

SOUTH AVENUE ELEMENTARY SCHOOL



STUDENT HANDBOOK ***2019-2020***

South Avenue Elementary School

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SCHOOL SCHEDULE

Grades Kindergarten through Fifth

Doors open at 8:30 a.m.

Homeroom begins at 8:40 a.m.

Dismissal at 3:10 p.m.

4 DAY ROTATIONAL SCHEDULE

What does a Four-Day Rotation Mean and How Will I Know What Day It Is?

Instead of defining the week as Monday through Friday, it takes four days labeled: day 1, 2, 3, and 4, 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 4-day rotation helps maximize instructional time lost due to holidays and school closings. For example, in a traditional 5-day schedule, if you were scheduled to have art on Mondays, you could be missing art every time we have a 3-day weekend or a Monday weather closing. This is not the case with the 4-day cycle.

The day of the cycle will tell you what special class (art, music, PE) your child will have that day. That being the case, if Physical Education meets every Day 1 and Day 3, then your child should make sure he or she wears sneakers on each Day 1 and Day 3.

The letter of the day is listed in multiple locations:

- at the entrance of the front office in the main lobby
- in the Main Office
- on the South Avenue website calendar

You will receive the schedule of specials from your child's teacher on the first day of school.

EARLY DISMISSAL AND CHANGING YOUR CHILD'S NORMAL DISMISSAL ROUTINE

Students may be dropped off no earlier than 8:30 am in the front left entrance of the building. An adult will be at this door to greet your child.

We know that due to many circumstances (i.e. doctor's appointments), occasionally families must **change their typical dismissal procedures**. We ask that you **determine any changes to the dismissal arrangements for your child prior to his or her coming to school the day of the change, inform your child** so he/she knows what to expect, and **inform the teacher with a note**.

Last minute dismissal changes can be upsetting to children and disruptive to our daily operations. Please note that **on a regular basis we are unable to accommodate instructions for dismissal that are not communicated through a note to the teacher**. However, we also understand that sometimes emergencies do happen. If on any given day **you need to change your child's dismissal plan, please notify the main office before 10:30 am, or as soon as possible. Past 10:30 am we will only honor request for changes in the case of an emergency**.

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.

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-5302).
- 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)
- Missing the school bus
- Oversleeping
- Vacations when school is in session
- Family Business

****It's Necessary to Arrive on Time****

Student learning is important. Please help us protect this time and develop good habits in our children by helping each student get to school on time. Missing even the first few minutes of the day can often compromise significant parts of a child's understanding and/or readiness for learning. Some compare missing the first few minutes of the school day to missing the first few minutes of a favorite TV show or arriving late to a dinner party.

If a Lateness is Unavoidable

Attendance and morning announcements are at 9:00 am. If tardiness is unavoidable, please know that students arriving after 9:00 a.m. must be dropped off at the front entrance, where they must ring for the school security monitor to give them access. All late arrivals must then report to the Main Office for a late pass before going to class.

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 5310.**

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.



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. Within the teaching/ educational field, staff members are encouraged not to “friend” students or parents on Facebook.
- The **BCSD website** is a wonderful resource. You can find information about the district at: www.beaconk12.org. Besides valuable district-wide information, the district site also links you to South Ave-specific information under the "Select a School" menu.
- **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.
- Our school also has a **Twitter** page. Find us at **#SouthAveElem.**



Electronic Devices

- The school is not responsible for any theft or loss of cell phones brought to classes. Students’ use of cell phones is not permitted in school or on school buses. If a parent must communicate with his or her child before they are off the bus, the parent should call the main office. If a child has a cellular phone because a parent wants to communicate with the child after school, the cellular phone should be out of sight during school hours.
- If a student’s cell phone is visible and they do not put it away, it will be held in the office for parents to claim. If, with parents’ permission, students bring cell phones to school, to avoid it becoming a distraction, it must be turned off. Likewise, if students are wearing “smart watches,” and these are connected to cell phones they have with them in school, again, to avoid distraction, the cell phone must be turned off.
- We recognize that in certain cases, students use smart watches and cell phones to register vital health information (i.e. diabetics sometimes keep track of blood sugar level through these devices). If that is the case with your child, please communicate with the nurse. The nurse will review your need and notify all necessary school personnel to ensure your child may use their phone and smart watch without interruption.

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.

- Students are NOT to bring cell phones, electronic games or toys, iPods, iPads, trading cards, or any electronic devices to school. Any student who brings these items to school will have them taken away. A parent/guardian will be required to pick up the item.

VISITING SCHOOL & 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.

STUDENT DROP OFF/PICK UP

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

Automobile Traffic

- Cars may **NOT** enter the curved driveway in front of the building. **THIS DRIVEWAY IS FOR BUSES AND EMERGENCY VEHICLES ONLY.**
- The parking lots on the side of the building and in the rear of the building are reserved for faculty and staff.
- Parking for parents and visitors is on the street near the school.

To prevent traffic congestion, please park just long enough to pick up or drop off your child.

Bicycles

- Bicycles may not be ridden on school property during school hours. Bicycles must be *walked* once on school property.
- Bicycles are to be locked immediately upon arrival at school.
- New York State Law requires children aged 14 and under to wear a bicycle safety helmet

Walkers

- Children and adults must cross the driveway in front of the school **ONLY AT THE CROSSWALK.**
- Children and adults must stay on the sidewalk at all times.

Student Pick-Up

- After 2:55pm, we ask that our families go to the far left door in the front of the building to sign out students at dismissal. Staff members are stationed at the door to assist families during dismissal. Students will be waiting in the cafeteria by classroom for pick-up.





PLAYGROUND RULES

Weather permitting, all children are expected to go outdoors for independent play. Please dress your child accordingly. If there is a reason why your child should not go out, a note is required from home.

- 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.
- 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 and 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.



BUS INFORMATION

Bus transportation is provided to all students who reside more than 1.5 miles from the South Avenue School.

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 is 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.

SOUTH AVENUE PTA

The South Avenue PTA is a vital bridge that connects school and community. Those who participate share an interest in quality education for children. PTA membership is open to everyone. The PTA can be reached at this address: southavenuepta@yahoo.com.

Our South Avenue PTA Officers for the 2019-2020 school year are as follows:

| | |
|--|---|
| Co-Presidents: Juliet Harvey Debra Ashton | Vice President: Meghan Vigeant Sue Doyle |
| Secretary: Ryan Green | Treasurer: Cara Heaton |
| Membership Coordinator: Teresa Gabry | |

Because the South Avenue PTA is a non-profit, service organization and not a commercial enterprise, the annual budget goal is to provide sufficient revenue to cover necessary expenses and to support on-going programs. Revenue is derived from membership dues and from fundraising events throughout the year.

The dates and locations of all South Avenue PTA meetings are listed on the school calendar, and on the school website PTA tab (<https://www.beaconk12.org/domain/376>).

EVERYONE IS WELCOME. PLEASE ATTEND.

We encourage you to join and support the PTA. Not only will you find it rewarding, but you will have an opportunity to better your child's school experience. Please feel free to contact us at any time.



BEACON CITY SCHOOL DISTRICT ELEMENTARY SCHOOL CODE OF CONDUCT SUMMARY

Beacon City School District Code of Conduct Summary 2019-2020 School Year

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

I. INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive quality educational services from district personnel without disruption or interference. The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged;
- helping students develop self-discipline as well as social and emotional growth;
- guiding students in improvement
- correcting inappropriate and unsafe behaviors.

Responsible behavior by students, teachers, other district personnel, parents, and visitors is essential to achieving these goals.

For this to happen, everyone in the school community must demonstrate and offer respect to others.

Learning from their mistakes is an important part of a child's development. Schools must recognize that all children make mistakes as part of growing up and approach these instances with care and as potential learning opportunities. School discipline policies should support students and teachers to ensure that everyone is treated with dignity and respect.

Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing student with multiple opportunities to participate in a wide range of pro-social activities and at the same time to develop a bond with caring, supportive adults reduces negative behavior. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of student's achievements in a range of academic and co-curricular areas; using corrective feedback; and developing school-wide positive behavior systems.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, dignity, service, inclusivity, integrity, and equity

Keeping in mind that the goal is not to penalize, but to teach students that there are consequences to actions and choices, the Board recognizes the need to:

- Clearly define expectations for acceptable student conduct on school property
- Identify the developmentally appropriate, graduated consequences of unacceptable conduct
- Ensure that discipline is administered promptly and fairly when necessary.

To this end, the Board adopts this code of conduct ("code"), which is based upon education laws, regulations, and Board policies.

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

II. DEFINITIONS

For purposes of this code, the following definitions apply.

"Behavior" is the way in which one acts or conducts oneself, especially towards others. It is expected that students, staff, and visitors will conduct themselves in such a way that is in line with this Code of Conduct.

"Student" means an elementary or secondary student under the age of 21.

"Destructive act"

1. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
2. Knowingly and intentionally damages or destroys school district property.

"Disruptive Act" is an act that substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom.

"Gender" means actual or perceived sex and shall include a person's gender identity or expression.

"Gender expression" is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice, or mannerisms.

"Gender identity" is one's self-conception as being male, female, or gender non-conforming (including, without limitation to transgender status) as distinguished from actual biological sex or sex assigned at birth.

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

"Relationships" are the way in which two or more people regard and behave toward each other.

"Respect" is an act of treating everyone in the school community with dignity. This is demonstrated by: treating others with kindness and care, being polite and using manners, expressing thoughts in opinions in ways that are polite and courteous, using a polite tone of voice and body language, listening to others who are speaking to you, keeping one's hands to one's self and not violating others' personal space.

"Responsibility" is an obligation to behave in accordance with social norms and being held accountable for one's actions.

"Restorative Practices" are a response to student actions that violate the dignity, safety, or well-being of others by connecting the person responsible for the harm with those who have been harmed, in order to reach a resolution that guides, and assists the person responsible for the harm in accepting responsibility, apologizing for the harm, making meaningful reparation and improving the relationship between parties.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity.

"Sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality.

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

1. Commits an act of violence upon a school employee.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.

3. Possess, while on school property or at a school function, a weapon such as a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. STUDENT RIGHTS AND RESPONSIBILITIES

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:

1. Take part in all district activities on an equal basis regardless of actual or perceived race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression), sex, sexual orientation or disability.
2. To be respected as an individual and treated fairly and with dignity by other students and school staff.
3. To express one's opinions, either verbally or in writing as long as it is accordance with the code of conduct.
4. Present their version of the relevant events to school personnel authorized to impose consequences.
5. Access school policies, regulations, and rules and receive an explanation of those rules from school personnel.
6. To be provided with clear expectations regarding:
 - a. Course objectives, requirements and state standards;
 - b. Grading criteria and procedures;
 - c. Assignment requirements and deadlines;
 - d. School and classroom rules and expectations regarding behavior.
7. To supportive services to meet social and emotional challenges such as counselors and social workers.

B. Student Responsibilities

BEACON CITY SCHOOL DISTRICT students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.

2. Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
3. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Use a respectful tone of voice and appropriate body language, listening when others are speaking to you.
8. To be truthful when speaking with school officials regarding Code of Conduct violations.
9. Respect the personal space of others
10. Work to develop skills to manage their emotions and reactions and resolve conflict with others.
11. Ask questions when they do not understand.
12. Seek help in solving problems.
13. Adhere to the Dress Code for school and school functions.
14. Accept responsibility for their actions.
15. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

IV. STUDENT DRESS CODE

The district recognizes that a person's choice of clothing is an extension of self-expression and that diversity of self-expression is an asset to any productive learning environment. Choice of clothing is also often closely related to an individual's physical and emotional comfort. It is necessary to enforce some restrictions on student dress for the purpose of student safety and to promote a focused learning environment.

Student dress shall adhere to the following:

1. Students must wear clothing including both a shirt with pants or skirts, or the equivalent and shoes.
2. Shirts and dresses must have fabric in the front and on the sides.
3. Private parts must be covered by fabric that is not see through.
4. Clothing must cover undergarments (straps excluded)
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include the wearing of hats in the classroom except for a medical or religious purpose. (Gr. Pre K -8)
 - a. High school students may wear hats and other headwear provided that they allow the full face and profile to be visible and not interfere with the line of sight to any student or staff. Hoodies will not be allowed to be worn on the head during the school day because they obstruct clear view of the face and profile.
7. Not include items that are vulgar, obscene, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation disability, or other protected category under state or federal law or would reasonably be anticipated to cause substantial disruption in the school setting.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy shall be construed to either limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension if after restorative justice principles have been implemented the student continues to refuse to cooperate.

5300.30 PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner with proper regard for the rights and welfare of other students, district personnel and other members of the school community with the goal of making school a community free of violence, intimidation, bullying, harassment, and discrimination. Students are expected to respect school facilities and equipment. Exclusion from the school environment and suspension will only be used when necessary to protect the safety of students and staff or when all other measures have been exhausted.

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

The Board recognizes the need to make its expectations for student behavior 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 violate these school rules and will not accept responsibility for their own behavior will be required to accept the consequences for their behavior. There are four levels of response to prohibited behavior. Principals should use only the level suggested for each behavior in accordance with the attached consequence chart. However, Principals and the Superintendent have the right to modify the suggested consequences if the facts and the circumstances warrant a different response.

The four levels are:

Level 1: Uncooperative/ Disorderly Behavior

Level 2: Disruptive Behavior

Level 3: Harmful Behavior

Level 4: Violent Behavior

Level 1 Infractions

Engage in conduct that deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of behavior 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 belligerence or disrespect (e.g. refusing to do work).
 2. Making unreasonable noise.
 3. Lateness for, or missing school without permission.
 4. Skipping detention.
 5. Display or use of personal electronic devices, such as, but not limited to, cell phones, music or video players, cameras, in a manner that is in violation of district policy.
- Engaging in verbally rude or disrespectful behavior toward any member of the learning community.

6. Engage in conduct that is disorderly. Examples of this type of behavior include, but are not limited to:
- A. Using language or gestures that are profane, lewd, or vulgar.
 - B. Running or otherwise unsafe behavior in hallways.
 - C. Obstructing vehicular or pedestrian traffic.
 - D. Engaging in any willful act which disrupts the normal operation of the school community.
 - E. 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.
 - F. 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 policy.
 - G. Leaving school without permission.

Level 2 Infractions

Engage in conduct that prevents others from being able to learn, focus, or be engaged in their work. This behavior is considered disruptive. Examples of this type of behavior include, but are not limited to:

- 1. Disregarding the authority and/or directive of school personnel in a manner which substantially interferes with the teacher's ability to teach and the students' ability to learn.
- 2. Intentional or reckless shoving, pushing, or engaging in minor altercations (e.g. pushing past another student).
- 3. Intentional or reckless damage to school property.
- 4. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
 - 5. Plagiarism
 - 6. Cheating
 - 7. Copying
 - 8. Altering records
 - 9. Assisting another student in any of the above actions

Level 3 Infractions

Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such this type of behavior include, but are not limited to:

- 1. Attempting to engage in or perform an act of violence.
- 2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
- 3. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- 4. Defamation, which includes making false or unprivileged statements or representations about an individual that harm the reputation of the person.
- 5. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
- 6. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
- 7. Intimidation, which includes engaging in actions or statements that put an individual in fear of

- bodily harm.
8. Hazing, which includes an induction, initiation or membership process involving harassment (see Policy 0115, Student Harassment and Bullying Prevention and Intervention, for a more complete definition).
 9. Selling, using, distributing or possessing pornographic or obscene material.
 10. Using vulgar or abusive language, cursing, swearing, gestures, or symbolism including, but not limited to derogatory slurs that target individuals for their race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability. An example of such symbol includes, but is not limited to, any display of swastikas.
 11. Smoking, using, possessing, or selling, a cigarette, cigar, pipe, electronic cigarette (vape), or chewing or smokeless tobacco.
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure: The intentional exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 16. Off campus altercations with a nexus to (i.e. connection to or effect on) the school community. Engage in off-campus misbehavior that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misbehavior includes, but is not limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention).
 17. Inappropriate public sexual contact on school premises or school related function
 18. Intentionally or recklessly damaging or destroying school district property (including Chromebooks).
 19. Sexual harassment.

Level 4 Infractions

Engage in conduct that is violent. Examples of this type of behavior include, but are not limited to: an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property.

1. 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.
2. Displaying what appears to be a weapon.
3. Threatening to use any weapon.
4. Intentionally destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
5. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, THC, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
6. Inflicting /attempting to inflict serious injury upon another student or person.
7. Planning, instigating, or participating with one or more students in an incident of group violence.
8. Engaging in any non-consensual sexual contact of any kind.

On school buses:

Students must not engage in misbehaviors otherwise prohibited by Levels 1 -4 of this section while on a school bus. Students must remain seated, keep objects and body parts inside the bus, and obey the directions from the bus driver or monitor. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

BCSD Code of Conduct Supports & Consequences Chart

Level 1 Response

| <u>Supports and Interventions</u> | <u>Range of Possible Disciplinary Actions</u> |
|--|--|
| <ul style="list-style-type: none"> ● Positive directives ● State expectations; ● Positive and specific feedback; ● Increase teacher proximity; ● Verbal prompt, redirection and/ or correction ● Student/Teacher Conference; ● Parent/Teacher Conference ● Intervention by Guidance/Social Workers ● Development of Individual Behavior Contract ● Behavioral Progress Report ● Functional Behavioral Assessment (FBA) & Behavior Intervention Plan (BIP) | <ul style="list-style-type: none"> A. Student/Teacher Conference B. Formal meeting between student and supervisor to address behavior and understand consequences. C. Parent – Teacher Conference D. Removal from classroom by Teacher (4 removals in one semester will require a formal parent conference and may lead to an in-school suspension). E. Restorative Practice |

BCSD Code of Conduct Supports & Consequences Chart Continued...

Level 2 Response

| <u>Supports and Interventions</u> | <u>Range of Possible Disciplinary Actions</u> |
|--|---|
| <ul style="list-style-type: none"> ● Positive directives ● State expectations; ● Positive and specific feedback; ● Increase teacher proximity; ● Verbal prompt, redirection and/ or correction ● Student/Teacher Conference; ● Parent/Teacher Conference ● Intervention by Guidance/Social Workers ● Development of Individual Behavior Contract ● Behavioral Progress Report ● Functional Behavioral Assessment (FBA) & Behavior Intervention Plan (BIP) | <ul style="list-style-type: none"> A. Student/Teacher Conference B. Formal meeting between student and supervisor to address behavior and understand consequences. C. Parent – Teacher Conference D. Removal from classroom by Teacher (4 removals in one semester will require a formal parent conference and may lead to an in-school suspension). E. Restorative Practice F. In school suspension G. Principal's suspension (1- 5 days) H. Superintendent's suspension (6 days or more) |

BCSD Code of Conduct Supports & Consequences Chart Continued...Level 3 Response

| <u>Supports and Interventions</u> | <u>Range of Possible Disciplinary Actions</u> |
|--|--|
| <ul style="list-style-type: none"> • Positive directives • State expectations; • Positive and specific feedback; • Increase teacher proximity; • Verbal prompt, redirection and/ or correction • Student/Teacher Conference; • Parent/Teacher Conference • Intervention by Guidance/Social Workers • Development of Individual Behavior Contract • Behavioral Progress Report • Functional Behavioral Assessment (FBA) & Behavior Intervention Plan (BIP) | <ul style="list-style-type: none"> C. Parent – Teacher Conference D. Removal from classroom by Teacher (4 removals in one semester will require a formal parent conference and may lead to an in-school suspension). E. Restorative Practice F. In school suspension G. Principal's suspension (1-5 days) H. Superintendent's suspension (6 days or more) |
| | |

BCSD Code of Conduct Supports & Consequences Chart Continued...**Level 4 Response**

| <u>Supports and Interventions</u> | <u>Range of Possible Disciplinary Actions</u> |
|--|---|
| <ul style="list-style-type: none"> • Positive directives • State expectations; • Positive and specific feedback; • Increase teacher proximity; • Verbal prompt, redirection and/ or correction • Student/Teacher Conference; • Parent/Teacher Conference • Intervention by Guidance/Social Workers • Development of Individual Behavior Contract • Behavioral Progress Report • Functional Behavioral Assessment (FBA) & Behavior Intervention Plan (BIP) | <ul style="list-style-type: none"> G. Principal's suspension (1-5 days) H. Superintendent's Suspension (6 days or more) |

The Dignity Act Coordinator(s)

The Dignity Act Coordinator(s) are as follows:

Beacon High School
Elisa Soto, Principal
soto.e@beaconk12.org

JV Forrestal Elementary School
Crystal Sessoms, Principal
sessoms.c@beaconk12.org

Rombout Middle School
Brian Soltish, Principal
soltish.b@beaconk12.org

Glenham Elementary School
Cassandra Orser, Principal
orser.c@beaconk12.org

Sargent Elementary School
Brian Archer, Principal
archer.b@beaconk12.org

South Avenue School
Laura Cahill
cahill.l@beaconk12.org

Their duties are as follows:

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