

CHURCHVILLE-CHILI MIDDLE SCHOOL

2022-2023 STUDENT HANDBOOK

Welcome to the Churchville-Chili Middle School. We would like to acquaint you with our practices and procedures. Please read this information carefully and refer to it throughout the school year.

Executive Principal

Rebecca Tibbitts

Secretary: Mrs. Satter

293-4542 X 1500

Red House	Green House	Blue House
Administrator: Ms. Wideman Secretary: Ms. Tucker Counselor 6-8 th Grade: Kelly Salamone 293-4542 X 1510 fax: 293-4516 Psychologist: Aimee Wade X 3045	Administrator: Mr. Moore Secretary: Mrs. Erne Counselor 6-8 th Grade: Jourdan Heller 293-4542 X 1585 fax: 293-4530 Psychologist: Michelle Sunday X 2470	Administrator: Ms. Eichas Secretary: Mrs. Mantegna Counselor 6-8 Grade: Cory Terwilliger 293-4542 X 1570 fax: 293-4415 Psychologist: Lindsay Reimer X 2140

Support Services

293-4542

Attendance: Mrs. Calus	extension 3500
Health Office, All Grade 5 and 6: Mrs. Foos	extension 2560
Health Office, All Grade 7 and 8: Mrs. Keisidis	extension 1161
School Counselor: 5 th Grade Counselor – Danielle Thompson	extension 2540

District website: www.cccsd.org

The Safe School Helpline 1-800-418-6423, extension 359

www.safeschoolhelpline.com

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify: _____

Name: _____ **Phone #:** _____

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Student Computer/Tablet Agreement

- I understand and agree that the computer/tablet and any/all computer/tablet accessories provided to me are the property of the District and that the District has the right to access or monitor my use of the device at any time and without my knowledge. **I understand that I have no expectation of privacy in my use of the device.**
- I agree that the computer/tablet and any/all computer/tablet accessories have been provided to me in good condition. I agree to keep it/them clean and not to apply stickers to it/them. **I understand that I will be responsible for any damage that I cause to the device** and agree to do my best to keep the computer/tablet and accessories in good condition and return it/them in good condition to the District at the end of the period of my use.
- I agree to do my best to protect the computer/tablet and any/all accessories that have been provided to me from theft. I understand and agree that if theft of the computer/tablet does occur, I am required to notify the local police department of the theft and provide the District with a copy of any completed police report within 48 hours of the theft/discovery of the loss. **I understand that my failure to obtain and provide the District with a copy of the required police report will result in my personal liability for the replacement cost of the device/accessories.**
- I understand that the District's rules and expectations (including the Code of Conduct and the Student Use of Computerized Information Resources Policy (Policy No. 7314) apply to me and my use of the tablet both on and off school grounds and agree to comply with such policies, rules, and expectations.
- I understand and agree that I may not install software on the computer/tablet, change the computer/tablet's configuration, or otherwise use the device in any manner that may harm the device or promote disruptive or harmful activity.
- I understand that when I use the computer/tablet to access the Internet, all Internet content will be/is filtered in accordance with the District's Children's Internet Protection Act/ Internet Content Filtering & Safety Policy (Policy No. 8271) and that certain websites will be blocked/prohibited.
- This district computer/tablet has been provided for the purpose to perform school related tasks. Management of how this device is used for personal purposes outside the school district is the sole responsibility of the parent/guardian as is the case with home computers and other personal electronic devices.
- I understand that I have the option of enrolling in a protection plan which will assist in covering costs for lost or damaged devices and/or accessories.

CHURCHVILLE-CHILI MIDDLE SCHOOL VISION STATEMENT

The Churchville-Chili Middle School is a learning community that fosters positive relationships and open communication among students, staff, and parents. A sense of mutual trust, respect, responsibility, and accountability characterizes this community in which all can learn.

Our vision is to maximize student academic achievement to promote 21st century skills, standards-aligned curriculum and learner-centered principles of instruction. Our school believes in development of the whole child by establishing high expectations for all diverse learners to achieve their full potential in a safe, supportive and nurturing environment. We strive to form a partnership between school and the community which is vital to academic achievement, social development and encourages all to be lifelong learners.

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT CORE BELIEFS

The Churchville-Chili Central School District, within its community to include our Board of Education, Superintendent, staff, families and students believe:

- In treating each other and our resources with mutual respect, dignity and honesty
- That respecting diversity affirms individual worth and benefits the community
- That everyone deserves a welcoming and nurturing environment that fosters positive relationships
- Everyone learns best when they are engaged in meaningful, active work
- Everyone needs to take ownership for advancing the learning of themselves and others
- In promoting and modeling local, national and global citizenship for the greater good

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

Non-Discrimination Notice

The Churchville-Chili Central School District hereby advises students, parents, employees, and the general public that it offers employment, educational and vocational opportunities without regard to sex, race, color, national origin, or handicap. Inquiries regarding this non-discrimination policy may be directed to:

Title IX Coordinator	Section 504 Coordinator
Churchville-Chili Central School District	Churchville-Chili Central School District
139 Fairbanks Road	139 Fairbanks Road
Churchville, NY 14428	Churchville, NY 14428
585/293-1800 x 2320	585/293-1800 x 2460

Non-Discrimination Grievance Procedures can be accessed on the Human Resource page of the District website at www.cccsd.org.

GENERAL INFORMATION

ATTENDANCE

Successful students have good attendance habits. We strongly encourage students to be here every day. Parents/guardians should notify the Attendance Office when a student is absent. If a parent/guardian does not call, an automated system will call the parent or the attendance clerk will call the home or the parent's place of employment. A written excuse is required when a student returns to school, even if the attendance office was called. The excuse should be given to the classroom teacher or attendance office. New York State recognizes the following situations be legal excuses:

- Illness
- Death or illness in the family
- Legal matters
- School bus problems
- Religious observation
- Impassable roads or weather conditions
- Appointment with doctor or dentist

TARDINESS: Students who are late to school need to report to the Attendance Office at **door 20** as soon as they arrive. A written excuse is needed to avoid an illegal tardy entry on the student's attendance record. If the tardiness is illegal, a consequence may be assigned. If a student is late to class several times, the teacher may also assign a detention or another appropriate consequence. Please help us emphasize to your child the importance of arriving to school and to each class on time.

LEAVING SCHOOL EARLY due to appointments or illness: If appointments require a student to leave school, parents must send in a note that morning to school. When the parent/guardian comes to pick up the student, they must come into the Attendance Office and sign him/her out. Parents/Guardians are required to show proof of identification before a student may be signed out. At that time, the student will be called from his/her class. If returning to school on the same day, students must report to the Attendance Office to sign in. Instructional time is a priority. We encourage parents to make every effort to schedule appointments after school hours whenever possible. If a student needs to leave early due to illness, students need to report to the nurse's office.

PARENT PICK UP AT DISMISSAL TIME: **Dismissal time is 2:40pm for Middle School students.** Parents/Guardians who choose to pick their child up at dismissal can do so by coming in at **door 20 by 2:40pm.** If you are comfortable having your child meet you at your vehicle we ask that you provide our Attendance Clerk with a written note.

VACATIONS: Our school calendar includes breaks and vacations which should accommodate family trips. Missing school for a family vacation is an illegal absence under NYS regulations. If an out of town trip is unavoidable, we ask parents to request work from school through the attendance clerk at least 2-3 days in advance. Completing the assignments will not replace being in school, but it will reduce the amount of catching-up to do. All work will be due upon the student's return to school.

EXTRACURRICULAR PARTICIPATION: District policy for grades 7-12 states that in order for a student to attend a school-sponsored function beyond the regular school day, it is necessary that the student attend classes for at least half of the school day on the day of the activity, unless otherwise excused by the building administrator.

AFTER SCHOOL ACTIVITIES

Teachers are often available after school for students who make arrangements with them for extra help. A late bus is available at 4:00pm on Monday, Tuesday and Wednesday only for students who stay after school for extra help or for activities such as clubs and intramurals. (See "Transportation" and after school late bus schedule.) If not riding a late bus students must be picked up at **door 20 promptly at 4:00pm.** A student who is continuously picked up late (4:05pm or later) may lose the privilege of attending intramurals or club activity. On evenings when a late bus is not available, parents are required to pick students up at **door 20 promptly at 4:00pm or time set by a coach or club advisor.** Students must be supervised by a teacher, coach, or other staff member if they stay after school. Students are NOT permitted to stay after school to wait for a late afternoon/evening event such as sport contests, concerts and plays/musicals.

ASSEMBLY PROGRAMS

A variety of enrichment programs may be provided for students throughout the year. These programs enable us to enhance our curriculum and provide students with new insights and information. Student courtesy for our presenters is essential to the success of our assembly programs. Positive assembly behavior is taught and reinforced. Students are to enter and leave the auditorium in a quiet and orderly manner. Students are to be respectful and appropriate during the program.

BACKPACKS

Backpacks may be used to transport items to and from school. **Due to Chromebooks and other materials needed for the classroom students in grades 7 & 8 are permitted to wear a backpack during the school day.** Backpacks with wheels are not permitted in school because they are too large to be kept in student lockers.

BOOKS AND MATERIALS

School textbooks are assigned near the beginning of the year. Students are responsible for the safekeeping and appropriate use of their books. **Students will be charged for damaged or lost textbooks, library books, or other school items (including all Net-books, Chromebooks and iPads.).** All textbooks should be covered with a non-adhesive book cover.

BOOKSTORES

We have two successful bookstores that carries a wide variety of school supplies. The bookstore advisor(s) and club members order supplies and operate the bookstore. Interested students may join the bookstore club and participate in running the store.

BREAKFAST/LUNCH PROGRAM

A. BREAKFAST COSTS - \$2.00

A successful school day begins with breakfast. Your child may purchase breakfast before the start of school. If you would like your child to participate in the breakfast program, please send a note to school requesting his/her participation. The student will be given a permanent breakfast pass. A breakfast cart is also available daily in the 5th grade hallway.

B. LUNCH COSTS - \$3.00

We offer a variety of entrée choices each day, along with fresh fruit, steamed vegetables, salad and low fat milk to meet one-third of your child's daily nutritional requirements. Healthy eating begins at home. Please go over menu choices with your child as often as possible. Our menus are posted monthly on the district website.

While **charging meals is not allowed**, we are able to accept prepayments, by the day, week, or month, for your child's meal. Payment in cash or by check, made payable to the Churchville-Chili School Lunch Department, can be given to your child's cafeteria cashier. An electronic payment system is also available on the district web page. For more information, contact Roberta D'Agostino, Food Service Director, at 293-1800, extension 3325.

Table assignments are made early in the year and may be reassigned as needed. After students have reported to their table, they will be called to the serving lines by the monitors.

- Each student is responsible for keeping his/her own place neat and clean. This includes both the table and floor. All litter should be placed in the receptacles provided.
- Food or drinks are not to be taken from the dining hall. Generally, no food will be sold during the last six minutes of the lunch period.
- Students should not leave the dining hall without permission from one of the monitors.

If a student forgets his/her lunch money, the following options are available:

- Students may call someone to bring in money or a lunch - all items should be brought to door 20
- Students kitchen will provide them with a peanut butter sandwich and a drink
- the cashier in the serving line will allow the student, in the 5-6 cafeteria only, to borrow the price of a lunch if there are no outstanding charges on his/her account

For safety reasons and to limit disruptions, **only students/staff are to eat in our cafeterias**. Due to limited space we cannot accommodate parent/guardian requests to eat lunch with their child.

Grades 5 and 6 only: After students eat lunch, they may participate in a variety of activities at their table or watch a video. Weather permitting; they may participate in recreational games outside. Bringing in special lunches for students and celebrating birthdays at lunch are both discouraged. It often creates a disturbance and a sense of competition.

CELL PHONES

In accordance with the Code of Conduct, cell phones are prohibited for use in classrooms, Grades K-8.

Grades 5&6: Students in Grades 5 & 6 are not allowed to have cell phones with them throughout the school day. Students who bring a cell phone should store them in their locker throughout the day. Teachers may grant students permission to access their phones as appropriate.

Grades 7&8: Cell phones are not allowed within the classroom setting. Students are encouraged to store their phones in their lockers during class time. Students who bring their phones into class will be required to turn them off and store them. Students may access their phones in the hallways and during lunchtimes.

COMMUNICATION BETWEEN PARENT/SCHOOL

The school staff believes ongoing communication between parents/guardians and school staff is an essential part of a student's education. Telephone contacts, e-mail, parent-teacher conferences, "Friday Folders," progress reports are examples of that communication. Our website (www.cccsd.org), which contains many interesting items, is another example. E-News is an electronic tool to receive daily announcements and other communications. If you would like to receive "e-News," please go to the district website and choose the middle school and register for the e-News.

PARENT PORTAL- The district is using an integrated, web-based, user-friendly student information system to improve access to student data (grades 5-12) to further achieve the district goal to communicate effectively with stakeholders, emphasizing quality and service. Through the use of this integrated system, parents will be able to access grades, assignments, attendance, course schedules, teacher comments and test scores. For additional information, please visit the district website www.cccsd.org/parent.

Parents are encouraged to contact their child's teacher if they have any questions or concerns. Conferences can be scheduled by contacting the teacher or counselor through voice mail or email. Conferences must always be scheduled in advance to ensure the teacher is available and to minimize disruption to the classroom. Parents will receive a listing of staff voice mail extensions during the first few weeks of school. Email addresses follow a district-wide pattern of using the first initial of the staff member's first name followed by their last name. An email to John Doe would be addressed as: jdoe@cccsd.org

Each fall and spring we schedule half-days for students to provide time for parent/teacher conferences. Students go home mid-morning and teachers use the remainder of the day for individual parent conferences.

COMPUTERS

We have outstanding computer access available for students. Teachers in every subject area use this technology as an educational tool. The District has an *Acceptable Use Policy* that governs students' use of school computers. Along with an on-going student digital citizenship instructional program, the district monitors and filters students' use of their district provided device. If there are any parental concerns with your child's computer use, please contact your child's house administrator.

COSTUMES

Students are allowed to wear costumes to school on special occasions. The general parameters of our dress code will remain in effect. Students will wear appropriate, non-offensive clothing that does not disrupt the instructional process. Students will not be permitted to wear full face masks as part of a costume. Any form of weapons as part of the costume is not permitted.

COUNSELING PROGRAM

Middle School students face unique and diverse challenges, both personally and developmentally. These challenges can have an impact on academic accomplishments. Students are assigned to the same counselor throughout middle school depending upon their house (Red, Blue or Green). The primary role of the school counselor is to assist students in their social-emotional development and their academic achievement. The School Counseling program is an essential component of education that supports in reaching optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential in order to become productive, contributing members of the community. Counseling services are short-term, solution focuses and follow the American School Counseling Association's guidelines. Services include individual and small group counseling, consultation with parents and teachers, coordination of various activities based on identified needs, academic planning and instructional implementation of the District's Counseling Curriculum, and referral of families to outside agencies if longer term counseling support would be beneficial. School counselors recognize their primary obligation for confidentiality is to the student but balance that obligation with an understanding of the parents or guardian's legal and inherent rights to be the guiding voice with an understanding of the parents or guardian's legal and inherent rights to be the guiding voice in their children's lives (ASCA Code of Ethics, 2010, A.2.d).

Psychological Services: Our school psychologists provide formal and informal assessment of individual students and consultation with school staff, parents and students. They assist our school in designing appropriate support systems, instructional options and other interventions to meet students' learning needs, enabling them to meet district expectations.

CURRICULUM

Grade 5	Grade 6	Grade 7	Grade 8
Language Arts - Reading - English Mathematics Social Studies Science Physical Education Orientation: 10 weeks of art, health, research and general music Band (elective) Strings (elective) Chorus (elective)	Language Arts - Reading - English Mathematics Social Studies Science Physical Education Orientation: 10 weeks of art, health, research and general music Band (elective) Strings (elective) Chorus (elective)	English Mathematics/Accel. Math Social Studies Science/ Accel. Science LOTE (Language Other than English) Physical Education FACS: 10 weeks of Life Strategies, Career Exploration, Nutrition and Wellness, Home & Family Management Band (elective) Chorus (elective) Strings (elective) Art	English Mathematics/Algebra Social Studies Science/Earth Science LOTE (Language Other than English) Physical Education GATEWAY: 10 weeks of Design and Modeling The Magic of Electrons, Science of Technology Automation & Robotics Band (elective) Chorus (elective) Strings (elective) Art

SAMPLE STUDENT SCHEDULES

Grades 5 and 6

Grades 7 and 8

Time	Day 1/2		Time	Day 1/2/3/4
7:50-7:55	Student arrival		7:50-7:55	Student arrival
9 minutes	Focus time *(5 minutes)		Block 1 (90 minutes) 8:05- 9:35	Instruction
80 minutes	ELA		Block 2 (90 minutes) 9:40- 11:05	Instruction
60 minutes	Social Studies/Science		Block 3 (90 minutes) 11:10-1:10	Instruction
40 minutes	Lunch		8 th Grade Lunch 7 th Grade Lunch	11:07 – 11:37 11:53 – 12:23
40 minutes	Team Support/Independent Reading Band/Chorus		Block 4 (90 minutes) 1:15 – 2:40	Instruction
60 minutes	Every other day (60 minutes) Art/General Music/Health (10-week intervals) Every other day (60 minutes) Physical Education (60 minutes)		2:40	Student Dismissal
40 minutes	Connect time			
60 minutes	Mathematics			
6 minutes	Focus Time *			
2:40	After School Activity Period		2:40	After School Activity/ Sports Study Hall
4:00	Late Bus		4:00	Late Bus (M,T,W)

*Focus time: Daily announcements, attendance and a time with team teachers for general instructional support.

Grades 5 and 6 only: Connect Time/Flex is offered every day for extra help from team teachers or to work on projects/homework. Band and chorus are offered during this time. If a student is in both band/strings and chorus, they are not scheduled for Team Support. Please note: Students can be in Band/Strings and/or Chorus but not all three.

Grades 7 and 8 only: Students in grades 7 and 8 are assigned to team-based support with one of their four team teachers (English, math, and science). During team-based support, students may be sent to any of their team teachers for extra help, make-up tests, or for any other reason. Students in certain courses, such as band, chorus, and Earth Science, are less likely to have team-based support. In some cases, students could only be scheduled for a particular class during what would have been their team-based support time.

DELIVERY OF STUDENT ITEMS DURING THE SCHOOL DAY

From time-to-time, your child may forget an item needed for school (PE clothing, homework, lunch) at home. To reduce classroom disruptions, items dropped off for a student in the **main lobby (door 20)** will be delivered at approximately 10:00 AM and 1:00 PM.

DIGNITY FOR ALL STUDENTS ACT

In accordance with the Dignity for all Students Act (DASA), the District will take necessary steps to address matters related to discrimination and/or harassment of students. Should you have questions/concerns related to suspected discrimination and/or harassment of students or wish to make a report, please contact your school Principal.

DRESS CODE

Detailed information on the dress code is listed in the "Code of Conduct." Hats, hoods, visors, head gear, scarves and bandanas are not to be worn during the school day except for medical or religious purposes. Heavy chains, studded jewelry, spaghetti straps, tube tops/crop tops, or pajamas are not suitable for school. Shorts and skirts must be modest in length. Undergarments should be covered at all times. Clothing must not promote and/or endorse the use of alcohol, tobacco, smoking or illegal drugs/substances, weapons and/or encourage illegal or violent activities. Students should wear suitable footwear at all times. sneakers with rollers on them are not permitted in school due to safety concerns.

EMERGENCY SCHOOL CLOSING

When weather or other conditions require closing school, WHAM 1180, our official radio station, will be informed as soon as possible. Students and families are strongly encouraged to plan for the rare event that school is closed during mid-day. Students should have a house key at their disposal or a designated place to go.

FIRE DRILLS

Posted in each room is a sign showing the route to the nearest fire exit. Students follow instructions given by their teachers. Students are expected to be silent during the drill and to walk in double file. An announcement over the PA system gives the all clear to return to the building.

FOOD ITEMS

When food is brought to school, either for a class treat or in connection with a school project, it must be store-bought and pre-packaged. Homemade treats are not permitted.

FUND RAISING

Every year our staff, students, and parents are asked to support school fundraisers organized by the PTO. Our fundraisers support a variety of activities for our students such as enrichment assemblies, special speakers, clubs, and more. In addition, some clubs are also approved to conduct fundraisers to support their activities. Students are not permitted to sell or buy non-approved items, or collect donations on school grounds.

HALL PASSES

Hall passes are located in the student agenda. Students must have their agenda with them at all times in case passes are needed. Students will have a limited number of passes available for each term. Students must use their passes wisely and not abuse this privilege. Students should not enter a classroom if no teacher is in the room. They should wait quietly outside the classroom door until a teacher arrives.

HEALTH OFFICE

Students with non-emergency illness or injury during the school day should get a pass from the classroom teacher and report to the Health Office. Minor injuries are given first aid and/or rest as appropriate. Parents are notified by telephone when appropriate. In the event of a serious injury or illness, an ambulance may be called. We make every effort to locate parents if that should be necessary. If an injury requires your child to attend school using crutches or a wheelchair, it is necessary to have a doctor's order. The nurse will provide instruction on how to use the elevator.

Medication: Some students may need to take medication during school hours. NYS regulations for schools require the following:

- 1) All medications require a signed doctor's order indicating the child's name, the name of the medication, the dose and time to be given. Any over-the-counter medications such as Tylenol or cough drops must have a signed doctor's order and be brought into the nurse in its original container by a parent/guardian or designated adult.
- 2) A signed parent/guardian note granting permission for the nurse to administer the medication must accompany the medication. (Forms are available from the nurse, but any signed note is acceptable.)
- 3) Prescribed medications must be in a properly labeled container (pharmacy label with child's name, medication, dose to be given and MD who prescribed it.) It is the student's responsibility to report to the Health Office at the designated time for their medication.

Testing: During the course of the school year, each student will have his/her hearing, vision, height, weight and spine assessed in the Health office as mandated by the NYS Education Department. Parents/guardians will be notified by mail of findings not within the limit of the state guidelines.

Physicals: Every new entrant to the district must have a physical (medical examination). Each student going into seventh grade is also required to have a physical. Physicals are valid for twelve continuous months and can be arranged through your own physician or provided free of charge through the district. Appointments for physicals through the school district can be made with the school nurse. Students entering seventh grade, who wish to sign up for a sport, must have a current physical at the time of sign up. If there is no proof of a current physical, they will not be allowed to sign up for the sport. For more information, please contact the school nurse.

Immunizations: Beginning in the fall of 2016 NYS requires all students entering 7th grade to have 1 dose of the Meningococcal vaccine in addition to previous immunization requirements. NYS mandates that all children be immunized against certain diseases before they attend school (measles, mumps, diphtheria, tetanus, polio, Hepatitis B, and Varicella). If the student had the disease, please provide a doctor's note stating they had the disease. In addition, sixth graders who are 11 years of age or older must receive an immunization containing tetanus toxoid, diphtheria and a cellular pertussis (Tdap). If a student has received Td, DT or Dtap vaccination within the last two years, the student's Tdap vaccination should be deferred until a period of two years has elapsed. Ten-year-olds who are entering sixth grade will not be required to receive Tdap vaccine until they turn 11. Immunizations should begin as soon as possible following the suggested schedule from the pediatrician. Some series take several months to complete. Students who have not met the immunization requirements can be excluded from school. The school must have documentation of all immunizations from the physician. These can be faxed to the attention of the school nurse.

HOMWORK REQUEST

When a student has been absent two or more days, parent(s)/guardian(s) can request homework from the attendance clerk (extension 3500). The home work is collected and is available for pick-up after 3:00 PM in the entrance area by door 20. Between 4:00 PM and 7:00 PM one of the doors in the entrance area will be accessible. This door will only give you access to retrieve the homework, the inner doors to the building will be locked.

INTRAMURAL PROGRAM

The Intramural Program begins in late September and ends in early June with intramurals scheduled each week after school. The main emphasis of the intramural program is personal wellness. All students are encouraged to take part in the intramural program. The majority of activities take place on school grounds. However, the intramural swim program is held in the high school pool and bowling is conducted off campus. For bowling (when offered), the school will provide busing to the lanes, but parents must provide transportation home. Signed parental permission forms are required for all off-campus intramurals.

A monthly Afterschool Activities calendar of the clubs and intramural program is posted in each focus room, in the cafeteria, on the bulletin board outside of the gym, and on the website. Students will have the opportunity to sign up for a variety of activities on the sign-up sheets posted in the gymnasium area. The daily intramural lists are posted a different time each day for equity. The intramurals offered and the times are announced every morning during announcements. The activities do change on a daily basis so it is a good idea to listen to the afternoon announcements for changes or cancellations.

LIBRARY MEDIA CENTER

Churchville Chili Middle School Library program strives to empower all library users to become effective users of information, skillful researchers, enthusiastic readers and responsible users of technology. The library program provides equal access to print and digital resources, technology and collaborative space for the school community to share.

The library is open at 7:50am daily and until approximately 3:45pm on Monday, Tuesday and Wednesday for Quiet Study Hall and until 3:00pm on Thursday and Friday. (See after school activities). Follow the library on Twitter at @ccmslibrary.

LOCKERS

Lockers are provided for the convenience of our students. When possible, lockers will be assigned to students near their team rooms. Appropriate, non-permanent decorations may be added to the inside of the locker. The school reserves the right to inspect lockers to assure that the students are maintaining them in the proper manner. Under no circumstances should a student share his/her locker combination with another student.

To operate combination locks:

- 1) Spin the dial to the right a few times and then stop at the first number.
- 2) Turn the dial to the left, past the first number, and stop at the second number.
- 3) Turn the dial to the right, and stop at the third number.
- 4) Lift the locker handle to open.

Locker problems should be reported to the House Office secretary.

Grades 7 and 8 only: Students are required to buy their own combination lock to secure items during PE classes. These locks must be removed after each class section.

LOST AND FOUND

When items are found, and the rightful owner cannot be determined, the items are taken to an office. In order to protect materials, it is important for students to write their names on all belongings. Any student who loses either school or personal items should first check with his/her teacher and then the office to locate the articles. The school does not take responsibility for any lost or stolen items.

MUSIC LESSONS

Students who take instrumental music will be excused from class once a week on a rotating basis for their music lesson. Students should first inform their classroom teacher that they have a music lesson and always request missed assignments. Being excused for a music lesson does not release a student from his/her responsibility for missed assignments. Students may remain in class and be excused from their music lesson if the academic class is taking a test or a having a unique experience such as a guest speaker or field trip.

PARENT TEACHER ORGANIZATION (PTO)

The school has an active and welcoming parent group. Regular monthly meetings are held. The meetings deal with parenting issues and overviews of our programs, and they provide a forum for communication. Suggestions for planner items are encouraged and may be shared with either our PTO Officers or the principal. Newsletters with a calendar of events, announcements of upcoming meetings, and other items of importance, will be sent home to parents. Each year we utilize parent volunteers to assist with such activities as supervising student events, serving refreshments after concerts, copying, field trip supervision, and classroom assistance under the guidance of the classroom teacher. The PTO posts planner, minutes and other important information on our building website. In addition, they utilize e-News to send out e-mails and communicate needs for volunteers and other information. We encourage all parents to sign up on the website to receive PTO e-News.

PUBLIC COMMUNICATION (MEDIA COVERAGE)

At times throughout the school year there are opportunities to publicize or share building and student initiatives, projects, and activities through the district or building newsletter, television, radio, or local newspapers. At the beginning of each school year, parents/guardians are asked to notify the principal in writing if they do not want their child's name or picture used.

REPORT CARDS

Report cards inform parents/guardians of the academic progress being made by their child. Students will receive report cards every ten weeks.

In grades 5 and 6, report cards are distributed to the students in school and are carried home. In grades 7 and 8, report cards will be made available through the parent portal. We will mail home the report card or any student that has at least ONE failing grade. Parents should feel free to call their child's teacher if they have any questions regarding their child's report card.

All courses receive grades and carry equal weight in computing the average for each quarter.

With administrative approval and under extenuating circumstances, the letters INC on the report card may be used to show incomplete work. A deadline will be established to make up any required work so that a grade can be issued. In most situations, the missing work will need to be made up before the middle of the next marking term.

A. Grades

Student performance is communicated as a percentage.

HONOR ROLLS: Grades from all courses will be used to determine eligibility for special recognition each quarter.

High Honor Roll A+ (94.445-100%)

Honor Roll A and B+ (84.445-94.444%)

Grades below 65% will automatically make a student ineligible for any of the above honor rolls. A grade of INC indicates incomplete work in that class and will delay a student from honor roll consideration until the incomplete is converted to a grade.

National Junior Honor Society consists of students who have met the national organization's requirements in the areas of character, leadership, scholarship and service. Utilizing selection criteria, students from Grade 8 who have met the requirements in all of these areas, and who had a final average of 90 or better over six semesters (all of the 7th grade and the first two terms of 8th grade), will be invited to join the society in late spring.

RESTRICTED ITEMS

Unauthorized use of personal electronic devices such as cellular phones, cameras, and portable music players during the regular school day is not allowed (see Code of Conduct, section VI A for authorized use of these devices). Consequences for use could result in a warning, removal of the device being returned to the student at the end of the day, or removal of the device being returned to the parent. Frequent offenses could result in consequences for persistent disobedience. Under New York State guidelines, pocketknives are considered weapons and are not allowed in school. There are serious consequences for students who bring one to school.

TELEPHONE USE

Students have access to telephones in classrooms and in offices with permission. Please call your child's house office if you need to leave an emergency message for your child. We will make every effort to deliver the message as quickly as possible. Interruption of classroom instruction will be determined by the nature of the emergency, but generally we will wait until the end of the class to deliver the message. **Please limit phone messages to emergency situations.**

TRANSPORTATION

To take a bus to a different location, students must have written permission from their parents. Students should give their note to their teacher directly to their house office secretary. On days when late buses are available, (see schedule) for students who stay after school, buses are provided. Late buses depart at 4:00 p.m. Students are required to obtain a bus pass from the supervisor of their activity to ride the bus. **Parents must provide transportation home when late buses are not available.** (see schedule). The length of the ride will vary each day as the driver develops the route based upon who is present that afternoon. Most students can expect to be dropped off by 5:00 p.m. If you have any questions concerning the late bus, you may contact our dispatcher at 293-4544. If there are any questions concerning transportation, the transportation director may be reached at 293-4544, extension 2640.

Picking Up Your Child after school Dismissal Time - Considering the age level of our students, our procedure is to allow students to walk independently to meet their ride. Parents, who believe their child needs a more supervised dismissal process, may contact the student's counselor for assistance.

Please be sure to reinforce with your children that they only take rides from people you have authorized. If students miss a bus, they should report to an administrator and he or she will assist them in making arrangements for a ride home.

Walking/Bikes: Due to the location of our school and our concern for student safety, we **do not permit students to walk or ride a bike** to or from school.

VISITORS

Parents are always welcome to visit our school for pre-arranged appointments to meet with school personnel. All visitors must sign in and receive a visitor's nametag in the main office prior to going to any part of the building. All visitors are required to present Picture ID such as a valid NYS driver's license before entering a school building.

To limit disruptions, students from other buildings or from other districts are not permitted to visit during the day. Former students are welcome to visit after the regular school day program has been concluded, but they must receive permission from the Main Office.

ACTIVITIES / CLUBS

Art Club (grades 5-8): Students are encouraged to use their creativity and imagination while exploring a variety of artistic media. The art club meets once a week after school. Limit of 30 students.

Bookstore (grades 5-8): Students work with an adult advisor to order products, set prices, advertise, and sell various school supplies. The bookstore is open for student purchases two days per week. The club usually meets once a month.

Chess Club (grades 5-8): Chess fosters the development of analytical and tactical skills.

Foreign Language Club (grades 5-8): This club was developed to enhance student awareness of language and cultural.

Leo Club (grades 7-8): This is a community service club for students in coordination with the SHS and the Churchville-Chili Lions.

Literary Club (grades 5-6): This club helps create *Expressions*, the school's magazine of artwork and literature. Students are invited to submit their artwork and written pieces. Members of the club then carefully select artwork and literature to be published in the magazine, which will be distributed at the end of the year to staff and students.

Math Counts (grades 6-8): This club meets for competitions with other schools. Its main focus is problem solving and solving non-routine math problems.

Math Olympiad (grades 5-6): The faculty advisor guides students in an investigation of math topics and applications beyond those presented in the classroom. The Olympiad goals are: to develop enthusiasm for problem solving and mathematics, deepen understanding of mathematical concepts, strengthen ability to use these concepts, consider concepts that they might not otherwise encounter, and enrich experiences in intellectually stimulating and significant mental activities.

National Junior Honor Society (grade 8): See Report Card

Newspaper Club (grades 5-8): The goal of the Newspaper Club is to teach members the techniques of writing articles and organizing these articles into a "newspaper" format. With the guidance of an adult advisor, students explore different types of articles they can write. After choosing a topic, ranging from school to world events, students use the school's computers to write, edit and print their stories. Finally, members compile all of their written pieces into a school newspaper, which will be published.

Odyssey of the Mind (grades 5-8): This is a creative problem-solving organization. Students analyze a situation, imagine all the possibilities, and then synthesize the best qualities of their combined ideas into a workable solution. This is a competitive program; culminating in March with a regional tournament.

Science Club (grades 5 - 6): This club meets twice a month and has as its goal to provide a vehicle for science-loving students to explore topics of interest. The club conducts high interest science investigations of the obscure, as well as "crime science," investigation.

Service Club (grades 5-8): The purpose of the Service Club is to support the development of positive personal character traits and to help students grow and become more responsible and respectful. Students volunteer their time to help members of various organizations, families, school and the surrounding community. Service activities are selected by the students. In the past, this club has visited and made crafts with senior citizens at West Wood Commons, raised money for the American Red Cross Tsunami Disaster Fund, visited and made various pizzas for the Ronald McDonald House guests, hosted a winter clothing drive for needy families, and helped athletes at the Special Olympics event at RIT.

Ski and Snowboard Club (grades 5-8): There is a 5/6 club and a 7/8 club. Beginners and experienced skiers/snowboarders are able to learn and refine their skills. Students ski at Bristol in January and February. (There is a cost for this club.)

STAGE (Students of the Arts Gaining Experience)/Drama (grades 5-8): Students participate in acting workshops; learning auditioning techniques and developing confidence in the classroom and in public. STAGE sponsors either a full scale production or a talent show every year.

Student Council (grades 5-8): Student Council members share students' ideas, interests, and concerns. They assist the school community when needed at events throughout the year, such as open house and new student orientation. In addition, they plan and organize activities for their peers.

Tech Club (grades 5-8): Students build and use robotics in competition using the core values of "gracious professionalism, team

work, and community service”

Video Production Club (grades 5-8): Using commercial-level video cameras, student’s film various events and stories while learning about story boards, camera angles, lighting and sound, and editing.

Yearbook Club (grades 5-8): Each year the school publishes a yearbook. Photography, layout, advertising, sales, and distribution are a few of the activities available for the yearbook staff.

MODIFIED ATHLETICS – With the following modified teams competing during the three seasons.

Fall	Winter	Spring
Cross-Country (boys and girls) Cheerleading Football Soccer (boys and girls) Tennis (girls) Volleyball (boys & girls)	Basketball (boys and girls) Cheerleading Swimming, combined Wrestling	Baseball Lacrosse (boys and girls) Softball Track and Field (boys and girls)

“Students in grades 7 and 8 who feel that they are eligible to compete at the JV or Varsity level should contact the varsity coach within that sport to discuss the Selective Classification process. This option is available in all sports listed above, and also in Golf (girls in the fall, boys in the spring), Bowling (winter), Hockey (winter), Indoor Track (winter), and Boys Tennis (spring).”

The Sports Booster Club is an organization for the parents of student athletes. It is very supportive of the athletic program. The officers invite you to attend the meetings. Please call the athletic department for more information or visit the cccsd.org website. The Director of Athletics can be reached at 293-1800, extension 3110. **For upcoming events and cancellations, call our Sports Line at 293-4540, extension 5817. Extensive information is also available at the Athletics website – www.cccsd.org/athletics.**

Eligibility Policy for Grades 7 and 8

Students in grades 7-12 are eligible to participate on an athletic team or an extra-curricular club activity unless they are failing two or more subjects at the same time of a grade check. A teacher may consider attitude and effort in the evaluation of your grade. A grade check will be made following each five week grading period.

If a student is failing two or three courses:

- A. That student must meet with their Assistant Principal/House Administrator and develop a plan for improvement. During this time, the student will have an opportunity to improve their performance in his/her classes, while continuing to participate in practice and contests, and/or club meetings and activities. Academic supports may include one or more of the following: extended day, team support, lunch detention, and Saturday detention.
- B. The student will be required to maintain satisfactory progress within their individual plan in order to continue participation. They will need to continue the plan until such time as they are no longer failing two or more subjects at the same time. If the student fails two or more subjects at the end of the school year, they will be required to begin the following school year with an improvement plan in order to maintain eligibility.
- C. If the student does not follow their plan, they will immediately be deemed ineligible from attending and participating in all team/club related activities. This includes all meetings, practices, performances, competitions, and contests.
- D. If a student becomes ineligible, they will remain ineligible until such time as they are no longer failing two or more subjects at the same time.

If a student is failing four or more courses, they will be deemed immediately ineligible from attending and participating in all team/club related activities. That student will also be placed on an individual plan and will not be allowed to attend or participate in team/club related activities until such time that they are only failing two or less courses.

If questions about your eligibility should occur, students should make an appointment to see their Assistant Principal/House Administrator, Athletic Coordinator, or the Athletic Director.

After-School Study Hall for Grades 7 and 8

A study hall is assigned after school for students who are waiting for their coach or activity advisor to pick them up. Students are to report to their assigned room with work to do and remain there until their coach or advisor picks them up. This after-school study hall is a privilege. It is a quiet study hall. Students are under the supervision of staff members and will be sent home.

Churchville-Chili Middle School Code of Conduct Excerpt

I. Introduction

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and Churchville-Chili District (“District”) personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, District personnel, parents/guardians, and other visitors is essential to achieving this goal.

The Churchville-Chili Central School District challenges all students to strive for excellence while developing their unique talents and becoming respectful, resourceful and contributing members of an interconnected global society.

The District within its community to include our Board of Education, Superintendent, staff, families and students define as its Core Beliefs:

- to treat each other and our resources with mutual respect, dignity and honesty;
- that respecting diversity affirms individual worth and benefits the community;
- that everyone deserves a welcoming and nurturing environment that fosters positive relationships;
- that everyone learns best when they are engaged in meaningful, active work;
- that everyone needs to take ownership for advancing the learning of themselves and others; and
- to promote and model local, national and global citizenship for the greater good.

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

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

II. Definitions

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

B. 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 Education Law §11[1] and Vehicle and Traffic Law §142).

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

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

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

Students with disabilities are those who fall within a Section 504 or one of the classifications set forth in the Individuals with Disabilities Education Act (IDEA) and section 200.1(zz) of the commissioner’s regulations, and who, because of this, needs special education or related services (20 USC § 1401(3)(A); 34 CFR § 300.8; 8 NYCRR § 200.1(zz)).

F. Due Process is a legal proceeding followed to make a complaint on any matter relating to a proposal or a refusal to initiate or change the identification, evaluation, or educational placement of your child, or the provision of a free and appropriate public education to your child.

G. Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or

employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

- H. **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- I. **Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).
- J. **Conflict** is defined as a disagreement, fight, battle or struggle between parties.
- K. **Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other status protected by Law (Education Law §11[7]).
- L. **Discipline** is the interventions and consequences which are clear, fair, age appropriate and consistent so as to be the most effective in changing student behavior.
- M. **Interventions** are strategic problem-solving plans that are unique to each individual's situation.
- N. **Mediation** is a voluntary process in which individuals must agree to participate to resolve conflict
- O. **Restorative Practices** is a process which brings people together to build community and/or repair harm caused by wrongdoing.
- P. An **insubordinate student** is a student who disobeys authority. (refer to Section VI, C, pg. 17)
- Q. **Disruptive student** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. (refer to Section VI, C, pg. 18)
- R. A **student whose conduct endangers the health, safety, and welfare of him/herself and/or others** is a student who has placed him/herself or another person in a potentially harmful situation, either through negligence, reckless behavior or misconduct. (refer to Section VI, C, pg. 18)
- S. **Violent student** is defined as an elementary or secondary student twenty-one years of age or under who:
 - 1. commits an act of violence (such as hitting, kicking, punching, biting, and scratching) upon a student, teacher, administrator, or other school employee, or attempts to do so, or threatens to do so;
 - 2. commits, while on school property or at a school function, an act of violence (such as hitting, kicking, punching, biting, and scratching) upon another student or any other person lawfully on school property or at a school function, or attempts to do so;
 - 3. possesses, while on school property or at a school function, a weapon. This includes instruments or tools removed from a classroom, (some examples include a clay cutter or an X-Acto knife from art class, or a drill or hammer). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession;
 - 4. displays, while on school property or at a school function, what appears to be a weapon;
 - 5. threatens, while on school property or at a school function, to use a weapon;
 - 6. knowingly and intentionally damages or destroys the personal property of a student, teacher, administrator, other School District employee, or any person lawfully on school property or at a school function including graffiti or arson; or
 - 7. knowingly and intentionally damages or destroys School District property. (refer to Section VI, C, pg. 19)

T. A Weapon as defined by * N.Y.C.R.R. § 100.2 (gg) (1) (iii)

- (a) means any of the following: §a) a firearm, including but not limited to a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air powered gun or spring gun;
- (b) a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife or other dangerous knife;
- (c) a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
- (d) a sandbag or sandclub;
- (e) a sling shot or slungshot;
- (f) a Martial arts instrument and/or training tool, including but not limited to a kung fu star, ninja star, nunchucks, or shirken;
- (g) an explosive, including but not limited to a firecracker or other fireworks;
- (h) a deadly or dangerous chemical, including but not limited to a strong acid or base, Mace, or pepper spray;
- (i) an imitation gun;
- (j) loaded or blank cartridges or other ammunition; or
- (k) any other deadly or dangerous instrument.

Note: A student who removes an instrument or tool from a classroom is considered to be in possession of a weapon (*refer to Section I – Definitions, letter S*). A student who uses the instrument or tool in class in accordance with the curriculum is not to be considered in possession of a weapon.

III. Student Rights and Responsibilities

The District's aim is to provide an environment in which a student's rights and freedoms are respected. The Board of Education assures District students that they shall have all the rights afforded them by federal and state constitutions, statutes and regulations. The District recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

A. It shall be the right of each District student:

1. to have a safe, healthy, orderly, and courteous school environment free of harassment and bullying;
2. to take part in all District activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other status protected by law;
3. to attend school and participate in school programs regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other status protected by law unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. to have complaints of harassment, bullying and/or discrimination, either formal or informal, investigated by a Dignity Act Coordinator. The principal of each school is the Dignity Act Coordinator for that building. The District-wide Dignity Act Coordinators are Assistant Superintendent for Human Resources Larry Vito and Director of Curriculum, Assessment and Professional Development Renée Mulrooney. They may be contacted at LVito@cccsd.org and RMulrooney@cccsd.org;

5. to have school rules and policies available for review and, whenever necessary, explanation provided by District personnel;
6. to be suspended from instruction only after his/her rights pursuant to this Code of Conduct and Education Law § 3214 have been observed;
7. to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
8. to appeal when he/she believes that he/she has been falsely accused or unfairly disciplined by following the appeal process (please refer to the full Code of Conduct which can be found on the district's website at www.cccsd.org under the quick links located on the home page).
9. to enjoy the constitutional guarantees of the right of freedom of speech so long as such expression does not significantly disrupt instruction or involve substantial disorder, coerce others to participate in a particular mode of expression, violate the rights of those who disagree with a given point of view, or impede with the rights of other students to be secure and be let alone;
10. to have access to school bulletin boards identified for student use, the public address system and school duplicating equipment, subject to reasonable time limitations, purpose and expense:
 - requests for such use, stating the purpose and cost, if any, shall be submitted to the Building Principal for review and approval;
11. to enjoy the rights of the Federal Equal Access Act, which gives student groups the opportunity to use school facilities for student initiated activities during "non-instructional time."
 - the school shall not discriminate against any students conducting such meetings on the basis of the religious, political, philosophical or other content of the speech at such meetings;
 - "meetings" is defined as time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

B. Student Searches

1. **Student Lockers, Desks and Other School Storage Places:** Lockers, desks, electronic files and other school storage are provided by the school for student use. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desk, computer files and other school storage may be subject to search at any time, without prior notice to students and without their consent.

C. It shall be the responsibility of each District student:

1. to be familiar with and abide by all District policies, rules and regulations pertaining to student conduct and report violations thereof;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. to conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the District and as such hold him/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
4. to seek help in solving problems that might lead to discipline procedures;
5. to be in regular attendance at school and arrive promptly to class;
6. remain on school property during school hours;
7. to pass through hallways quietly and keep corridors open to traffic; do not block traffic by standing in groups and place trash in containers provided;
8. to contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons, their property and that of the District;
9. to report immediately to a teacher or an administrator, the knowledge of any threat of violence or the knowledge of any student possessing a weapon, alcohol (all forms including low-alcohol beverages sometimes referred to as non-alcoholic beer), or illegal substance on school property or at a school function. The District will place a high priority on the confidentiality of the reporting student;

10. to dress in accordance with standards promulgated by the Board of Education and the Superintendent; (refer to Section IV)
11. public displays of affection are offensive to many members of our school community and may be interpreted as sexual harassment, therefore such displays are not permitted;
12. if you are **staying after school** to make up assignments or for sports practice, intramurals, a club or group activity, or rehearsal, you must be supervised by a staff member, either in that person's classroom or gym or in the after-study hall in the cafeteria;
13. to abide by the following guidelines governing the use of school facilities for student initiated activities that are not school sponsored:
 - a. **Request for use of Facility** - Submit a written request at least ten (10) days prior to the date such meeting is to be held which shall include;
 - identification of the date(s) and time(s) of the meeting
 - indication of the number of students expected to participate
 - indication of the general purpose of the meeting; and
 - indication of the names of the students responsible for calling the meeting
 - b. **Leadership at Meetings** - Student initiated meetings may not under any circumstances be directed or conducted by a school employee nor by a person not a member of the student body. Non-school persons may not attend such meetings unless the Building Principal has granted approval to do so. A written request to permit a non-school person to attend such a meeting must be submitted to the Building Principal at least five (5) days prior to each meeting. The purpose for the attendance by the non-school person shall be clearly defined in the request.
 - c. **Meeting Supervision** - An employee of the school will serve as a supervisor or monitor of the student initiated meeting. His or her function is to provide adult supervision to insure that school regulations are not being violated. The school employee may not participate in the meeting nor influence the form or content of the meeting in any way. The Building Principal will approve the supervisor.
 - d. **Non-approval of meeting request** - Meeting requests shall not be approved if, in the opinion of the Principal, the meeting jeopardizes "order and discipline on school premises, or the well-being of the student body or if the meeting might" materially and substantially interfere with the orderly conduct of educational activities within the school or if the meeting is planned for an unlawful purpose. A student initiated meeting may not restrict attendance on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other status protected by law.

IV. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Individuality in dress is a matter of personal choice, but it will not be permitted to interfere with, disrupt, or distract from the activities of the school. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The following requirements for appropriate dress shall apply:

- A. A student's clothing must not include items that are or are perceived to be vulgar, obscene, libelous in nature or offensive to others because of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- B. A student's clothing must not promote and/or endorse the use of alcohol, tobacco, smoking or illegal drugs and substances, weapons and/or encourage other illegal or violent activities. (*Refer to Definitions in Section II*).

- C. A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process (e.g., a hood may not be covering the head).
- D. Students must recognize that extremely brief garments may be deemed inappropriate.
- E. Students must ensure that undergarments are completely covered with outer clothing.
- F. A student's clothing must include footwear at all times. Footwear that is a safety hazard will not be allowed.
- G. Students in grades Kindergarten through eight may not wear hats, hoods, visors, head gear, scarves or bandanas except for a medical or religious purpose. Students in grades nine through twelve may wear head coverings as long as it does not shield the face. Upon a reasonable request by a staff member, students will remove head-coverings.
- H. In classes such as science, technology, art, and physical education, students are required to wear appropriate protective gear or prescribed types of clothing such as athletic footwear and shorts.

Each building principal or his or her designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year.

Students who violate the dress code shall be required to modify their appearance to adhere to the dress code defined by this Code of Conduct. 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.

V. Prohibited Student Conduct

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

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

As necessary, Response to Intervention Teams, including pupil service personnel, administrators, teachers, and others should convene to communicate about a student when they believe such students' emerging pattern of behavior presents a possible discipline problem. Appropriate personnel will conduct an investigation of the reports and/or communicate, which may include conferences with the student, parents/guardians, teachers, other pupil service personnel or others, as they deem necessary for the early identification and resolution of a suspected problem. If an administrator suspects that the problem may be a manifestation of a disability, he or she will refer the matter to the school psychologist who will make a referral to the Committee on Special Education in the manner prescribed by 200.4 of the Commissioner's Regulations and by District policy.

The Board recognizes the need to make its expectations specific and clear for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and to 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 subject to the penalties for their conduct.

A student may be subject to disciplinary action, up to and including suspension from school, when he or she:

- A. engages in conduct that is **insubordinate**. **Examples** of insubordinate conduct include:
 1. failing to comply with the expectations and provisions contained in the Churchville-Chili Central School District Code of Conduct, 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. skipping detention;
 4. unauthorized use of a cell phone or any e-device during class or other instructional activities.
- B. engages in conduct that is **disruptive and/or disorderly**. **Examples** of disorderly conduct include:
 1. running in the hallways;
 2. making unreasonable noises;

3. using language or gestures that are profane, lewd, 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 or on school grounds, other than the one they regularly attend, without permission from District personnel;
 7. computer/electronic communications misuse; including any unauthorized use of computers, software, or internet and intranet account; accessing inappropriate web sites or any other violation of the District's acceptable use and social media policies.
- C. engages in any conduct that **endangers the safety, health, or welfare of self or others**. Examples of such conduct include:
1. lying to District personnel;
 2. stealing, or unauthorized use or possession of the property of other students, District personnel or any other person lawfully on school property or attending a school function;
 3. defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group or individuals that harm the reputation of the person or the identifiable group by demeaning them;
 4. discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex as a basis for treating another in a negative manner;
 5. bullying and harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning;
 6. cyberbullying, which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). **Cyberbullying may result in disciplinary action when it occurs on or off school property and disrupts the educational process;**
 7. intimidation, which includes engaging in actions or statements (both oral and written) that put an individual in fear of bodily harm;
 8. hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team;
 9. selling, using or possessing obscene material; to include the possession or transmission of sexually explicit photos or text using a cell phone or other personal electronic device (commonly referred to as "sexting").
 10. using vulgar or abusive language, cursing or swearing;
 11. inappropriate physical contact and/or forms of aggression including but not limited to pushing, shoving, poking, slapping or hitting;

12. smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco; The use and/or possession of e-cigarettes, vaporizers, vapes and related accessories such as lighters, matches, or rolling papers, and other products containing nicotine, in accordance with the NYS Clean Indoor Air Act, the NYS Public Health Law, the federal Pro-Children Act of 1994, Education Law and District Policy 5640, the District is a smoke-free environment. *Refer to Group B Offenses in Section IX, Disciplinary Interventions and Procedures.*
 13. possessing, consuming, selling, distributing or exchanging alcoholic substances (including powdered alcohol) or illegal substances or related paraphernalia, or being under the influence of either an alcoholic or illegal substance. "Illegal substances" include, but are not limited to, e-cigarettes, vapes, inhalants, marijuana, cocaine, LSD, PCP, heroin, amphetamines, steroids, look-alike drugs, synthetic marijuana, Cannabidiol (CBD), Tetrahydrocannabinol (THC), substances that produce a marijuana-like high such as herbal incense, and bath salts, substances commonly referred to as "designer drugs", and all products infused with cannabis or THC such as brownies and candy bars;
 14. inappropriately using or sharing prescription and over-the-counter drugs;
 15. gambling;
 16. indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
 17. indecent behavior, which includes the inappropriate public display of affection that offends the community standards of decency;
 18. initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher;
 19. possession of a knife of any kind;
 20. possession of a weapon as defined by N.Y.C.R.R. § 100.2 (gg) (1) (iii) (refer to section II, pg. 8)
- D. engages in conduct that is **violent**. **Examples** of violent conduct include:
1. committing an act of violence (such as hitting, kicking, punching, biting, and scratching) upon a teacher, administrator or other school employee, or attempting to do so, or threatening to do so;
 2. committing an act of violence (such as hitting, kicking, punching, biting, and scratching) upon another student or any other person lawfully on school property or attempting to do so, or threatening 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. threatening to use any weapon;
 6. intentionally damaging or destroying the personal property of a student, teacher, administrator, or other District employee or any person lawfully on school property, including graffiti or arson;
 7. intentionally damaging or destroying School District property.
- E. engages in **misconduct while on a school bus**. Parents should review these rules with their children before school starts in September. Safety for children while riding school buses is a major concern. For that reason, it is necessary for students to conduct themselves in an orderly fashion. The school bus is school property,

and appropriate behavior is expected at all times. Students who violate these rules will be subject to disciplinary action in accordance with school policies.

Transportation Rules

1. Students should remain seated until the bus comes to a complete stop.
 2. Elementary students may be asked to sit three to a seat if necessary (Some drivers have seat assignments for students.)
 3. Students shall not block the aisles and must stay seated, facing forward.
 4. Profanity, loud talking or unnecessary noise is unacceptable. Appropriate conduct is expected at all times.
 5. Hands and arms are to be kept inside the bus at all times. Students are not permitted to open the window except with the permission of the driver.
 6. Smoking or possession of drugs or alcohol (all forms) or related substances on school buses is a violation of state law and school policy and is not permitted at any time.
 7. Students are to keep the bus clean and orderly. Refuse must be deposited in the container at the front of the bus.
 8. School buses must not be damaged or vandalized by students. The cost of repairing or replacing damaged items such as seat cushions will be charged to the parents/guardians of the children involved.
 9. Students are not allowed in the driver's seat at any time.
 10. When leaving the bus, students must walk ten feet in front of the bus along the shoulder and then cross the highway only when the driver signals that the roads are clear and it is safe to proceed. Students are not to walk along the side of the bus or cross behind it.
 11. Items such as pets, glass containers, skateboards, hockey sticks, baseball bats, skis, and sleds are not allowed on buses.
 12. Athletic cleats are not to be worn on the bus.
- F. engage in any form of **academic misconduct** as defined in the Academic Honesty Policy (**#7300**). **Examples** of academic misconduct may include:
1. plagiarism;
 2. cheating;
 3. copying;
 4. altering records;
 5. inappropriate use of information obtained from computer resources;
 6. assisting another student in any of the above actions.

VI. Student Use of Personal Electronic Information Resources

The Churchville-Chili Central School District provides technology resources to its students solely for educational purposes. The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, remote learning, "video conferencing", so-called "on-line services" and the "Internet". It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, will be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

This document is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parent(s)/guardian(s) notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this document apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit user's Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software, as explained in the Internet Safety Policy 8271, does not negate or otherwise affect the obligation of users to abide by the terms of this Code of Conduct and to refrain from accessing such inappropriate materials.

A. Regulations for Use

Student users of technology will:

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements. Torrenting any copyrighted material is illegal and not allowed through the district network. Students are not allowed to stream music and/or movies from any site that does not prove it has a legal licensing agreement with the copyright holder.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use District technology for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes, these include, but are not limited to spreading computer viruses, arranging for drug sale, purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;

- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
 - Copyright laws;
 - Cyberbullying laws; and
 - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive, harassing or threatening;
- Reposting or forwarding personal communications without the author's prior consent;
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use property issued under the program without authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.

The use of computerized information resources is a privilege, not a right. Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and this Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

No Expectation of Privacy

Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Internet Safety

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, it should be reported to a teacher, administrator and/or parent immediately.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to a teacher, administrator and/or parent immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to the a CCCSD administrator.
- district has in place to protect your online activity.
- Use of anonymizers, proxy servers and VPN connections to bypass the district content filter is prohibited. Use of these sites put you and your personal data at risk, bypassing the safety measures the

The District recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at: <https://www.justice.gov/criminal-ceos/children-internet-safety>

Cell Phones/Personal Electronic Devices

- a. The use of cell phones and their accessories (including earbuds) and personal electronic devices is a privilege, not a right, and may be revoked for irresponsible use.
- b. The District and its employees are not responsible for lost or stolen devices.
- c. Students who have been assigned to in-school-suspension or long-term suspension classrooms will not be allowed to use cell phones and their accessories (including earbuds) and personal electronic devices in these rooms.

Fifth and Sixth Grade

Cell phones and their accessories (including earbuds) for 5th and 6th graders are to be off and away during instruction. Students may place cell phones in backpacks, lockers or in classroom caddies. Fifth and sixth graders may not use cell phones in hallways or lunch; however, they can be used after school.

Seventh & Eighth Grade

Cell phones and their accessories (including earbuds) for 7th and 8th graders are to be off and away during instruction. Students may place cell phones in backpacks, lockers or in classroom caddies. Seventh and eighth graders may use cell phones in hallways, lunch and after school.

VII. Disciplinary Interventions and Procedures

It is recognized that a strong instructional program is often the best method for maintaining appropriate behavior. Restorative practices build respect and community, resolve conflicts and repair harm caused by wrongdoing. All interventions and consequences will be clear, fair and consistent so as to be the most effective in changing student behavior.

A. Procedures

The student is entitled to due process prior to discipline. District personnel 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 District personnel. When appropriate, a student may be offered restorative process options in combination with or in lieu of further penalties.

1. **Third Party Mediation (neutral)**

Third party mediation can be broadly defined as “a process of conflict management, related to but distinct from the parties’ own negotiations, where those in conflict seek the assistance of, or accept an offer of help from, an outsider to change their perceptions or behavior, and to do so without resorting to physical force or invoking the authority of law” (Bercovitch 2009:343)

2. **Restorative Circle**

A Restorative Circle is a community process for supporting those in conflict. It brings together the three parties to a conflict – those who have acted, those directly impacted and the wider community – within an intentional systemic context, to dialogue as equals. Participants invite each other and attend voluntarily. The dialogue process used is shared openly with all participants, and guided by a community member. The process ends when actions have been found that bring mutual benefit.

3. **Detention**

Teachers, Principals and the Superintendent may use detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

4. **Suspension from transportation**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the attention of a building administrator. Students who become a serious disciplinary problem may have their riding privileges suspended by the Building Principal or the Superintendent or their designees. In such cases, the student’s parent/guardian will become responsible for seeing that his or her child gets to and from school safely.

5. **Suspension from athletic participation, extracurricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent/guardian will be pro-

vided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

6. In-school suspension

The Board authorizes Building Principals and his or her designees to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in “in-school suspension.” The in-school suspension assignment will be considered to be an academic and behavioral learning experience.

7. Teacher disciplinary removal of disruptive students

A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. The teacher may direct a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term “time out” in another classroom or in an administrator’s office; (2) having a student escorted to the Principal’s office for the remainder of the class time only; or (3) having a student escorted to a counselor or other District staff member for counseling.

8. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Building Principals.

B. Range of Interventions

It should be noted clearly that the purpose of discipline is to change behavior. To that end, a wide variety of strategies including restitution, counseling, community service, and other positive restorative interventions, should be considered to make disciplinary situations learning opportunities for students consistent with the student's right to due process. A thorough investigation of the circumstances needs to occur and include the student’s perspective. The range of strategic measures which may be used, alone or in combination, by staff and/or administration for violations of the student disciplinary code include the following:

1. verbal discussion;
2. verbal notification to parents/guardians;
3. written notification to parents/guardians;
4. consideration of restorative options including third party mediation and/or restorative circle;
5. restitution;
6. pass restriction;
7. detention;
 - before school detention
 - lunch detention
 - teacher detention
 - administrative detention
 - Saturday detention
8. in school suspension;
9. suspension from transportation;
10. suspension from athletics participation;
11. suspension from social or extracurricular activities;
12. suspension of other privileges;
 - A. Parking
 - a) loss of parking
 - b) loss of senior privileges
 - B. Cell Phones
 - a) unauthorized use of cell phone could result in a warning, removal of the device being returned to the student at the end of the day or removal of the device being returned to the parent/guardian. Frequent offenses could result in consequences for insubordination.
13. exclusion from a particular class by teacher;
14. suspension from school (5 days or less);
15. suspension from school (more than 5 days);
16. permanent suspension;
17. referral to law enforcement agencies

These regulations and penalties are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

C. Consequences for Student Misconduct

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

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. The listed consequences are meant to serve a guideline to ensure consistent disciplinary consequences for our students in disciplinary situations. However, extenuating circumstances such as the severity of the offense, the timing of the offense, a student's prior disciplinary record and the age of the student, may, in some instances, necessitate deviation from these guidelines.

While we expect appropriate conduct from all students, the expectations we have of our youngest students will differ somewhat from those at the middle and high school level. For this reason, the elementary schools have developed age-appropriate consequences for the students in their schools, which are based upon the student responsibilities, listed in this Code.

POSSIBLE CONSEQUENCES¹

Level 1 / 1st Offense:	Verbal warning	
	Parent/guardian notification	Teacher Choice
	Teacher consequence	
Level 2 / 2nd Offense:	Mandatory parent/guardian notification	
	Teacher consequence	Teacher Choice
	Administrative detention (1-2)	
Level 3 / 3rd Offense:	Mandatory parent/guardian notification	
	Administrative detention (1-3)	
	Saturday detention (1-2)	Administrative Choice
	In-school suspension	
Level 4 / 4th &	Administrative parent/guardian meeting	
Subsequent Offenses:	Saturday detention (2-3)	
	In-school suspension (2-3)	Administrative Choice

Out-of-school suspension (1-5)

Superintendent Hearing

Administrative Choice

Parent/Guardian Agreement

Police notification as warranted

¹ Where choice is available among options, the teacher or administrator may choose one penalty or a combination of penalties, depending upon the behavior at issue.

Group A Offenses

Discipline for misconduct falling within Group A offense categories will generally fall within the disciplinary progression set forth above. However, multiple or persistent offenses in a short period of time may necessitate immediate progression to Level 4. ***Some misconduct will be subject to mandatory minimum suspension periods as set forth under Section VII, Letter E of full Code of Conduct.***

- Disruptive behavior in class or elsewhere
- Inappropriate language/gestures
- Unauthorized use of any electronic device during class or other instructional activities.
- Class tardiness
- Class truancy
- Missing detention
- Leaving school grounds without permission
- Insubordination or disrespectfulness to staff
- Parking/driving violations
(In all cases, parking privileges may be suspended or permanently removed. In addition, a student's car may be towed or secured with a security "boot")
- Computer/electronic communications misuse
- Public displays of affection

Group B Offenses

Group B Offenses generally involve conduct which is egregious, violent and/or endangers the health, safety and welfare of the student or others. Discipline for misconduct falling within these categories will generally start at Level 4. ***Some misconduct will be subject to mandatory minimum suspension periods as set forth under Section VII, Letter E of full Code of Conduct.***

- Committing or instigating an act of violence (such as hitting, kicking, punching, biting, and scratching)
- Weapons possession or use
- Inappropriate physical contact
- Vandalism/destruction or defacement of school property
- Smoking
- Threats/intimidation/harassment/discrimination/hazing
- Defamation
- Drug/alcohol (all forms)/illegal substances violations
- Theft
- Providing false information
- Gambling
- Bomb threats

- Arson
- Academic misconduct
- Possession, sale or transmission of inappropriate materials

D. Enforcement

The Building Principal and his or her designee shall be responsible for enforcing the conduct required by this Code. In accordance with the Dignity for All Students Act (“DASA”) the District will take necessary steps to address matters related to discrimination and/or harassment of students. Should you have questions/concerns related to suspected discrimination and/or harassment of students or wish to make a report, please contact the respective principal who serves as the Dignity Act Coordinator for that building.

E. Information About Consequences

- **Pass Restriction:** Teachers and administrators may restrict your travel privileges based on your behavior
- **Teacher Detention:** Teachers have the authority to conduct their own detention sessions after school. You are required to attend such detention when directed to do so.
- **Administrative Detention:** Your House Administrator will assign you to the detention room based on the referral he/she receives from staff members. Detention is scheduled from 2:50 – 4:00 p.m. Monday through Wednesday.
- **Saturday School Detention (SSD):** For severe and/or chronic problems you may be assigned to SSD. You are expected to devote this time to schoolwork. SSD is scheduled from 8:00 – 11:30 a.m. in the Middle School South Library.
- **In School Suspension:** You may be assigned to the In School Suspension (ISS) room for disciplinary reasons. If assigned there, you must report at the beginning of first block or at the point when a House Administrator first assigns you. You may not participate in after-school activities on days when you are assigned to ISS.
- **Administrative Discipline (District Level):** When the severity and/or frequency of your misbehavior disrupts the learning environment significantly, the principal may refer you to the Superintendent of Schools.

For the full version of the Code of Conduct, please see the District website.

SCHOOL-WIDE EXPECTATION MATRIX

	All Settings	Classroom	Hallway	Media Center	Dining hall
Respect Self	<ul style="list-style-type: none"> ▶ Respect myself, my property ▶ Respect my right to learn and be safe 	<ul style="list-style-type: none"> ▶ Give best effort ▶ Have positive attitude ▶ Treat property & material with care 	<ul style="list-style-type: none"> ▶ Walk ▶ Use quiet voice ▶ Keep hands to self 	<ul style="list-style-type: none"> ▶ Bring necessary books, materials & supplies ▶ Be patient, wait my turn 	<ul style="list-style-type: none"> ▶ Show good manners ▶ Walk & move carefully with tray or lunch bag ▶ Practice good nutritional habits
Respect Others	<ul style="list-style-type: none"> ▶ Respect others, their property, and the environment ▶ Interact positively with others using effective communication and problem-solving skills 	<ul style="list-style-type: none"> ▶ Treat others with kindness ▶ Help others ▶ Treat property and material with care ▶ Clean up after self ▶ Respect others' personal space ▶ Respect others' rights to learn and participate ▶ Follow directions 	<ul style="list-style-type: none"> ▶ Open & close locker door quietly ▶ Keep locker clean and organized ▶ Keep hands to self 	<ul style="list-style-type: none"> ▶ Sit at tables & work quietly with others ▶ Respect others' spaces ▶ Respect others' materials 	<ul style="list-style-type: none"> ▶ Show good manners (table & lunch line) – eating and interacting with others ▶ Follow all directions of adults in dining hall ▶ Use appropriate table level voice
Be Responsible	<ul style="list-style-type: none"> ▶ Be responsible for your decisions, actions and obligations ▶ Be an active and engaged learner ▶ Utilize self-management (behavioral & emotional) ▶ Listen and follow adult directions 	<ul style="list-style-type: none"> ▶ Be on task ▶ Be prepared ▶ Complete assignments ▶ Follow classroom expectations 	<ul style="list-style-type: none"> ▶ Have a pass or planner ▶ Take direct routes ▶ Pick-up litter ▶ Stay in line when escorted ▶ Stay to right 	<ul style="list-style-type: none"> ▶ Manage time well ▶ Have a pass if entering from another class ▶ Know what your task is ▶ Respect materials & equipment 	<ul style="list-style-type: none"> ▶ Clean eating area ▶ Put tray and garbage in appropriate area ▶ Pick up and return all games to appropriate area ▶ Always get a pass before leaving café
	Auditorium	Rest Room	Performing Groups	Bus	Emergency
Respect Self	<ul style="list-style-type: none"> ▶ Sit quietly in assigned seat ▶ Face forward ▶ Keep feet on ground 	<ul style="list-style-type: none"> ▶ Wash my hands ▶ Respect my privacy 	<ul style="list-style-type: none"> ▶ Be on task ▶ Be prepared with instrument, pencil, materials ▶ Be a model to other students in behavior and performance ▶ Practice/prepare for rehearsals, lessons 	<ul style="list-style-type: none"> ▶ Watch my step ▶ Keep the aisle clear 	<ul style="list-style-type: none"> ▶ No talking, listen ▶ Follow directions ▶ Walk ▶ Remain in assigned location
Respect Others	<ul style="list-style-type: none"> ▶ Listen/watch ▶ Use appropriate interactions and applause 	<ul style="list-style-type: none"> ▶ Respect others' privacy ▶ Observe time limits ▶ Discard litter properly 	<ul style="list-style-type: none"> ▶ Listen ▶ Follow directions ▶ Respect others' personal space ▶ Respect other students' right to learn and participate 	<ul style="list-style-type: none"> ▶ Follow bus driver's instructions ▶ Use a quiet voice ▶ Stay in seat ▶ Keep hands and feet to self ▶ Use appropriate language 	<ul style="list-style-type: none"> ▶ Respect personal space ▶ Be silent, listen ▶ Exit in orderly fashion
Be Responsible	<ul style="list-style-type: none"> ▶ Treat equipment appropriately ▶ No food, drinks or gum 	<ul style="list-style-type: none"> ▶ Keep bathroom clean ▶ Report damage or concerns ▶ Respect property 	<ul style="list-style-type: none"> ▶ Be responsible for group materials, equipment ▶ Honor commitment to group ▶ Move carefully on risers, around stands and equipment safely. 	<ul style="list-style-type: none"> ▶ Wipe my feet ▶ Sit in the seat and face forward ▶ Pick up litter 	<ul style="list-style-type: none"> ▶ Maintain physical space ▶ Be alert ▶ Be responsible for your own belongings