusive language, cursing or swearing.
  8. Smoking or possessing a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
  9. Possessing, consuming, selling, offering, or distributing alcoholic beverages or illegal substances, or being under the influence of either.
  10. Inappropriately using or sharing prescription and over-the-counter drugs.
  11. Gambling.
  12. Indecent exposure.
  13. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to plagiarism, cheating, copying, altering records, or assisting another student in any of these actions.
- H. Engage in off-campus misconduct that has the potential to disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
1. Cyber bullying
  2. Threatening or harassing students or school personnel
  3. Off campus misconduct constituting a crime.

### **REPORTING VIOLATIONS 5300.35**

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

report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

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, which may include permanent suspension and referral for prosecution.

## **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS 1 5300.40**

Disciplinary action, when necessary, will be firm, fair and consistent regardless of actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender identity or sexual orientation, sex or disability so as to be 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. As a general rule, discipline will be progressive.
4. Information from parents, teachers and/or others, as appropriate.
5. The nature and scope of a student's known or suspected disability.
6. Other extenuating circumstances.

### **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. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

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

### **B. 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

Students may be assigned before/after school detention or lunch/recess detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

2. Suspension from transportation

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.

3. Suspension from athletic participation, extra-curricular activities and other privileges

4. Teacher Disciplinary Removal of Disruptive Students

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

5. In-school Suspension

6. Suspension from School

a. Short term (five days or less) Suspension from School

b. Long term (more than five days) Suspension from School

When the Superintendent 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.

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

himself/herself or other students, school personnel or any other person lawfully on school property or attending a school function.

C. Referrals

1. Counseling

The Guidance Office, School Psychologist, School Social Worker or Principal 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
- b. Engaging in an ongoing or continual course of conduct which makes the student unmanageable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana

**Alternative Instruction 5300.45**

Students will be offered the opportunity to attend alternative means of instruction during out of school suspension.

**Discipline of Students with Disabilities 5300.50**

**Please refer to the Procedural Safeguards notice posted on the district website for complete details and timelines of the due process rights for students with known or suspected disabilities under the NYS 201 Regulations of the Commissioner of Education.**

**Students with a 504 accommodation plan have due process rights similar to students with disabilities. Additional information, details and timelines are available on the district website.**

Students with disabilities and their families have protected educational and procedural rights regarding discipline issues. These same rights are entitled to students who may be suspected as having a disability or an impairment. The impact of the disability, impairment, or suspected disability must be considered before the discipline consequence is set.

The Principal, Superintendent, or Board of Education may place a student with a known or suspected disability into another setting for up to 5 consecutive days.

The Superintendent has the authority to accept a decision to suspend a student with a known or suspected disability for more than 5 days if the district has ensured that the IEP was reasonably developed and implemented to support the student's disability needs.

The student's IEP must be reviewed and revised as needed in order to put evaluations, supports, strategies or services in place to address the student's behavioral needs. This may include changing a student's placement if necessary.

In cases of weapons, illegal drugs, and/or severe bodily injury, the Superintendent or Hearing Officer can order a 45 day suspension; regardless of disability or IEP supports.

***For a full copy of the Procedures for the Suspension or Removal of Students with Disabilities by School Personnel please visit the district's website or contact your school.***

### **Corporal Punishment 5300.55**

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

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

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions

### **Student Searches and Interrogations 5300.60**

School officials are not required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned. An authorized school official may search a student or the student's belongings based upon information received from a reliable informant.

Students have no reasonable expectation of privacy with respect to student desks and other school storage places. School officials retain complete control over these places. This means that desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

### **VISITORS TO THE SCHOOLS 5300.65**

1. All visitors to the school must enter through the main entry and report to the sign in area upon arrival at the school. Visitors will be required to present a valid NYS photo identification and sign the visitor's log. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office, security desk or greeter before leaving the building.

2. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

### **PUBLIC CONDUCT ON SCHOOL PROPERTY 5300.70**

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 or district events or activities. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school or district sponsored event or activity 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 dressed for the purpose they are on school property.

### **DIGNITY FOR ALL STUDENTS ACT (DASA) 5300.80**

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student’s ability to learn and achieve high academic standards, and a school’s ability to educate students, is **affected** by incidents of discrimination or harassment, including but not limited to bullying (including cyberbullying), taunting, hazing and intimidation. The district will, therefore, strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the district’s educational mission.

The district **will not tolerate any form** of discrimination or harassment of students (regardless of actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender identity or sexual orientation, sex or disability) by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events which disrupts the educational process may be subject to discipline.

To that end, the administrators, faculty, staff and students will participate in activities designed to support a school climate of care and respect, and proactively prevent discrimination, harassment, and bullying, including cyberbullying.

All students have the responsibility to treat each other with care and respect. No student shall be treated differently or unfairly because of actual and/or perceived differences. This includes saying hurtful words and/or doing hurtful things either in person, on a computer or other electronic device, or in any other way. Students who feel uncomfortable and/or unsafe because of the words or actions of others should immediately speak with a teacher, administrator, coach, or other adult.

Dignity for All Students – Definitions	
Race	White, Black or African American, Hispanic/ <b>Latino</b> /Latina, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander; Two or more races.
Color	Color of a person’s skin.
Weight	The size of a person.
National Origin	Where <b>a person or his/her</b> relatives were born.
Ethnic Group	Being a part of a group of people who are connected by a shared language, culture, and/or common religion.
Religion	Religious or spiritual belief.
Religious Practice	The expression of <b>a person’s</b> religious belief, customs, traditions, etc.
Disability	A person’s body or mind that does not look or work the same as others.
Sex	Being a boy or girl.
Sexual Orientation	A person liking a boy or girl.
Gender: Gender Expression	Actual or perceived sex, including: How a person or expresses being a boy or girl to others, such as behavior, clothing, hairstyle, voice, mannerisms.
Gender Identity	How a person thinks of oneself as being a boy or girl.