



*K-12*  
*Student/Parent Handbook*

**2022-2023**

*District Mission Statement*

Through combined efforts of students, staff, parents, and community members, our mission is to foster the confidence, knowledge, cognition, and character necessary to instill a strong work ethic, to create an environment of tolerance and respect, and to ignite an attitude of inquiry and enthusiasm for learning that will enable students to become productive, responsible citizens.

# Table of Contents

Introduction.....	pg 3
Alma Mater.....	pg 4
Board of Education.....	pg 5
K-12 Communication.....	pg 6
Specific Information K-6.....	pg 7-27
Elementary Faculty.....	pg 8
Elementary Schedule.....	pg 9
Bus Transportation & Dismissal.....	pg 9-11
Emergency Procedures & Fire Drills.....	pg 11
Lockdown & Attendance Procedures.....	pg 12
Cafeteria Information.....	pg 12-13
Emergency Forms & Health Services.....	pg 13-15
Disciplinary Guidelines & Forms.....	pg 15-20
Support Services.....	pg 21
Elementary Curriculum.....	pg 22-27
Specific Information 7-12.....	pg 28-59
7-12 Faculty.....	pg 29
7-12 Schedule.....	pg 30
Promotion, Graduation, Summer School.....	pg 31
Advanced Placement & Promotion.....	pg 32
Types of Diplomas.....	pg 33
Grading Policy/ System.....	pg 33-35
Academic Integrity.....	pg 36
Homework Guidelines.....	pg 37
Attendance, Truancy & Tardiness.....	pg 38-41
BOCES-CTEC Program.....	pg 42
Student Facilities.....	pg 42
Illnesses, Injuries, Accidents.....	pg 42-43
Passes, Study Halls.....	pg 43
Library & Detention Regulations.....	pg 43-44
ISS, Cafeterias, & Bus Regulations.....	pg 44-45
Guidance Services.....	pg 46
Health Services.....	pg 46
Support Services.....	pg 47
Physical Education & Sports.....	pg 46-47
Extra-Curricular Eligibility.....	pg 48-56
Student Drivers & Student Parking.....	pg 57
Miscellaneous Regulations.....	pg 57-58
National Honor Society & National Junior Honor Society.....	pg 59
Optimist Students of the Month.....	pg 59
District Policies.....	pg 60

# Introduction

Welcome to the 2022-2023 school year! This K-12 handbook was compiled to provide you with important information to guide you and assist you throughout this year. These documents are always evolving and we strive to make them better and more useful for parents and students. Please let us know if there are any items missing that should be added in the future.

We look forward to a new beginning this year at New York Mills Union Free School District as we set our goals for learning and growing along with our students!

---

# ALMA MATER

New York Mills we praise you and the  
Orange and Blue we'll ne'er forget you  
or the golden days gone by, and so we  
sing to your glory to the beauty fair and  
for Alma Mater we'll ever do our  
share.

Let us all sing praises and  
rejoice anon let memories  
linger and never fade or  
wan, New York Mills we'll raise our  
voices and proclaim afar, days that  
we spent with you our golden  
guiding star.

When we leave your portals each a  
separate lane and start life's journey on  
the rocky road to fame we'll ever sing  
to your memory with our hearts so true  
loyal to  
our colors the ORANGE and the BLUE.

2022-2023

BOARD OF EDUCATION

Kristin Hubley, President

Kim Gyore, Vice President

Jacqueline Edwards

Jonathan Fiore

Michelle Jordan

Steve King

Robert Mahardy

District Clerk

Stefany Scharf

SUPERINTENDENT OF SCHOOLS

Dr. Joanne Shelmidine

ADMINISTRATION

Mrs. Mary Facci-K-12 Executive Principal

Mr. Brent Dodge-K-12 Principal

OFFICE PERSONNEL

Stefany Scharf, Secretary, District Office

Mrs. Christine Hurlbut, Secretary-Elementary Office

Mrs. Marybeth Abbadessa - Secretary, HS Office

GUIDANCE

Mrs. Amanda Woodward-Gr. K-6 Guidance Counselor

Mrs. Debra Ellis - Gr. 7-12 Guidance Counselor

Mrs. Ellen Diskin- Secretary-Guidance/CSE

# K-12 Communications

## WHO DO I CONTACT?

We encourage any and all questions you may have regarding your child's education. When asking these questions it is Important to be speaking to the person who has the most information about the specific concern. This list can help in making your selections and includes other contact steps if you feel the issue is not resolved to your satisfaction:

### Attendance

TBD.....315-768-3378

### Transportation/Bus Concerns

1st Step-Ms. Ward, Dispatcher.....315-768-7948

2nd Step-Mr. Dodge, K-12 Principal.....315-768-8129

### Medical Concerns

Students Gr. K-12-Mrs. Germann, Nurse.....315-768-3391

### Academic/Scheduling(add/Drop course)/Curriculum Concerns

1st Step-Classroom Teacher- email or leave a message for them:

Gr. K-6.....315-768-8129

Gr. 7-12.....315-768-8124

2nd Step-Guidance Counselors

Gr. K-6-Mrs. Woodward & 7-12-Mrs. Ellis.....315-768-3395

### Response to Intervention (RTI-FORMERLY AIS Services)

Mr. Dodge, K-12 Principal.....315-768-8129

### Special Education Services & Section 504

Ms. Heather Gaetano, K-12 CSE Chairperson.....315-768-8124

### Student Disciplinary Concerns

Gr. K-6-Mr. Dodge, K-12 Principal.....315-768-8129

Gr7-12-Mrs. Facci, K-12 Executive Principal.....315-768-8124

### Athletics and Participation Eligibility Appeals

1st Step- Contact the individual coach using given contact information

2nd Step-Contact Ms. Marissa Treen, Athletic Director at:.....315-768-3378

(Attendance Secretary will get them a message ASAP)

3rd Step-Contact Mr. Dodge, K-12 Principal.....315-768-8129

**Specific  
Information  
for Grades  
K-6**

# ELEMENTARY FACULTY

Kindergarten- Mrs. Kristin Kohn, Ms. Megan Crowley, TBA

1st Grade- Mrs. Mandy Bara, Mrs. Stephanie Sacco

2<sup>nd</sup> Grade- Mrs. Jennifer Goodfriend, Mrs. Amee' Zbytniewski,

3<sup>rd</sup> Grade- Mrs. Jennifer Steffen, Mrs. Joyce Kehrli

4<sup>th</sup> Grade- Mrs. Tiffany Schmidt, Mrs. Jennifer Sroka,

5<sup>th</sup> Grade- Mrs. Galime, Mrs. Romana Papaleo, Mrs. Amanda Sullivan

6<sup>th</sup> Grade- Mrs. Melissa Babula, Mr. Stacy Kuhn

Art- Ms. Arifa Velletto

Library- Mrs. Danielle Howe

Music- Ms. Lily Corathers

Physical Education- Mr. Michael Keating

RTI Math- Miss Jamie Williams

RTI Reading- Mrs. Megan Jarosz, Mrs. Colleen Sparacino

Special Education- Mrs. Lynn Moore, Mrs. Kelly Sullivan, Mrs. Kim Zogby

## SUPPORT STAFF

Occupational Therapist- Ms. Kimberly Jennings

Physical Therapist- Mrs. Shannon Kopcza

Psychologist- Scott Phelps

Counselor- Mrs. -Amanda Woodward

Social Worker- Miss Audriana Molina

Speech Therapist- Mrs. Rachel Riolo



# SCHOOL SCHEDULE

7:45 a.m.	Breakfast for band students on rehearsal days
8:15 a.m.	Buses arrive, Breakfast Program, Cafeteria
8:30 a.m.	School begins
12:05-12:35	K-2 Lunch and 3-6 Recess
12:35-1:05	K-2 Recess and 3-6 Lunch
3:00p.m.	Student Dismissal

## SIX-DAY ELEMENTARY SCHEDULE

New York Mills Elementary School operates on a six-day cycle. This means that our students in grades kindergarten through six have (1-2-3-4-5-6) six-day cycles instead of five-day, Monday through Friday weeks. The benefits are:

- Continuity of programs in special area subjects, since no numbered day is ever lost or skipped due to holidays, snow days, Superintendent's Conference Days, etc.
- Building-wide continuity in all special area class periods.
- More efficient use of special area teachers and classrooms.
- Increased direct instructional time in daily academics.

Students may tell you they have a Library class every "Day 2," or that they need their sneakers for Physical Education on "Day 1" and "Day 4." It is important to realize the value of every child having an equal number of learning opportunities in all content and skill areas throughout the year. The first day of school is always a "Day 1" for all students in the elementary school. The next school day or half-day is "Day 2" and so on. If school is closed on "Day 3," we have "Day 3" when school reopens.

## BUS TRANSPORTATION

### A.M. DISMISSAL

Please be sure that your child is waiting at his or her bus stop at least five minutes before the bus is due to arrive each morning. Due to time constraints the bus driver cannot wait for students to open the door and walk out to the bus at each stop.

On inclement weather days, the driver will stop and wait for a moment before pulling away, which will allow you to keep your child inside and send him or her out just as soon as you see the bus. However, the child must be ready with their coat and book bag on, waiting at the door.

Although we will allow extra time for heavy rain, extreme cold, or other bad weather, we cannot wait at each stop while your child gets ready to come out to the bus. In good weather, the driver will expect that your child will be outside waiting at the specified bus stop.

Please contact the bus garage at 768-7948 if you have questions regarding pick-up times or bus stop locations. Thank you for your cooperation and understanding as we try to maintain safety and keep the buses running on time.

## P.M. DISMISSAL

As a school district, we are always concerned about children being dropped off by a school bus when no one is at home. Please help us to keep all students safe by taking note of the following procedures:

- For K-3 parents; In order to ensure your child's safety; please be visible at your door or window, outside on the porch or at the sidewalk when your child arrives at their designated stop on the bus each day. If no one is visible after a brief wait, your child will be returned to school and you will be contacted to pick him or her up at the office.
- Always send a note to school if you need to make any changes to your child's transportation arrangements. Include the child's first and last name, the classroom teacher's name, and the date the change is needed (in every note.)
- Call the school (768-8129) or bus garage (768-7948) (immediately) if you will not be home to meet the bus due to an emergency situation.
- Make sure we have all of your current phone numbers, including home, work, cell, and pager – just in case. Supply us with multiple numbers of relatives, friends, and neighbors to call in an emergency. Make sure your emergency contacts know you have given us their name and number so they are prepared to assist you with your child.
- Review your emergency plans with your child on a regular basis.

What should he or she do if school closes early due to bad weather or an emergency situation? Where should he or she go if no one is home after school or on early release days?

- Please contact us with any new or changed information for your Emergency Contact Sheet or Emergency School Closing Plan.

As always, please feel free to call the bus garage at 768-7948 if you have questions or comments about our school program or your child's transportation arrangement.

## ARRIVAL AND DISMISSAL PROCEDURES

**Arrival:** Students must be in their classrooms/seats by 8:30am. If you drop your child off between 8:05 and 8:30 a.m., your child may either enter the building at the lobby entrance (for breakfast) or the elementary doors. We ask that you do not enter the building with students who are on time for school. There are adults assigned to the hallways, cafeteria, and outside areas they will take good care of your child. Please do not go to your child's classroom in the morning unless you have signed in at the attendance booth or have an appointment. Our teachers need time each morning to set up their instructional materials for the day and prepare for students' arrival. If necessary call the school to set up a specific time for a parent-teacher meeting or e-mail questions, comments and concerns.

When students arrive at school after 8:30 a.m., please sign in with the attendance secretary and fill out your child's tardy pass. Your child will then proceed to the classroom. Parents no longer walk their children into the school if they are tardy and instead, the child will receive a pass from the attendance booth, then, proceed to the classroom independently. As needed, a monitor will escort students to their classrooms.

**Dismissal:** The Buses will depart in the vicinity of 3:15 p.m. Walkers and parent pick-up students will wait with a school monitor and be dismissed from the parent loop.

At dismissal time there will be no entry allowed into the building. Students being picked up by their parents will be dismissed from the classroom to the Parent Loop Doors. Parents may not pick up children directly from any classroom. There is a sign-out sheet at the attendance booth. Please send a note in ahead of time if you would like to transport your child home after school. There are too many visitors for our secretary to call into each classroom for last-minute pick-ups, and we do not want to disrupt the education of our students. If you send a note to school that morning, the teacher and our office will already know about your plans. You will then sign out your child and wait for him or her to join you when buses are called.

If you would like to pick up your child by car, you may send in a note ahead of time stating who has permission to transport your child. If you pull up in the car loop, we will send your child out to your car. It is helpful to include a description of your vehicle in the note as well. Many parents who transport their child home each day prefer to send in a standing note for the year.

Students must have written permission from their parents to walk or ride their bicycles to and from school. NO SKATEBOARDS OR SCOOTERS, please. If riding a bike, please be sure your child brings a lock and instruct your child to use the bike rack. New York State Law requires that all children (14 years of age and younger) must wear a certified bicycle helmet.

You may send a standing note (My child has permission to walk or ride his/her bike to and from school when the weather permits...) or write a note each day he/she walks, rides to school, or is picked up by a parent. If your child arrives at school on a bicycle without a note, he/she will be sent home in the usual manner (bus or car ride).

We understand that emergency situations arise unexpectedly. If you need to change your child's arrangements at the last minute, please try to call us before 2:00 p.m. This will allow us to contact your child's teacher and the bus garage before dismissal.

## **EMERGENCY CLOSING/DELAY PROCEDURES**

If an emergency closing/delay is necessary, an announcement will be made whether to delay or close by 7:00 a.m. or when known. Announcements will be carried on all major local TV and radio stations. In the event of a snow day, the scheduled day will take place on the next day of school. (For example, if the snow day is a 'Day 1,' it will be 'Day 1' on the day students return.)

Delays will be 60 minutes, 90 minutes, or 2 hours in length. Classes will begin at 9:30 a.m., 10:00 a.m., or 10:30 a.m. when there is a delay in opening school.

If it is necessary to close school early, children will be bused home, unless we are otherwise notified on your Emergency Closing Form.

## **FIRE DRILLS**

Fire drills are a serious matter. Order is necessary to insure safety in case of a real fire. There are exiting directions posted in all rooms and the following rules must be observed.

1. Leave the room when instructed to do so by the teacher in charge.
2. Move in a single file line without running or crowding.
3. Avoid unnecessary talking or noise. Reasonable quiet is essential to hear instructions in case a group is rerouted to another exit.
4. Students will not reenter the building until called.

## **LOCK DOWN PROCEDURE**

When the school is in lock down, the emergency blue light system will be activated. If you see the blue lights activated, please return to your car immediately and leave the campus. NO ONE, except emergency personnel will be allowed in or out of the building until the lock down is over.

If students and staff need to be evacuated, instructions will be sent out via the school's automated system. For pertinent information, it is important that the offices have updated phone/cell phone numbers of all parents/guardians.

## **ATTENDANCE PROCEDURES**

Students must report to homeroom by 8:30 a.m. Please notify the attendance office by 9:00 a.m. at 768-3378 if your child is absent or late for any reason. Otherwise our school computerized program will attempt to reach you by 10:00 a.m. A written excuse must be provided upon return after any absence. Please notify the school about any extended absences (i.e., surgery, vacations). If you would like your child's homework gathered for pick-up by a family member or friend, please request this when you call to report your child's absence. Vacations are unexcused absences.

Dental, medical, and other appointments should be scheduled after school hours. However, if scheduled during school, a note must be sent to the homeroom teacher in advance, and the parent will report to the attendance booth to sign-out the child. The student will be called from class.

Tardiness is lateness in arriving. Students arriving after 8:30 a.m. must report directly to the attendance booth and sign in. Students will then report to the classroom. Truancy is an absence without knowledge of the parent or school. It is a violation of school law requiring the school's attention.

## **VISITORS TO SCHOOL**

Visitors are welcome to the school as long as: permission is received by the building principal, a prior appointment has been made, or there is a family emergency. Visitors are to sign in at the attendance booth and present identification. At this time, a visitor's pass will be issued. Visitors will wear the pass while in the building and upon leaving the building they will sign out at the attendance booth.

We are always happy to see parents at school, but we ask that you follow our visitors' procedures each time you enter the building. These procedures were implemented to keep our students safe and focused on learning throughout the school day. Even though we may recognize you as a parent or relative of a student, it is our responsibility to treat every visitor, whether a parent or stranger, in the same fair and consistent manner.

## **CAFETERIA**

The school maintains a cafeteria, which offers a light breakfast and balanced hot lunches daily. A menu is sent home each month with the students. The cost of the lunches is set at the beginning of school year. Students are also free to bring in lunch from home and purchase supplemental items from the cafeteria. If you would like to pre-pay for lunches, checks can be made out to School Food Services. Free and reduced lunches are available to those who qualify. Applications will be mailed home prior to the first day of school. If you have any questions about our cafeteria please contact Mrs. Pavlus, Cafeteria Manager at 768-8129 or e-mail her at [cpavlus@newyorkmills.org](mailto:cpavlus@newyorkmills.org).

Please do not send in or deliver fast food meals for your child's lunch. Food delivery services such as Door Dash, Grub Hub, Etc. are also not permitted to deliver food to students. Our New York Mills cafeteria staff serves two main choices as well as peanut butter and jelly each day, with vegetables, fruit, and milk. All of this is served for the very reasonable price of \$2.75 for full-priced meals. If you prefer to prepare your child's lunch at home, please send it to school with him or her. Not only are fast food meals high in fat, cholesterol, and calories, but it is usually upsetting and disruptive to the rest of the children when a parent arrives with one "Happy Meal" for his or her child. Breakfast will be available to K-6 students for \$1.50.

The New York Mills cafeteria uses a SNAP cafeteria PIN number system. Parents can send in money or a check made out to School Food Services in an envelope, and that money will be placed in their child's account. You can also create a direct withdrawal account through EZSchoolPay. Start your account today by logging on to: [www.ezschoolpay.com](http://www.ezschoolpay.com). Children whose accounts are not paid in full will not be allowed to purchase snacks with cash from home. They will still receive a full lunch on credit, but cannot buy chips, ice cream, or other snacks until their account is paid in full.

Parents also may restrict the use of their child's account money for snacks. In other words, if a parent prefers that his/her child be allowed to use the account balance for meals (breakfast/lunch) only, simply send in a note stating "NO SNACKS, PLEASE" and the cafeteria staff will block the student from buying snacks on that account.

Please contact the school cafeteria if you have questions about the amount owed for your child. If your financial situation changes, free/reduced lunch applications are available through the office and may be submitted at any time during the school year. Thank you for your assistance in keeping your child's cafeteria account in good standing.

## **EMERGENCY/FAMILY INFORMATION AUTHORIZATION FORM**

At the beginning of each school year, parents are requested to complete an Emergency Information Form. When an emergency arises, it is necessary that we have parents' business as well as home telephone numbers and the address. Telephone numbers of a relative or neighbor who can take care of the student until the parents are available should be included.

The school is required to give FIRST AID or EMERGENCY CARE that will protect the life and comfort of the child until authorized treatment is secured. This is limited to first treatment ONLY. Following this treatment the child is to be placed under the care of his/her parents upon whom rests the responsibility for further treatment or care.

Please keep us aware of name and phone number changes during the school year.

## **HEALTH SERVICES**

School health services exist to help assure that each student is able to receive the maximum benefit from his/her educational experience.

During the student's school career the following screening procedures will take place:

1. Annual heights and weights (K-6)
2. Annual vision tests (K-6)
3. Annual hearing tests (K-6)
4. Physical examinations by school doctor (grades K, 2, 4, new entrants and Special Education students as required). If you wish to have your child's pediatrician conduct the physical, please contact our school nurse.
5. Dental certification (grade K)
6. Scoliosis checks (grades K, 1, 3)

It should be understood that health services are not intended to render diagnosis or treatment. For professional diagnosis and treatment you should consult your family physician.



## **ILLNESSES OR INJURIES**

Students who become sick or injured during the school day are to be sent to the Nurse's Office. Not all Nurse's Office visits require a phone call home. If the nurse determines that the student should be sent home because of illness or injury, the following procedures will be followed:

1. The nurse will contact the parents/guardians by phone.
2. The parents/guardians or adult designated on the child's emergency form will go to the attendance booth to sign the child out before going home.
3. If the parents/guardians cannot be reached, it will be up to the nurse to keep the student or return him/her to class.

Students who are unable to attend school for an extended period of time due to injury, surgery or illness, may be eligible for home-bound instruction. Please contact the school office concerning this matter.

Note: All students are to provide a written excuse signed by a parent for each absence. For prolonged absences, a doctor's note may be required.

## **IMMUNIZATIONS**

The State Education Department mandates that every child entering school must be immunized. Children must have one Mumps, Measles and Rubella Immunization, four to five (4-5) DTP and Polio immunizations, three (3) doses of Hepatitis B Vaccine, two (2) doses Varicella (Chickenpox) vaccination. Children enrolling in 6th grade also need one (1) dose Tdap vaccine. Public Health Law further states that "No principal, teacher, owner or person in charge of a school shall permit any child to be admitted to school without proof of immunization."

An annual screening of the student body is also mandated by law.

## **MEDICATIONS AND PRESCRIPTIONS**

New York State Law requires certain procedures to be followed on the issuance of medications in school. Any child who is to receive ANY FORM (even over the counter) of medication during school hours must have:

1. A note from the physician with permission for school personnel to administer medication
2. A note from the parent containing the following information:
  - a. Name of the child
  - b. Names of the medications to be given
  - c. Amount to be given
  - d. Times to be dispensed
3. A container with the name of the child and the medication (preferably the prescription bottle).
4. All medication is to be brought to the school and picked up from school by the responsible parent/guardian of said child.

NOTE: Please do not send any aspirin, cold pills, cough drops, inhalers, etc. to school with your child. Medication will be dispensed only under the described conditions.

- If a medication regime is changed or discontinued, and/or at the end of each school year, the medication must be returned to the parent/guardian or be disposed.
- School nursing personnel may receive a request from a parent and physician to permit a student to carry and self-administer his/her own medication. Under certain conditions it may be necessary to do so. Such decisions should be made by the physician on an individual basis, only after certain criteria are met.
- All medication orders must be renewed annually or when there is a change in medication or dosage.

## **STUDENT ACCIDENT INSURANCE**

The Board of Education provides accident insurance for students in grades K-12. All students will automatically be partially covered for accident/injuries arising from any school-sponsored activity.

Parents should be aware that the coverage is excessive in nature. That is, an accident claim is first processed under family and/or employer policies. If the claim is not covered under family and/or employer policies, exceeds the limit of such policies, or if a parent does not carry accident insurance for his or her children, the claim will be processed under the school district's coverage and benefits will be paid consistent with the indemnity schedules of the policy.

Further information regarding the district's accident insurance program may be obtained by contacting the district business office at 768-8127.

## **DISCIPLINARY GUIDELINES**

If Elementary School students are going to be safe, happy, and achieve, there are certain rules and responsibilities of which everyone should be aware:

Rules do three things:

- They tell people what they can do
- They tell people what they cannot do
- They make it possible for people to live and work together in an orderly fashion

Rules must be fair and they must be the same for everyone. We feel every child is entitled to the very best education. In an attempt to accomplish this goal, it is necessary to establish rules for everyone to follow, along with consequences if a student chooses to disobey them.

Specific reminders for maintaining order in special areas of the school:

The Marauder Way	Hallways	Cafeteria	Recess	Bus	Bathroom
Be Respectful “Treat others as you would like to be treated”	<ul style="list-style-type: none"> <li>• Level 0 Voice</li> <li>• Straight Lines</li> <li>• Stay on the right side of the hall</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 voice</li> <li>• Stay in your place in line</li> <li>• Use manners</li> <li>• Listen to the adults in charge</li> <li>• Use kind, polite words</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the adults in charge</li> <li>• Play on and use the equipment properly</li> <li>• Include others</li> <li>• Use kind words</li> <li>• Keep hands, feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver</li> <li>• Level 2 voice</li> <li>• Use kind, polite words</li> <li>• Keep hands and feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of yourself</li> <li>• Stay in your stall</li> <li>• Keep the bathroom clean</li> </ul>
Be Responsible “Do what you are supposed to be doing”	<ul style="list-style-type: none"> <li>• Go where you need to go quickly and quietly</li> <li>• Keep your hands to yourself</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Eat first, then talk</li> <li>• Clean up after yourself</li> <li>• Throw trash into the correct bins</li> <li>• Pick up all of your belongings</li> <li>• When lights are off, Level 0 Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Line up when the whistle is blown</li> <li>• Pick up and put away any equipment you used</li> <li>• Gather all of your belongings</li> <li>• Play on and use the equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated in your assigned seat</li> <li>• Gather all of your belongings</li> <li>• Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>• Only “go” in the toilet or urinal</li> <li>• Use sink for washing hands</li> <li>• Use appropriate amount of paper products</li> <li>• Throw trash into correct bins</li> </ul>
Be Trustworthy “Make good choices”	<ul style="list-style-type: none"> <li>• Go only where given permission to go</li> <li>• Follow rules and directions even when adults aren’t looking</li> <li>• Stay in your line</li> </ul>	<ul style="list-style-type: none"> <li>• Buy and eat what you ordered</li> <li>• Eat what you brought- no “food swapping”</li> <li>• Ask permission to leave the cafeteria</li> <li>• Go only where given permission to go</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest and tell the truth</li> <li>• Follow the rules of the game</li> <li>• Ask permission before you go somewhere</li> <li>• Go only where given permission to go</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the bus rules</li> <li>• Only get off at your stop</li> <li>• Wait until you get home to eat or drink</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other people’s privacy</li> <li>• Ask permission to use the bathroom</li> <li>• Return to class quickly and quietly</li> </ul>



Possible Consequences for not following School Rules on the bus:

- The student receives a verbal reprimand.
- The student is given an assigned seat.
- The adult in charge submits a conduct report to the office.
- The student sees the Principal, and the parent is notified.
- There is a loss of bus privileges for a specified time.

Possible Consequences for not following School Rules in the Cafeteria:

- The student receives a verbal reprimand.
- The student is given an assigned seat.
- The responsible adult submits a misconduct report.
- Loss of recess privileges from 1 to 5 days.
- The student sees the Principal, and the parent is notified.
- Eating arrangements may be changed.

Possible Consequences for not following School Rules during Recess:

- The student receives a verbal reprimand.
- The student is sent to a 'time-away' area on the playground.
- The responsible adult submits a Conduct Report to the office.
- Loss of recess privileges.
- The student sees the Principal, the parent is notified, and additional loss of privileges is possible.

Possible Consequences for not following School Rules in the Classroom

- The student receives a verbal reprimand.
- The student is given a more appropriate seat.
- The student loses privileges.
- The student's parents are contacted.
- The school principal becomes involved.

Below are reasons for which a teacher may have to remove a student from the classroom to see the school principal, and complete a Conduct Report describing the behavioral incident.

1. Behavior affecting the safety of any individual.
2. Profanity or obscenity.
3. Deliberate defiance of authority.
4. Continual disruptions of learning.

Personal/Valuable Items

Please be sure your child leaves valuable items (e.g. Cell Phones, ear buds/head phones, gaming devices, Pokemon cards, etc.) at home. It can be very upsetting if they are lost or misplaced. If a student needs to call home for a legitimate reason, our school secretary will assist him or her with the office phone. Party Invitations - Please do not send party invitations to school with your child unless you are willing to invite the whole class (or all the girls or boys in the class). This will ensure that there will not be any hurt feelings.

## **DISCIPLINE FORMS**

For minor infractions, the adult in charge may warn the student, provide time-away, or contact the classroom teacher. If the teacher or staff member feels that principal involvement is needed, an Incident Report will be forwarded to the office. For significant offenses, a Conduct Report will be completed.

New York Mills Union Free School District  
School Behavior Incident Record

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Area of Concern       Cafeteria       Recess       Bus       Class      Other

Adult in Charge \_\_\_\_\_ Location \_\_\_\_\_

Explanation of Incident			
Actions Take by Adult in Charge			
Warning	Time Away	Reported Incident to Teacher	Other

New York Mills Union Free School District  
School Conduct Report

---

Student Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Area of Concern                       Cafeteria                       Recess                       Bus                       Class     Other

Grade \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Name/Title of Adult in Charge \_\_\_\_\_

School Rule(s) Broken \_\_\_\_\_

Students will show respect for adults, other students, and school property.                      Students will walk quietly through halls.

Hands, feet and other objects will be kept to oneself.                      Students will come appropriately dressed for school.

There will be no abusive or discourteous language.                      No bullying/harassment.

Other:

Explanation of Incident \_\_\_\_\_

This Incident: Does/ Does not Require Principal Action:

Met with Student(s)                      Contacted Parent(s)                      Set up Parent Conference

Student will serve \_\_\_\_\_ day(s) of Restricted Lunch/Recess

Student will serve \_\_\_\_\_ day(s) of After School Detention

Student will serve \_\_\_\_\_ day(s) of In- School Suspension/Out-of-School Suspension

Referred to Guidance Counselor/ School Social Worker/ School Psychologist

Child Study                      Team Referral                      PPS Referral                      CSE Referral

Student will be: Suspended from Bus/ Assigned Seat \_\_\_\_\_

Other:

Prinicpal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White copy-Parent  
Yellow copy- Office  
Pink copy-Classroom Teacher

New York Mills Union Free School District  
Bus Conduct Report

---

Student Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Bus Number/Color \_\_\_\_\_

Driver Name \_\_\_\_\_

Bus Rule(s) Broken:

Obey the Bus Driver                      Stay in Seat

Sticking Objects out Window              Eating/Drinking

Swearing/ Yelling                      Late for Bus

Other:

Explanation of Incident:

This Incident: Does Require   Does Not Require      Principal's Attention

Principal's Action:

Met with Student(s)                      Contacted Parent(s)                      Set up Parent Conference

Student will serve \_\_\_\_\_ day(s) of: In-School Suspension/ Out-of-School Suspension

Referred to: Guidance Counselor/ School Social Worker/ School Psychologist

Child Study Team Referral                      PPS Referral CSE Referral

Student will be: Suspended from Bus/ Assigned Seat for \_\_\_\_\_

Other:

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

White copy-Parent  
Yellow copy-Office  
Pink copy- Bus Garage

# SUPPORT SERVICES

There are many support services available to our students as regulated by two school committees, the Response to Intervention (RTI Team) and the Committee on Special Education.

The RTI Team is Comprised of teachers, an administrator (Mr. Dodge) and other professionals, the RTI Team receives initial requests to evaluate student learning. Referrals may come from parents or teachers and include information (data) from observation and assessments.

## Committee on Special Education

This committee is comprised of teachers, the school psychologist, an administrator (Mrs. Facci) CSE Chair Ms. Gaetano, and other professionals. The Committee on Special Education (CSE) determines the necessity for specific educational services on a case by case basis, based on a qualifying disability. Referrals may come from the RTI Team. The CSE will make every effort to recommend the Least Restrictive Environment (LRE) for our identified students with special needs. In most cases, the LRE will be a program here at New York Mills. When a student's needs cannot be met in a New York Mills classroom, the student will be placed in an appropriate alternative educational setting (BOCES, another school district, etc.). If you have any questions about Special Education, please contact the school at 768-8124.

## Group and Individual Counseling

Services available from a school counselor, school social worker, and/or a school psychologist on an individual basis.

## Occupational Therapy

Specialized help for children in visual perception, fine motor, and psychosocial among other developmental areas related to classroom functions.

## Physical Therapy

Specialized help for children in gross motor development and other physical behaviors related to learning.

Speech Language Therapy - Intervention and help for children with communication disorders in the areas of articulation development, oral and written language, and auditory processing.

## PROMOTION/RETENTION

Students are promoted given satisfactory effort and academic mastery. A student may be retained if minimal criteria are not achieved. If your child's teacher is considering retention, he or she will contact you prior to the end of the school year and refer your child to our RTI Team for their assistance.

## PROGRESS REPORTS

Reports are issued for those children having difficulties four times during the year. Some children may also be recognized for superior work.

## REPORT CARDS

Report cards are issued four times a year at 10, 20, 30 and 40 weeks.

## PARENT CONFERENCES

Conferences are scheduled to coincide with the end of the first quarter. Conferences may be held at any time a parent requests, just contact your child's teacher.

# CURRICULUM

## READING

### Kindergarten

- Phonological awareness writing readiness
- Reading and writing basic code: Letter sound correspondence
- Consonant clusters and lowercase letter names
- Consonant digraphs
- Double letter spelling
- Uppercase letter spelling
- Long vowel sounds
- Comprehension

### Grades 1-2

- Letter sound correspondence
- Vowel teams and spelling
- Controlled vowels
- Consonant spelling
- Alternatives
- Comprehension

### Grades 3-6

- Close reads
- Writing to learn
- Researching to build knowledge
- Informative writing
- Considering perspectives and supporting opinions
- Gathering guidance and speaking to others

## MATH

### Kindergarten

- Numbers to 10
- 2D and 3D shapes
- Length, weight and capacity
- Addition and subtraction to 10
- Numbers 10-20 counting to 100
- Shapes

### Grade 1

- Place value
- Length
- Addition and subtraction to 100
- Shapes

### Grade 2

- Length
- Place value to 1,000
- Addition and subtraction within 1,000
- Word problems
- Foundations of multiplication and division

### Grade 3

- Properties of multiplication and division
- Fractions and equal parts
- Fractions on a number line

- Measurement and data (graphing)
- Elapsed Time
- Area and perimeter

#### Grade 4

- Place value
- Rounding
- Unit conversions
- Multi-digit multiplication and division
- Angle measurement
- Fraction equivalent
- Order of operations
- Decimal fractions

#### Grade 5

- Place value
- Decimal fractions
- Multi-digit whole numbers and decimal fraction operations
- Addition and subtraction of fractions
- Multiplication and division of fractions
- Volume/area
- Problem solving with coordinate plane

#### Grade 6

- Ratios and unit rates
- Dividing by a fraction
- Rational numbers
- Expressions and equations
- Area, surface area, value
- Statistics

## SOCIAL STUDIES

### Kindergarten

Learn about the

- Family
- School
- Community helpers

### Grades 1-2

- Activity kit (hands on approach)

### Grades 3-6

(project work is used)

#### Grade 3

- Regions

#### Grade 4

- New York State History

#### Grade 5

- U.S., Canada, Mexico, Latin America

#### Grade 6

- World Cultures

## SCIENCE

### Grades K-6

A hands on approach is used to teach science using SSSP kits along with student texts. Students collect and process scientific information and conduct controlled experiments. Students may work with live animals. Project work is also employed.

## HEALTH

### Kindergarten - Grade 2

Study good health practices

- Safety
- Family life

### Grades 3-6 (combined with project work)

- Student text combined with discussion regarding good health practices
- Family life
- Drug Awareness
- Self esteem
- Discussion of AIDS curriculum

## MUSIC

### Vocal Music

Two 37-minute classes per six day cycle, K-6.

- The basic foundations of music are learned through singing, reading, listening, moving, creating, and/or performing.

### Chorus

1. All fourth, fifth and sixth graders are eligible.
2. Rehearsals are held during lunch/recess.
3. Chorus performs at winter and spring concerts.

### Instrumental Music

Instruction begins in 4th grade for interested students.

1. One 25 minute small group lesson given to 4th, 5th and 6th grade instrumentalists.
2. Instruments are either rented, owned or borrowed from school. Please contact the band director for specific information.

### Band

1. Fifth and sixth grade instrumentalists participate. Occasionally, a fourth grade student may be permitted to join.
2. Rehearsals are held before school at 8:00 a.m. twice a week.
3. The band performs at winter and spring concerts.
4. Students in band may ride the a.m. Jr.-Sr. High bus on rehearsal days.

## ART

Art class meets one 37-minute period per six-day cycle. Basic skills of art are taught in the primary grades. Long range projects using basic skills, art history, styles, criticisms and aesthetics taught in grades 4 through 6.



## COMPUTERS

Computer technology is an integral part of the elementary curriculum. Desktop, laptops, Chromebooks and iPads are all accessible to students in each classroom. Recently, the entire district has been able to achieve 1:1 initiative, allowing for each student to have access to their own device. Each classroom has been assigned its own cart, which remains in the classroom.

We are pleased to offer students of the New York Mills Schools access to the District computer network and the Internet.

Access to these resources will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make this access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from this access, in the form of information and resources and opportunities for collaboration, exceed any disadvantages.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity, to ensure that users are using the system responsibly and to check their contents. Users should not expect that files stored on District servers will be private.

As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

## CELL PHONES

There is no allowable cell phone use in grades K-6 once the student disembarks from the bus. There are phones in the building that students can use to contact you. We do recommend students bring cellular devices to school. However, those devices are strictly for use on the buses or with the permission of a teacher or administrator. We allow this use as a means of entertainment for students while on the buses. They are permitted to play games, listen to appropriate music, or watch appropriate videos quietly. We do recommend and encourage the use of headphones/earbuds as well. There is no camera use permitted at any time. Repeated violations of this rule will result in progressive discipline and cell phone restrictions.

## **LIBRARY/MEDIA**

Library class meets once per six-day cycle for 37 minutes. Curriculum includes:

- Common Core inquiry and critical thinking
- Drawing conclusions making informed decisions, applying knowledge and creating new knowledge
- Share knowledge
- Pursue personal and aesthetic growth

The library is open for selection and return of books, as well as for research from 8:30 a.m. - 3:00 p.m. Checkout period is 2 weeks.

## **PHYSICAL EDUCATION**

The Physical Education program is designed to promote physical fitness, develop perceptual and gross motor skills, and encourage sportsmanship and fair play. All elementary students are required to participate in physical education. Students are not allowed to be excused from physical education unless they have a written authorized note from a physician.

Students in kindergarten through grade 6 receive instruction for two 37-minute periods each six day cycle.

Since the K-3 students do not use the locker facilities, students should wear appropriate clothing and sneakers on Physical Education days. Students in fourth through sixth grade will use the locker facilities and are encouraged to purchase a uniform for class.

### **SAFETY RULES FOR PHYSICAL EDUCATION**

- 1) Students are encouraged to wear uniforms (shirts and shorts with school emblem).
- 2) Tie sneakers.
- 3) No gum, candy chewing, and food.
- 4) For safety reasons, all jewelry must be removed, including pierced earrings. To keep earrings from being lost, it would be best to leave them home on PE days.
- 5) Remove barrettes and combs from hair. Students may use rubber bands.
- 6) If wearing glasses, student must wear a safety strap.
- 7) Orientation of rules for proper equipment and safety for a specific sport or activity will be covered at the beginning of each new activity.
- 8) All injuries must be reported to the physical education teacher immediately or within 24 hours of injury.
- 9) Anyone excused from PE class may not participate in any extra class activity that will involve excessive physical exertion, including recess and Olympic Day.

### **LOCKER ROOM SAFETY**

- 1) No running or roughhousing.
- 2) Keep lockers and floors neat and organized.
- 3) No aerosol sprays (hair sprays, deodorants, etc.)

## **RECESS**

Recess time is an extension of the Physical Education Program. Therefore, students go outside for recess unless the temperature including windchill is below 20°. Since the students have recess unless the weather is extremely inclement, we ask that each student comes appropriately dressed for each day. In winter, a warm coat, mittens or gloves, hat, boots, and snowpants are necessary for snow play.

## **TEACHER ASSIGNMENTS**

We cannot honor requests for a particular teacher unless there is some compelling reason that a certain faculty member should not teach your child. Examples of compelling reasons are the teacher is a relative or neighbor, or relatives will be in the same grade and need to be separated. If there is a particular reason your child should not be in a certain class, you are asked to contact this year's teacher or the office with additional information in writing. That communication should take place by the end of April, since class lists are completed by the beginning of June. Please trust us to provide the best possible education for your child in any section of his or her grade level.

## HOMEWORK

Homework may be a reinforcement of skills taught in school, the completion of assignments, work missed due to illness, or research work that cannot be completed at school. The amount of homework necessary depends on the subject, type of class, and the individual child. All homework assignments should be done on time. If your child is absent, please contact the school to make arrangements for homework to be collected and picked up.

Parents can assist by:

- showing an interest in the child's work
- providing a place for work that is free from distractions
- establishing a time schedule for homework
- guide as needed

**Specific  
Information  
for Grades  
7-12**

# FACULTY

Art –Lisa Pye

Business and Computers -Jeanie Chambrone

English – Timothy Papienuk, Michelle Hartmann, Ron Klopfanstein

RTI Reading-Alyssa Vanno

Foreign Language- Bonnie Milone, Diane Traver

Home & Careers -Kelle Kirkland

Technology- Brian Edmunds

Librarian-Danielle Howe

Math -Mary Clements , Kevin Getman, Stephen Davis, Santina Tomaino

Music-Teresa Lovecchio, James Pierce

Physical Education-Anthony Ricco, Andrea Dziekan

Science-Audrey Foote, Sarah Gates, Justin Worboys, Justin Mahanna

Social Studies-Virginia Davis, J’Nai Spaziani, Sam Famolaro

Special Education-Jeanne Marley, Santina Tomaino, Marissa Treen

## Daily Bell Schedule

Listed below are the periods - time and lunch periods of our every day school schedules:

Warning Bell 7:35 a.m.

Warning Bell 7:40 a.m.

Homeroom	7:45 AM – 7:59 AM (Positivity Project)		
Period 1	8:02 AM	End of Period 1	8:40 AM
Period 2	8:43 AM	End of Period 2	9:21 AM
Period 3	9:24 AM	End of Period 3	10:02 AM
Period 4	10:05 AM	End of Period 4	10:43 AM
Period 5	10:46 AM	End of Period 5	11:24 AM
Period 6	11:27 AM	End of Period 6	12:05 PM
Period 7	12:08 PM	End of Period 7	12:46 PM
Period 8	12:49 PM	End of Period 8	1:27PM
Period 9	1:30 PM	End of Period 9	2:08 PM
After School Availability	2:11 PM -2:40 PM		

\*Students are not allowed off school grounds during lunch periods

## PROMOTION AND GRADUATION

To graduate, a student must achieve a passing grade of 65 - and earn a minimum of 22 units arranged and approved in a sequence of courses which includes both constants and electives. In addition, as a local requirement, students must complete twenty hours of community service prior to the end of their senior year.

In planning a high school course, a pupil, his/her parents, and his/her advisors should consider his/her academic history as recorded by report cards and other records, his/her aptitudes and abilities as indicated by various tests, and his interests and tentative vocational goal.

The definition of terms to be used in planning programs follows:

UNIT is the value given for the successful completion of a subject studied 4 or 5 periods a week for a minimum of 39 minutes a period for one year and involving an equal amount of time in preparation outside the classroom.

CONSTANTS are specific courses required in all pupils' high school programs. These total a minimum of 15.5 units.

ELECTIVES are composed of all additional subjects chosen to complete 22 units for a local or Regents diploma excluding Physical Education Units.

Students are expected to take at least 5 periods of class work in addition to Physical Education.

No changes may be made in students schedules without prior approval of the Principal, School Counselor, and parent. It is recommended that you may not enter a course after it has been in session for three weeks or more.

No subject may be dropped without the approval of the Principal, School Counselor and parents. After three weeks of course work has been completed, a conference between the student, teacher, parent and counselor is required before a student is allowed to drop a course.

Each student expecting to enter college or advanced school should obtain a catalog of his/her chosen school and become acquainted with the requirements for admission. Copies of many catalogs are in the Guidance Office or online at the college Web sites.

## SUMMER SCHOOL

Students who wish to attend summer school must obtain permission from the Principal and Guidance Counselor. A student may repeat the same course as the one he/she failed. Those students who are working towards a Regents diploma must take the Regents exam in August. Those who are working towards a local diploma may register for the local exam given during the summer session. Transportation is not provided for summer school. Parents/Guardians are responsible to make arrangements.

### SUMMER SCHOOL/RETENTION PROCEDURE FOR 7TH AND 8TH GRADE STUDENTS

1. Students who pass all subjects (final grade of 65 or higher) will be promoted automatically.
2. If a student fails all four courses in the core subjects areas of English, Mathematics, Social Studies, and Science, that student will repeat the entire grade.
3. Students who fail one or two courses in the core areas of English, Mathematics, Social Studies, and Science must attend summer school at a BOCES-designated site. Requests to attend summer school elsewhere due to the student not being in the area must be approved by the principal.
4. Students who fail three courses in the core areas may either attend summer school or be retrained for the following year. This decision is made by the principal and is based on factors such as performance in other areas.



# AP/Dual Credit (ADVANCED PLACEMENT PROGRAM)

Students interested in taking the Advanced Placement or Dual Credit courses in Math, Science, English Language, English Literature, and World History or U.S. History should discuss this with the Guidance Counselor. Only students recommended by the Math, English, or History instructors will be given consideration. All students enrolled in the AP courses are encouraged to take the Advanced Placement exam.

## PROMOTION

In order to move from one class to the next, you must have the correct number of high school units of credit.

### Required Courses Required Credits

FRESHMAN TO SOPHOMORE: 5 1/2

English 9  
Social Studies 9  
General Science  
Mathematics  
Physical Education

SOPHOMORE TO JUNIOR: 11

English 10  
Social Studies 10  
Mathematics  
Science  
Physical Education

JUNIOR TO SENIOR: 16 1/2

English 11  
Social Studies 11  
Mathematics  
Science  
Physical Education  
Health

SENIOR TO GRADUATION: 22

English 12  
Social Studies 12  
Physical Education

### REPEATING COURSES

If a student has failed in a particular course, he/she will not be allowed to enroll in a more advanced course until the failed course is completed satisfactorily.

# TYPES OF DIPLOMAS

- 4 credits of English, including the English 11 Regents exam.
- 4 credits of social studies, including the Global 10 and US History 11 Regents exams.
- 3 credits of mathematics including the Algebra Regents exam.
- 3 credits of science and one science Regents exam (usually Earth Science or Living Environment).
- 2 credits of physical education.
- 0.5 credits of health.
- 1 credit of art or music.
- 1 credit of foreign language.
- Elective classes.
- Certification by the principal that 22 credit hours have been completed.

## Advanced Regents Diploma

### Requirements

- 4 credits of English, including the English 11 CC Regents exam.
- 4 credits of social studies, including the Global 10 and US History 11 Regents exams.
- 3 credits of mathematics, CC Algebra, CC Geometry and CC Algebra II and Trigonometry Regents exams (Algebra II Trigonometry is available as 3rd math credit for class of 2017).
- 3 credits of science and two science Regents exams (usually includes Earth Science or Living Environment).
- 2 credits of physical education.
- 0.5 credits of health.
- 1 credit of art or music.
- 3 credits of a foreign language and a foreign language Regents exam. (Note: there are several alternatives to meet this requirement. Please contact the school counselor for more information.)
- Elective classes.
- Certification by the principal that 22 credit hours have been completed.

## Local Diploma

### Requirements

Compensatory options are available for special education students who do not score a 55 or higher on the required Regents exams.

## **Junior/Senior High School Grading Policy**

### I. Introduction

Grading and reporting procedures will provide clear communication of student performance in relation to expected standards.

Students shall be provided with the goals of each course and the criteria determining grades via a class syllabus provided by the teacher the first week of class attendance.

Grades will be reported through report cards in 10-week intervals for 4 marking periods. In addition, progress reports will be sent to parents at the 5 week mark which will include a grade range and/or descriptive comment regarding student progress in specific courses. Teachers will maintain electronic gradebooks via SchoolTool that parents can review at any time by accessing the parent portal.

It is the expectation that grades will be posted within 1 week of assessment.

## II. Grade Reporting

- A. The following numeric grading scale will be utilized for grading purposes and to convert letter grades from previous districts, if applicable.

Numerical Range	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
69	D+
67-68	D
67-68	D
65-66	D-

P (Passing) restricted for use with Pass/Fail courses.

F (Failing) restricted for use with Pass/Fail courses.

I (Incomplete)

WP (Withdrew Passing)

WF (Withdrew Failing)

B. Incompletes (I) may be used for a student who has not yet fulfilled the teacher's requirements for a course due to extenuating circumstances. The building principal will be responsible for approving this process. A student will have 2 weeks after the close of a marking period in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> marking periods to complete the work to receive a grade. If the student does not complete the work in that timeframe the grade will be calculated accordingly. An Incomplete may not be given in the 4<sup>th</sup> quarter.

C. Final student averages for grades 7-12 will be computed based on a 1/5 weighting for each of the four marking periods, and the final exam. The final exam will not be used to determine 4<sup>th</sup> quarter grades; it will stand alone in the grading process.

D. Half-year courses will be calculated on a 1/3 weighting for each of the 2 applicable marking periods, and the course final exam.

E. The passing grade for all marking period grades and for final course average is 65. Teacher may override a final course average to a higher grade but not a lower grade. If a calculated final course average is a 63 or 64, it will be changed to a 65

F. The lowest numeric grade that can be issued on report cards for any given marking period is a 50%. Mid-term and final exam grades will be represented in their actual numeric value.

## III. Benchmark Exams

In an effort to provide opportunity for data analysis to inform instruction and gauge student achievement, departments in grades 7-12 will administer 10-week benchmark exams aligned with New York State Curriculum and assessments. Each of the benchmarks will be included in the appropriate marking period

average at the discretion of the teacher with the following exceptions: Marking period 2 benchmark exams will serve as a midterm exam, midterm exams will be calculated as 20% of marking period 2. Final exams will serve as the 4<sup>th</sup> benchmark and will be calculated in the manner described in II. (C) of this policy. Grading and reporting procedures will provide clear communication of student performance in relation to expected standards.

#### IV. Homework

Homework that is clearly relevant to the identified curriculum for the course, that completed by the students independently, and/or where the teacher has provided in-school time to work with students to check for understanding may be graded. The impact of homework grades on a marking period average is decided at the teacher's discretion; however, it is not permitted to impact a marking period average by more than 20%.

#### V. Weighted Courses and Class Rank

Advanced Placement (AP), Dual Credit, and College Bridge courses represent a significant academic challenge. Therefore, grades for these courses shall be weighted each marking period by the addition of 5 percentage points.

#### VI. Class Rank

Final ranking of the Valedictorian, Salutatorian, and students graduating with honors and high honors will be based on grade 9 through Quarter 3 of grade 12.

#### VII. Honor Roll

Honor Roll is recognized by 3 levels of distinction: Honorable Mention (84-87), Honor Roll (88-93), and High Honor Roll (94-100). Students with missing grades, or incompletes following the 2 week marking period "closed" window will be excluded from reporting.

## GENERAL COURSE DROP DATES

The drop date for a full year course is at or prior to the end of the first quarter. For half year courses the drop date is at or prior to the first five weeks.

## AP COURSE DROP GUIDELINES

### Summer Work

If summer work is assigned by the teacher, the student must complete the required work prior to the first day of class in order to continue with the course.

### Student's Right to Drop

Each teacher per course will set a drop date for a full year course for students. This date will fall between the end of the first quarter and the end of the second quarter for a full year course. Students will be informed of this deadline at the beginning of the course.

Please be aware that dropping an AP course could potentially alter a student's class schedule.

Students who are required to replace their dropped AP course with another course may need to complete additional work for their new course.

## Teacher Request

Teachers may request student removal from an AP course at any time during the school year based on academic progress and performance, and/or student attendance. A conference with parents will be held prior to a final decision being made.

## ACADEMIC INTEGRITY

The following school practice on cheating was developed by the High School Building Leadership Team:

Cheating is defined as knowingly giving or copying answers to or from a source other than the student's own intellect. By definition, the following examples each constitute cheating, but they are not a comprehensive or all-inclusive list.

1. Copying another student's homework without prior permission from a teacher, regardless if the material will be graded or not
2. Providing answers or ideas to another student without the consent of the teacher
3. Plagiarizing ideas or answers from another text, including local, published, or internet sources
4. Using social networking or similar media to share and/or knowingly pass off answers as one's own
5. Sharing knowledge or materials while not participating in a group setting or given teacher pre- approval to "work together"

"Working together" is recognized as legitimate student behavior and is allowable as appropriate. This idea is recognized as students being seated together and doing joint problem solving. Copying is not considered an acceptable form of working together unless authorized beforehand by the teacher (i.e., a math teacher might approve of a student copying another student's work and then reviewing the problem to learn the process).

## DISCIPLINARY PROCEDURES

Cheating is a serious offense and will be penalized to the fullest extent. There will be NO WARNING issued for a first-time cheating transgression, as teachers are expected to follow the punishment outlined below. If additional offenses follow the first, discipline will continue to increase in severity\*. Consequences of actions designated as cheating will be determined by the appropriate teacher and/or the building principal and will be based on the severity of the infraction.

Possible options for consequences include, but will not be limited to, the following:

- Assignment is scored a "0" + teacher-assigned detention + parent contact
- Assignment is scored a "0" + parent conference + disciplinary office referral
- Assignment is scored a "0" + ISS
- Assignment will be scored a "0" + student may be sent directly to the main office where discipline will increase in severity as deemed necessary by an administrator
- At any time, punishment will be at the administrator's discretion.

\*NOTE: Multiple cheating offenses could result in a student failing the course for the year.

# HOMEWORK

If a student will be absent for more than two days, parents may request homework by calling the Attendance Office. The call should be made by 7:30 a.m. to assure ample time to contact the teachers involved. Homework can then be sent home with a sibling or friend. The parent should pick up the homework between 2:30 and 3:30 p.m. Please call attendance prior to pickup to confirm receipt request.

## HOMEWORK GUIDELINES

### Purpose of Homework

Homework is the work a student is able to complete on his/her own outside the classroom. It provides students with the opportunity to develop self-discipline, responsibility, time management and organizational skills. Homework provides an extension of the school day which serves to strengthen the home-school connection and gives the student an opportunity to reinforce concepts learned during class. While not all homework needs to be graded, there must be feedback given to students on the work that they complete. If homework is graded, grades should be placed on the portal in a timely fashion. Homework assigned should be age appropriate in length and may include practice of skills taught in class or a simple introduction/preview of new material to be introduced.

### Expectations:

- Regular homework should be assigned in the core curriculum classes: English, Math, Social Studies, Science and Languages other than English.
- Homework should be assigned so that all subjects combined should meet recommended time frames of: Grades 7-8 approximately 1 hour; Grades 9-10 approximately 1 ½ hours; grades 11-12 approximately 1 ½-2 hours.
- Students enrolled in Advanced Placement courses may have additional assignments outside of the District Guidelines.
- Homework should be aligned with New York State and District Standards and Curriculum.
- Assignments should be designed to reinforce and extend classroom learning while strengthening basic skills.
- Teachers will make students and parents aware of the percentage of the overall grade that homework will be counted as, when their course syllabus is given out at the beginning of the year.
- Homework assigned should be high quality with a clear purpose. It should not be considered “busy” work.
- Teachers should plan cooperatively, as much as possible, in assigning long term projects or major assignments in order to ensure an equitable work load for the student.
- Parents will contact individual teachers with questions specific to assignments.

Homework is a necessary tool for students to learn all the material required to be successful in school. It is an avenue for parents to learn about what their children are being taught in school. It can be a passive way to connect teachers and parents but it is only the first step. Regular communication between the teacher and the parent is essential for the success of students.

## **ATTENDANCE**

No other indicator of student success is as reliable as the student's class attendance. Students who attend every class, every day, are the most likely to succeed. These students tend to have the best relationships with their teachers and the best understanding of the course material.

State Law requires that all pupils be in school during all days that school is in session (7:45 a.m. to 2:08 p.m.). Pupils who have been out due to reasons of health or family emergency must return to school with a statement from parent(s) or guardian and present it to our attendance secretary prior to being re-admitted to assigned classes. Also, the parents should notify the attendance secretary when the student is out or planning to be out due to surgery or vacations etc. Extended absences due to illness (3 or more days) may require a statement from your doctor. It will be recommended that course credit not be granted in cases of excessive absenteeism.

On days of absence and tardiness, a parent should notify the school by telephone of the student's absence. In all situations, a note explaining all absences or tardiness must be presented to the attendance secretary on the day of the student's return. This excuse must be authorized by the attendance secretary prior to re-admitting the student to class. Failure to bring note will result in detention.

Parents should make every effort to schedule dental and medical as well as any other appointments after school hours. Students being excused for appointments must bring in a note to the attendance secretary prior to 7:50 a.m. The note should indicate the time the student is to be excused and the approximate time of return.

Legal/excusable reasons for absence:

- illness
- illness or death in family
- medical/dental appointments
- religious observances
- impassable roads
- absence approval by principal
- music lessons

In the event that your child is experiencing a traumatic event, please contact the school social worker. The social worker will serve as the school liaison to the family during that trying time. If accommodations are necessary, the social worker can make all necessary arrangements.

## **TRUANCY**

Truancy is defined as an absence which is without the knowledge of parents or school. Truancy from school is in violation of Section 3205 of the N.Y. State Education Law. In the case of truancy, a letter will be sent to the parents confirming the truancy and consequences will be assigned progressively according to the code of conduct.

The Automated Call system will make calls home for unreported absences in the morning and letters are sent periodically by the Attendance Office as absences accumulate. Call the Attendance office at 315-768-3378 with for additional information.

# TARDINESS

Tardiness to school is a home problem. Parents are responsible to see that students are in school regularly and promptly each day.

Students not in their homeroom by 7:45 a.m. are considered tardy. Upon tardiness, students will report directly to the attendance secretary where they will receive a pass. Any student coming in after first period begins will receive a tardy pass from the attendance secretary before entering their class.

Tardy to Class - A student who is late for class disturbs others by his/her entrance into the room, has missed a certain amount of work and is in the end, developing undesirable habits.

To address chronic Tardy and Attendance concerns we have developed the following procedures for the 2021-2022 school year:

## Daily Tardy Process

All students are expected to be in attendance unless they have a legal excuse for their absence.

All students in grades 7-12 are expected to be in their seats and ready for Homeroom/Advisory period at 7:45

The following procedures will be followed to address students who are tardy to school:

Number of days tardy without legal excuse	Procedure	Person Responsible
1-3	Warning	Attendance Office
4-6	Lunch Detention/Parent Contacted/Counselor and Principal Emailed	Attendance Office
7-9	Lunch Detention + After School Detention /Parent Contacted/Counselor and Principal Emailed	Attendance Office
10	Lunch Detention + After School Detention + Parent Conference with School Counselor & Social Worker	Attendance Office notifies School Counselor/Social Worker, who then contacts parent to set up the meeting to include SC or SW, administrator
12+	Lunch detention +After School Detention + Loss of Privileges (ex. Driving privileges)	Attendance Office Administrator

- Teacher in charge of lunch detention should call the office if student does not report to lunch detention within the 1<sup>st</sup> 5 minutes of the period



# Attendance Monitoring Process

New York Mills UFSD will follow a tiered procedure based on Attendance Works© to address attendance.

	<b>Tier 1 Satisfactory Attendance</b> Missing less than 10% of school (approx. 1 day per month) At-risk: 5-9.9%	<b>Tier 2 Moderate Chronic Attendance</b> Missing 10-19.9% of school (approx. 2-3 days per month)	<b>Tier 3 Severe Chronic Attendance</b> Missing 20% or more of school (approx 4+ days per month)
Monitor Data	School team meets bi-weekly to identify students who fall into Tier 2 or 3 <i>Social worker, school counselor, administrator, nurses,</i>	Review attendance every week for students who are chronically absent or are at-risk of being chronically absent due to history of absences, medical concerns, etc. Assess possible causes, response Assign Attendance Caseworker <i>Social worker, school counselor, administrator, nurse</i>	Review attendance daily for students who have or are at risk of having missed 20% or more days. <i>Social worker, school counselor</i>  Phone call or email home if student is not in attendance. <i>Social Worker, School Counselor</i>  At 20%, CPS contacted <i>Social Worker, School Counselor</i>
Engage Students and Parents	Create a warm, welcoming environment that encourages students to attend school daily <ul style="list-style-type: none"> <li>• Cultivate a culture of respect and safety (Positivity Project)</li> <li>• Include birthdays and congratulatory messages on the announcements</li> <li>• Create bulletin boards, displays and mailings that communicate the importance of attendance</li> <li>• Conduct 7th grade orientation prior to the start of the school year to include students and parents</li> <li>• Welcome students at the doors in the morning and wish them well as they leave</li> </ul> Communicate to parents: <ul style="list-style-type: none"> <li>• How to report an absence</li> <li>• Definitions of absences</li> <li>• Plan for absences</li> </ul> <i>Administrator, attendance team</i>  Global connect calls sent each day by the end of third period. <i>Attendance Office</i>	Send letters home to alert parents of attendance concerns at 2, 5 absences and every 2 absences thereafter. <i>Attendance Office</i>  After 10 absences, call home to schedule a home visit or conference to include SC, SW, administrator, one classroom teacher. Conference to include offer of appropriate supports in school and community, communication of consequences of chronic absenteeism, work needed to complete, follow-up plan.  <i>Social Worker/School Counselor/Attendance Caseworker</i>	Continue to engage family and communicate <ul style="list-style-type: none"> <li>• Contact parents as developed in plan <i>TBD by plan</i></li> <li>• Contact outside agencies as needed <i>Attendance Case Worker</i></li> </ul>
Recognize Good and Improved Attendance	Students with perfect attendance are entered into a quarterly raffle with various prizes. Winners are announced on the PA system. <i>Administrator</i>	Establish goals for each student with the input from students and parents. <i>Attendance Caseworker</i>  Recognize progress toward the goals.	Revise goals for each student with the input from students and parents. <i>Attendance Caseworker</i>

	<p>One student from each grade level will be recognized each month for most improved attendance. A prize will be awarded. <i>Administrator</i></p> <p>Winners will be displayed on a bulletin board. <i>School Counselor</i></p>	<i>Attendance Case Worker</i>	<p>Recognize progress toward the goals. <i>Attendance Case Worker</i></p>
Provide Personalized Early Outreach	<p>Global Connect calls for student's absence sent daily by the end of third period to student's contact <i>Attendance Office</i></p> <p>Include attendance on progress reports and report cards</p> <p>Communicate the importance of good attendance through Principal's Updates, school website and other means as appropriate. <i>Administrator, Attendance Team</i></p>	<p>After 5 absences, schedule parent-teacher conference. (see above)</p>	<p>Continue regular contact with parents as indicated above.</p>
Remove Barriers to Attendance	<p>Address discipline procedures <i>School Discipline Team</i></p> <p>Create welcoming environment <i>Faculty/Staff</i></p>	<p>Identify barriers and provide resources for support. <i>Attendance Team</i></p> <p>Follow-up on medical-related absences including obtaining documentation for medically-excused extended absences <i>School Nurse</i></p>	<p>Monitor progress on plan <i>Attendance team, Attendance Case Worker</i></p>

# **BOCES CAREER AND TECHNICAL EDUCATION PROGRAM**

The Board of Cooperative Educational Services is extending its offering of career and technical courses. Students who enroll in these courses will attend classes away from New York Mills High School for one-half of the day. This will limit the courses which can be taken at New York Mills but will provide an opportunity to prepare for entrance into a number of worthwhile occupations. Most of these are 2-year courses to be taken by juniors and seniors. Further information on BOCES attendance can be secured through the Guidance Office.

## **BOCES ATTENDANCE**

Attendance and academic achievement at the Career and Technical Education Center are an important part of the training program. In support of this, a student who has been illegally absent or tardy or who is failing the career and technical education course, will be placed on probationary status and a conference will be held with the parents. If attendance or unsatisfactory academic achievement continues, the student may be terminated from the course and removed from the BOCES career and technical program.

Please note, students who miss the shuttle bus to BOCES must report to the attendance secretary in the attendance booth. Students that attend A.M. BOCES need to sign in at the attendance booth upon arrival back to school.

## **STUDENT LOCKERS, DESKS AND SCHOOL STORAGE SPACES**

The District retains the right to inspect student lockers, desks and school storage spaces at any time without a search warrant, without notice and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of trained dogs and/or related technologies.

## **ILLNESS OR INJURIES**

Students who become sick or injured during the school day are to be sent to the Nurse's Office. If the nurse determines that the student should be sent home because of illness or injury the following procedures will be followed. Please do not call the school to tell us that your child called and is sick:

- a. The Nurse will contact the parent by phone.
- b. The parent will go to the attendance booth to sign their child out to go home.
- c. If the parent cannot be reached, it will be up to the nurse to keep the student or have him or her returned to their assigned class.

## **ACCIDENTS**

All accidents resulting in injury should be reported to the Nurse. A written release from your doctor will be required in cases of serious injury and must be on file with the school nurse before the student will be allowed to participate in physical education and athletics. Students who are unable to attend school for an extended period of time due to injury, surgery or illness may be eligible for home-bound instruction. Please contact the office concerning this.

NOTE: All students are to provide a written excuse signed by your parents for each absence, failure to bring in the excuse will result in your report card being marked as an illegal absence.

## **SCHOOL PASSES**

1. All student passes will be contained in their agenda.
2. Students must have their own agenda to get a pass signed.

3. No passes will be given in a class or study hall until all students are seated and attendance has been taken.
4. No passes will be issued to see any teacher. Students must previously obtain a pre-signed pass from the teacher they wish to see.
5. Passes to see the guidance counselor will only be given during study halls.
6. Students leaving the study hall for any reason must sign the destination sheet.
7. Students desiring to see the Nurse must obtain a pass from their assigned teacher. Students are not to go to the Nurse between classes.
8. Students are not to be excused from class or study hall to go to their lockers for any reason once their class begins.

#### STUDY HALL

1. All students assigned to study hall will meet in the designated area.
2. Students are to have all study materials with them when they arrive.
3. If a student has a pass to work in another teacher's class, the pass must be presented to the study hall teacher at the beginning of the period.
4. Permission to talk or work together must be obtained from the study hall teacher.
5. Students wishing to use the library during their study hall period will report directly to their study hall first.
6. When you have a study hall the first period of the day, attendance must be taken first to report absences and tardiness.
7. If a student is not using his or her time effectively, a report so indicating will be sent home to parents.

#### LIBRARY MEDIA CENTER REGULATIONS

The library has books, magazines and other materials for assigned study, reference work and recreational reading only. The library is not a place to spend the period doing general homework. General studying will be done in the study hall.

A pass from your course teacher or the librarian will be required to be admitted to the library.

1. Students will report to study hall and sign a library list that the study hall teacher approves. At the time students sign in, they will indicate the purpose of using the library (ex: research paper, personal reading, etc.)
2. If a student is failing a course, they cannot go to the library for personal reading. They must remain in study

hall or have or have a pre-signed pass from the classroom teacher to use the library.

In summary, in addition to the above, the following Library Policy guidelines will be adhered to by all concerned:

#### Sign-up For Library

Students must sign the library list located in their study hall. There should be only one name on each line. If the list is full, and a student must use the library resources for other than leisure reading, that person must present a pass from a teacher stating that fact. No over-signing will be allowed (even if there are spaces left on other lists).

#### Library Instruction Days

When the library is closed for Library Instruction, there will be no list sign-up. Student(s) needing to use the library for its resources aside from leisure reading, must first obtain a pass from a teacher which indicates that there is a real need to use the library. If work is not being accomplished, these students will be sent back immediately as this is a special privilege. Students must show their passes FIRST to their study hall teacher THEN present it to the Librarian on their arrival in the library.

#### Lunch Hour

Students (undergraduate) who have NO OTHER STUDY HALLS during the day to accomplish library work may obtain a pass from a teacher for the purpose of using library resources and come in on the lunch hour. If a student has other study halls that day, work should be done then. Students not completing the work promised will be sent back to lunch.

#### DETENTION REGULATIONS

- A. Any teacher (upon his/her discretion) may detain any student after school hours. The length of the detention will be at the discretion of the teacher and may be given for: (1) tardiness to class, (2) disciplinary reasons, (3) "make-up" of extra work.
- B. Students receiving detention notices from faculty or staff will report to the teacher no later than 2:15 p.m.
- C. Administration Detention - those students given detention by the High School Principal will serve at 2:15 p.m. with office personnel.
- D. Students late or missing for assigned detentions will be given an additional detention. In the event that this becomes chronic, more serious disciplinary consequences will result.
- E. Students unable to conduct themselves in a responsible manner during the detention period may receive additional detentions.
- F. Postponement of a detention assignment must be approved by the Principal.
- G. It is the responsibility of each individual student to notify his/her parents or guardian of his/her assignment to the after-school detention.

#### IN-SCHOOL SUSPENSION RULES

1. Students will have work assigned to them by teachers.
2. There will be a 10-minute break in the morning and afternoon as well as lunch.
3. There is no talking in ISS unless you have permission from the monitor.

#### CAFETERIA

The Board of Education provides a cafeteria for school lunch service. Every day the school program provides a hot type "A" meal which provides 1/3 of the daily nutritional requirements of a student.

#### CAFETERIA-GENERAL RULES

1. Students are permitted in the cafeteria only during their own lunch.
2. Students should move in a single line, in an orderly fashion, and as rapidly as possible along the cafeteria rail.
3. All lunches will be consumed in the cafeteria. No food or snacks are to be taken from the cafeteria.
4. Students shall return trays, dishes and implements to the dishwasher window with papers removed after

“picking up” the area where they were seated.

5. Students are responsible to the cafeteria staff and must comply with their directions and requests.

6. No food from a vendor outside of school may be delivered or brought into the cafeteria.

## BUS PROCEDURE

Jr./Sr. High School students are not allowed to ride the elementary bus unless they have permission from the building principal.

## BUS RIDER RULES

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver’s attention and make safe driving difficult. Horseplay is not permitted around or on the bus.

1. Bus riders should never tamper with the bus.
2. Do not leave books, lunches or other articles on the bus.
3. Do not throw anything out of the window.
4. Bus riders are not permitted to leave their seats while the bus is in motion.
5. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
6. Be absolutely quiet when approaching a railroad crossing.
7. When necessary to cross in front of the bus, the students should wait until signaled by the driver and cross at least ten feet in front of the bus.
8. No cell phones are to be used on the bus.

## RULES AND REGULATIONS FOR SPECTATOR BUSES

A spectator bus may be provided to transport students to away Varsity games. This is privilege granted to those who do not abuse it. A fee for this service may be charged. The following regulations must be followed:

1. No student is allowed on a bus unless their name appears on the “bus list” The bus list is final at the end of the school day preceding the bus trip. Anyone who signs up for a seat and fails to show may lose their bus riding privileges.
2. Students may not change buses. They must ride the bus designated.
3. All school rules and good common sense apply. Any undesirable behavior will result in loss of privilege to ride and further disciplinary action will be taken.
4. Students will sit together in a designated area. Chaperones will sit with the students.
5. Students will not leave the spectator areas except during half time periods or between games. At no time will they stand or congregate on playing area or leave the buildings of the host school.
6. Students will not leave contests until they are concluded. At no time will students be on a bus without a chaperone.
7. No student will ride the bus home who did not ride to the game. None of the student spectators will be allowed to go home in other vehicles.
8. There will be a chaperone on each bus.
9. The bus will depart from the school at the times scheduled; it will not wait. On the return trip, the bus will wait briefly for tardy riders, during which time the chaperone will make a reasonable effort to locate the missing person(s).
10. Students who sign up for a bus but do not appear may lose their bus riding privilege in the future.
11. Only New York Mills School students are permitted to take the spectator bus. No other students or non-school people may be guests.

## GUIDANCE SERVICES

To assist you in career and educational planning, as well as in personal development, New York Mills High School has a school counselor and other support personnel to help you to understand yourself, your school and your career goals. Your school counselor may meet with you individually or in small groups. Feel free to consult with your counselor for help in career planning, and seeking information about the world of work, colleges and scholarships and in your personal concerns and adjustment and post high school placement.

In our Library we have available the Guidance Information Service (G.I.S.) and a computer terminal with video and computer printout for student use. It provides information on careers, trade schools and 2 and 4 year school/colleges, as well as a scholarship information. You can also find a variety of catalogs and occupationally related bulletins in the Guidance Center.

It is important that you see your counselor as often as you feel that it is necessary. For a conference during the school day, preferably from a study hall or lunch period, please obtain a guidance pass from your counselor.

## HEALTH SERVICES

School health services exist to help assure that each student is able to receive the maximum benefit from his educational experience. All students are periodically appraised through health examinations, vision, hearing, and height and weight screening. Health counseling is given through informal sessions as problems arise.

It should be understood that health services are not intended to render diagnosis or treatment. For professional diagnosis and treatment you should consult your family physician.

No medications, including cough drops and aspirin, may be dispensed from the Health Office. This is prohibited by New York State Educational Law. Students may receive medications during school hours provided a note from the prescribing physician and the parent requesting the nurse to dispense the medication is on file in the Health Office. Instructions for dispensing medications must be provided by the parent or physician.

## SUPPORT SERVICES

There are many support services available to our students as regulated by two school committees, the Response to

Intervention (RTI Team) and the Committee on Special Education.

The RTI Team is Comprised of teachers, an administrator (Mr. Dodge/Mrs. Facci) and other professionals, the RTI Team receives initial requests to evaluate student learning. Referrals may come from parents or teachers and include information (data) from observation and assessments.

### **Committee on Special Education**

This committee is comprised of teachers, the school psychologist, CSE Chair (Heather Gaetano) and other professionals. The Committee on Special Education (CSE) determines the necessity for specific educational services on a case by case basis, based on a qualifying disability. Referrals may come from the RTI Team. The CSE will make every effort to recommend the Least Restrictive Environment (LRE) for our identified students with special needs. In most cases, the LRE will be a program here at New York Mills. When a student's needs cannot be met in a New York Mills classroom, the student will be placed in an appropriate alternative educational setting (BOCES, another school district, etc.). If you have any questions about Special Education, please contact the school at 768-8124.

## PHYSICAL EDUCATION

Physical Education is an integral part of the total educational program. Students are required to attend physical education classes according to their schedule. Students are expected to report to their respective locker rooms to dress and be in the gym area on time. In the event that a student must miss a physical education class it is expected that he or she:

1. Make up any missed classes due to minor ailments. The school nurse may provide a student waiver for up to 2 missed classes for health reasons.
2. Has a physician's written excuse for more serious ailments. Classes may be waived under this circumstance or the student may be assigned a project (written) related to current unit of study in P.E.
3. Make up all missed classes in a reasonable amount of time (7 days).

## INTERSCHOLASTIC SPORTS PROGRAM

The interscholastic program provides completion between schools which provide opportunities for the selected and more highly skilled individuals. The following sports are offered on the interscholastic level:

	(B=Boys	G=Girls	M=Mixed)	
Fall				Spring
				Track/Field (M)
Field Hockey (G)		Volleyball (G)		Baseball (B)
Cross Country (M)		Bowling (M)		Softball (G)
Football (B)		Basketball (M)		Golf (M)
Cheerleading (G)		Cheer (G)		

In order for a student to participate in the interschool program he/she must meet the eligibility standards set up by the New York State Public High School Athletic Association and the eligibility standards of New York Mills Jr/ Sr High School.

All participants in the interscholastic program are expected to participate in all phases of the Physical Education Program unless excused by the school nurse.

The following guidelines have been established for the awarding of letters for both girls and boys.

- The student athlete must be in attendance for every practice and competition unless there is a valid excuse presented.
- The student athlete will demonstrate sportsmanship at all times.
- The student athlete will demonstrate desirable traits of citizenship both in school and during competition.
- The student athlete will participate to the best of his/her athletic ability when practicing or competing.
- The student athlete will demonstrate commitment to the team.

Recognizing that each coach may have specific requirements in addition to the guidelines set, it will be important that the specific criteria be well publicized to the members of the team.

### SCHOOL INSURANCE

The Board of Education provides a "group" accident policy for all students which affords adequate coverage for all accidents - both general and athletic. If a parent or student has a question, they should contact the Health Office.



## EXTRACURRICULAR POLICY 7101- **UPDATED-August 2021**

### I. Policy Statement

The New York Mills School District (the District) is committed to providing extracurricular activities to the student population. Engaging in such activities provides students with essential experiences and skills to become positive contributing members of their community. Although extracurricular activities are encouraged, they are a privilege, not a right and therefore must be earned. To earn that privilege, all students must abide by the School Code of Conduct, Policy #1030, and maintain academic eligibility. Every effort by school personnel will be made to help our students meet these goals.

### II. Extracurricular Activities

Extracurricular activities are defined as, but not limited to any interscholastic athletics, the school musicals, clubs, and student government. Any aforementioned activity where the student is representing the District, which falls outside of the regular school day, will be deemed extracurricular.

### III. Eligibility

The primary purpose for attending school is academic achievement. The following process will be used to determine a student's eligibility for participation in extra-curricular activities as defined above. Eligibility will be determined on a bi-weekly basis using the following procedure:

- A. The Principal or his/her designee will maintain a list of students participating in extracurricular activities throughout the school year.
- B. At the end of each two-week period, which will vary based upon the school calendar, the Principal or his/her designee generates a list (Grade Pull) of the students who currently have failing grades in any of their courses and reviews these findings with each student.
- C. A student failing one or two classes will remain eligible to participate in extra-curricular activities but will be placed on Academic Probation until the next Grade Pull. Students failing three or more courses will automatically become ineligible until the next Grade Pull and will also be placed on Academic Probation. Students who are placed on Academic Probation will be required to meet with the teachers from those course(s) to develop an Academic Intervention Plan for submission to the Principal. The Academic Intervention Plan must include goals, as well as a specific meeting schedule with the teacher to improve the student's performance. It is highly recommended that the student use teacher recommendations to develop their goals, as well as schedule an after-school meeting time with that teacher, at least once a week from 2:10 – 2:40 p.m.

At the next Grade Pull, a new list will be generated. If the student on Academic Probation continues to fail any of the same courses, then he/she will become ineligible, unless the teacher consents in writing (or e-mail) to the Principal, that the student has adhered to his/her Academic Intervention Plan and there hasn't been enough opportunity to improve his/her grade.

Once the Ineligible and Academic Probations lists are created, the Principal or his/her designee will notify the Athletic Director, Advisor/Director and/or coach and provide him/her with both lists. The Principal will also make these lists available to teachers via Google Drive. Students who are deemed to be "ineligible" will not be allowed to practice, compete, rehearse, perform, participate in meetings, etc. until the next list is created.

- D. A student who is academically eligible may nevertheless be declared ineligible for disciplinary reasons by the Extracurricular Committee, using the criteria outlined under Section IV. Part B. The committee may also decide that incidents so egregious may also lead to a suspension spanning the remainder of the sports season. Repeat or subsequent violations can also carry heightened or an elevated suspension for up to one calendar year.

#### IV. Standards for Student Conduct

Each student who chooses to participate in an extracurricular program shall first acknowledge in writing (by signing the Code of Conduct) their responsibility to abide by the following standards of conduct during the time period that the program is active. Day-to-day decisions regarding the interpretation of this policy are the responsibility of the Principal. The student's parent(s)/guardian(s) is also responsible for signing the Code of Conduct acknowledging their understanding of the expectations of not only the student but also of the parent/guardian.

Students and coaches/advisors are representatives of the District. They are to respect all staff members, students, property, District policy and procedures, and laws. Additionally, in the instance of interscholastic activities, the students competing/participating will show respect to teams, school staff, officials and spectators.

Violation of any of these rules will result in the students being suspended from their extracurricular activity. The student and his/her parent(s)/guardian(s) shall be given an opportunity to informally discuss the factual situation with the coach/advisors, Director of Athletics (if applicable), and Principal.

##### A. Participation Rules and Qualifications

1. During each sport season or club activity, students are loaned uniform(s), materials (instruments and scripts), and equipment that are purchased by the District. Students must return uniforms, equipment and materials at the end of each season, or performance. If uniform(s) and/or equipment are not returned, the student will pay the cost of a replacement uniform(s), materials and/or equipment.
2. A student who is absent or tardy because of personal illness during the afternoon session of a school day may not practice or participate in any games scheduled, rehearsals, performances or activities for that day or night. A student, in order to participate in practice, rehearsal, activity or athletic contest scheduled for that day or night, must be in attendance for the full day of the scheduled event in order to participate. A Friday absence because of illness may exclude a student from playing on Saturday. However, there remains the possibility that the student may sufficiently recover. Parent(s)/Guardian(s) permission in this instance is required for the student to play on Saturday.
3. The student must report any injury to the coach/trainer/advisor immediately. The school does not carry student accident insurance. If parent(s)/guardian(s) desire this coverage, they may wish to contact their individual carrier. The student must also report to the nurse as soon as possible to fill out a report if medical treatment is necessary.
4. A student shall not engage in prohibited conduct as defined by Section I, B below.

## B. Prohibited conduct subject to an Athletic Hearing

1. Students will refrain from using or possessing any tobacco products, including vapes, juul, etc. on or off school grounds.
2. Students will refrain from using or possessing alcoholic beverages on or off school grounds.
3. Students will refrain from using or possessing any mind or performance altering drugs or controlled substances on or off school grounds.
4. Students are prohibited from engaging in hazing (recklessly endangers the mental health, physical health or safety of a student), harassment (slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's protected status including, but not limited to, race, color, religion, ancestry, sex, sexual preference, national origin, age, or disability), illegal gambling, violations of other rules or laws (maintenance of public order on school property, school functions, or any violations of local, state, federal law).
5. Students will refrain from any activities that result in an out-of-school suspension.
6. Students will conduct themselves in a manner that avoids being insubordinate or disorderly and/or endangers the health, emotional well-being, safety or morals of others on or off school grounds.
7. Students will attend all scheduled practices and games, unless student is absent from school or has prior permission from the coach.
8. Students will attend school and classes each day school is in session unless legally excused by a Parent(s)/Guardian(s), guardian or school official. A student must be in school for the full day of the scheduled event in order to participate. Failure to attend school or event/arriving late the day following an activity without a valid legal excuse will make the student ineligible for the next event/activity.

## C. Curfew

Each coach/advisor may set a curfew on any or all days of the time during which the program is active. The curfew will regulate the time a student will be in his/her own home. If extenuating situations occur, the coach/advisor and student shall meet and resolve the same. The Principal will be made aware of the curfew.

## D. Participation (Practice, rehearsal, meetings & contests)

The coach/advisor/director will govern practice/meeting/rehearsals including the days of practice/meetings, their beginning time and length. Students shall not be tardy or absent from any practice/meeting/rehearsal or contest without a legal excuse.

1. Attending teacher tutoring or extra help sessions after school is recognized as a valid excuse for tardiness or even on some occasions absence.
2. Any curricular requirement that directly impacts a student's grade (concert) is a valid excuse.
3. Conflicting athletics with other extra-curricular schedules i.e. Field Hockey and Student Council. It is the expectation that the student will make both the coach and advisor aware of the conflict and arrive at an agreeable solution with both parties. In the instance that an

agreeable resolution cannot be reached, the student will fulfill the requirement of the activity he/she began first, within that school year. In the above example, it would be Field Hockey as it most likely began before Student Council.

4. Conflicting schedules with any other athletics organization or 'out-of-season' athletics commitment or other extracurricular activity i.e. Cross Country with Indoor soccer/Boy Scouts or Basketball with Youth Hockey/CYO Basketball. All school commitments will take precedence over outside activities.
5. Exemptions for religious commitments is also a valid excuse and should be discussed with the coach/advisor in advance of that commitment.
6. A student's part-time work schedule is not considered a valid excuse, unless deemed so by the coach of that sport or advisor of activity. It will vary from activity to activity but all students are expected to prioritize their commitments to their respective teams/clubs above work obligations.

E. Suspension-Detention

Students who receive either suspension (in or out of school) or an after-school detention will be ineligible to participate in any practices or events until that disciplinary action has been satisfied. Any student in ISS or OSS for the day will not be allowed at practice, contests, meetings, or other activities after school that day.

F. Injury

In any case of injury, students should report the injury to their coach/advisor, parent(s)/guardian(s), who will then notify the school nurse as soon as possible. The coach, advisor, or nurse will file an injury report.

G. Team Travel

All students will leave and return with the team and are not allowed to travel in a private vehicle. The only exception to this rule is the student who is transported by a custodial parent(s) or guardian(s) and who has previously provided a written excuse to his or her coach/advisor/director.

H. Traveling Attire

As representatives of our District, students will dress in compliance with our dress code and will conduct themselves appropriately. The coach/advisor has the right to require specific attire (i.e. shirt & tie) of their team or group members. In addition, no student shall be required to purchase any additional clothing items i.e. warm-ups.

V. Terminating the Season Ahead of Time (Quitting)

Quitting cannot and will not be an acceptable practice. Extracurricular participants are encouraged to always finish what they start. Students will be granted a grace period, beginning with their first day of practice/rehearsal and concluding at the end of the designated "try-out" period of 3-5 days. At the conclusion of the grace period, the student will either be placed on a team/role or released, regardless of whether it was the team he/she tried out for, the student is committed to that team/sport/club/role for the duration of the season.

1. Any participant that has decided to quit must schedule a meeting with the head coach/director/advisor of the sport/activity and the student's parent(s)/guardian(s) (optional during try-out period).
2. If the participant decides to leave during the tryout period, there is no consequence or further action required. The student will also be permitted to try out for another team/club/activity, if both the coaches and/advisors mutually agree the change would be the best decision for the student.
3. Any student that quits any sport/activity, outside of the grace period, will not be allowed to compete in any other sports/activities during that season or in the following sports season, regardless if it carries over into the next school year.
4. If unusual circumstances occur (such as medical or family emergency), a common agreement between the student, coach/advisor, Director of Athletics (if applicable), and/or Principal may make termination of a season valid.
5. A student may also appeal any consequence to the Extracurricular Activities Committee for any other mitigating circumstance he/she may wish to be considered.

## VI. In Case of Alleged Violations of the Rules

### A. Investigation

Alleged violations shall be reported to the Director of Athletics or Principal. The Principal or Director of Athletics, or their respective designee(s) shall conduct an investigation regarding the alleged violation within three (3) school days of the reported incident or as soon thereafter as is practicable.

If the investigation indicates that a violation of the Extracurricular Eligibility Policy may have occurred due to competent and substantial evidence, then the Principal, Director of Athletics, or their respective designee(s) will notify the student and his/her parent(s)/guardian(s). In addition, the Extracurricular Eligibility Committee will be convened within three school days of the determination or as soon thereafter as possible (Extracurricular Hearing).

When an investigation warrants a hearing, the Principal will contact parent(s)/guardian(s). After explaining the situation, the Principal will provide a brief description of the Extracurricular Eligibility hearing process and will provide the parent(s) or guardian(s) with a copy of or access to the Extracurricular Eligibility Policy. The Principal will be available to answer any questions related to the process.

The Extracurricular Eligibility Committee shall consist of four members: 1) Director of Athletics/School Counselor, 2) Principal, or their designee (the one who did not conduct the investigation), 3) coach/director/advisor of the student's sport, and 4) a teacher representative appointed by the Principal.

The investigating official will present the information to the Extracurricular Eligibility Committee. The student and his/her parent(s)/guardian(s) shall have the opportunity, upon hearing the information presented by the investigating official, to provide the student's explanation of events.

### B. Consequences for Violation

The consequences for a violation of the set forth expectations shall be determined by the Extracurricular Eligibility Committee incongruence with the District's Code of Conduct.

First time violations of expectations Sections III. A and B. 1-5, for seasonal activities (athletics) will carry a penalty of ineligibility for up to 25 percent of the contests according to policy. First time violations of expectations Sections III. B. 6-8, will carry a penalty of ineligibility for up to 10 percent of the contests according to policy.

Full Year Activities (School Newspaper, Student Council, National Honor Society, Etc.) shall carry alternative suspension timelines such as 1st Offense - 1 month (4 weeks), 2nd Offense - 3 months (12 weeks), 3rd Offense - 1 calendar year.

The committee will also take into account special considerations for the High School Musical because of the unique circumstances surrounding the logistics of that extracurricular group.

These penalties are intended as a guideline to ensure fairness; however, members of the Extracurricular Eligibility Committee shall have the authority to consider extenuating or exacerbating circumstances in assigning a consequence/penalty and act accordingly.

The committee will also have the authority to recommend school-based counseling, education and/or the use of a behavior contract in any appropriate situation.

In the event of a subsequent offense of any of the aforementioned violations, the student will incur a heightened penalty up to and including a full calendar year suspension from athletic/extracurricular participation.

The number of ineligible contests will be determined by using the number of contests scheduled, including scrimmages. All Playoff Contests are included in said penalty in order to fulfill the suspension. If a student is not participating in extracurricular activities at the time of the hearing, the penalty will carry over to the next season in which the student will participate. The maximum penalty shall be ineligibility for extracurricular activities for one full year from the day of violation.

#### C. Self-Referral and Reporting

We expect our students to be honest and encourage them to report their own prohibited conduct to a coach, athletic director, principal, advisor or other school personnel. Students who have violated the set forth expectations but have been exceptionally forthcoming, responsible, and truthful, or have voluntarily reported themselves to be in violation of the set forth expectations may, at the discretion of the Extracurricular Eligibility Committee, have their penalties/consequences reduced.

#### D. Committee Decision

The Extracurricular Eligibility Committee's decisions shall be sent in writing to the Principal and Superintendent, the Principal will notify the student and the parent(s) or guardian(s) and the Board of Education. The Principal/Director of Athletics shall report all cases of ineligibility to all affected coaches.

#### E. Appeal

1. There will be two separate appeal committees: 1) Academic Appeal Committee and 2) Extracurricular Eligibility Committee.

2. The Academic Appeal Committee will be comprised of two teachers and one school counselor. The principal will Chair the committee but is not a voting member. Student may appeal their eligibility to this committee as outlined below in Section VIII.
3. The Extracurricular Eligibility Committee shall consist of four members: 1) Director of Athletics or Guidance Counselor (if not sports related), 2) Principal, or their designee (the one who did not conduct the investigation), 3) coach/advisor of the student's sport/club/activity, and 4) a teacher representative appointed by the Principal.
4. The student and/or parent(s) or guardian(s) may appeal the decision of the Extracurricular Eligibility Committee in writing to the Superintendent. Any appeal must be within five (5) school days following receipt of the Extracurricular Eligibility Committee's decision. The Superintendent or designee shall review the decision of the Extracurricular Eligibility Committee to ensure that the decision was neither arbitrary, capricious, nor unreasonable. The Superintendent or designee findings will be submitted in writing to the student, parent(s) or guardian(s), Extracurricular Eligibility Committee and The Board of Education. This decision will be final.

#### VII. Administration of the Extra Curricular Code of Conduct

Each student participating in extracurricular activities will be given a copy of the Extracurricular Eligibility procedures at the beginning of each season/school year he/she participates. A copy shall be in the student handbook. Coaches/Advisors/Directors are required to read aloud the entire Extracurricular Eligibility procedures prior to the first practice/rehearsal/meeting and a copy of the code of conduct will be sent home to the parent(s)/guardian(s). By participating in the sport/club/activity, the student is demonstrating his/her willingness to comply with all the expectations of a student at District for one (1) calendar year, the date of receipt by student signature on the Extracurricular Eligibility procedures regardless of whether participating in a sport/club/activity at the time or not.

In addition, the Principal or the Athletic Director will present the set forth expectations contained in the Extracurricular Eligibility procedures as well as expectations for the behavior of student spectators and parent(s)/guardian(s) during competitions/performances, to students and parent(s)/guardian(s) at the prior to the start of the sport/club/activity.

#### VIII. Parent Code of Conduct

District seeks to instill positive character-building traits in our students through the demonstration of good sportsmanship, respect for others, responsibility, fairness, caring and good citizenship. We ask that parent(s)/guardians(s) and their guests attending District-sponsored events help us by reflecting these character traits at games. When attending sponsored events, I therefore agree:

- A. Parent(s)/Guardian(s) will be a positive role model for their child and encourage sportsmanship/etiquette by showing respect and courtesy, and by demonstrating positive support for all participants, coaches/advisors, officials and spectators at every competition, practice, meeting, rehearsal, activity or other event.
- B. Parent(s)/Guardian(s) will not engage in any kind of inappropriate conduct with any official, coach/advisor, player or parent/guardian such as booing, taunting or using profane language or gestures, etc.

- C. Parent(s)/Guardian(s) will not encourage any behaviors or practices that would endanger the health and wellbeing of the students or other spectators.
- D. Parent(s)/Guardian(s) will never ridicule or yell at a child or other participants for making mistakes or losing a competition.
- E. Parent(s)/Guardian(s) will respect the officials/school support staff and their authority during games/performances and will never question, discuss, or confront coaches/advisors, and referees at the time of performance or competition, Rather, they will take time to speak with the coach/advisor at an agreed upon time and place.
- F. Parent(s)/Guardian(s) will refrain from coaching/cueing his/her child or other players/performers during games, practices, performances unless he/she is the official coach/advisor of the team/activity.
- G. Parent(s)/Guardian(s) agree that if he/she fails to abide by the aforementioned rules and guidelines, he/she will be subject to disciplinary action that could include, but is not limited to the following:
  - 1. Verbal warning by the head coach/advisor, official, site supervisor, member of league organization or school administration.
  - 2. Written warning by school administration
  - 3. Parental game suspension with written documentation of incident
  - 4. Parental season suspension

IX. Extra Curricular Concern Procedure:

If you have any questions or concerns about extracurricular activities, you should contact District personnel in the following order:

- 1. Coach/Advisor/Director
- 2. Director of Athletics (if applicable)
- 3. Principal
- 4. Superintendent of Schools

X. Appeal Process/Due Process

- A. Any student who is declared ineligible or placed on probation has the right to appeal his/her status. The student must submit a written appeal to the principal no later than three school days after the eligibility list is created.
- B. Upon receipt of the appeal, the Academic Appeals Committee will meet as soon as possible in order to determine the status of the individual. The Appeals Committee will consist of the following professional staff:



1. Building Principal -The principal will serve as chairperson and will not be a voting member of the committee.
2. Two teachers and one school counselor from the professional staff. These members will serve voluntarily. No teacher who is currently the student's advisor or coach may serve on their appeals committee. If no volunteers, 3 members of the Board of Education will serve as the appeals committee.

The committee will review the facts and gather pertinent data. Involved parties, including the student in question, will present information relative to the student's situation. The majority vote of the Appeals Committee will determine the student's eligibility. The student will be notified of the decision to uphold or deny the appeal within two school days.

- C. If the student is not satisfied with the decision of the committee, he/she may appeal the decision in writing to the Principal within three school days. The Principal will review the decision of the committee and respond within three school days.
- D. If the student is not satisfied with the decision of the Principal, he/she may file a written appeal with the superintendent within three school days. The superintendent will review the ruling of the Principal and affirm or deny the appeal within three school days.

## STUDENT DRIVERS AND STUDENT PARKING

Any student driving a vehicle to school must fulfill and observe the following rules:

1. Permission must be obtained by your parent or guardian.
2. The vehicle must be registered with the office.
3. The vehicle must be parked in the student parking area (south of the building).
4. The student must observe reasonable speed limits on school grounds (15-20 mph maximum).
5. The vehicle must be locked at all times and not used for "lounging."
6. The student will not use the vehicle until ready to leave school for the day unless authorized by the building principal.
7. At no time during the school day are students to use the faculty parking area.
8. Students are not to take their automobiles to BOCES unless permission has been granted by the high school principal.
9. Students will only be authorized by the school to transport themselves to and from the premises. Any student allowed to ride with another student will be the responsibility of that parent.
10. Any abuse of the rules outlined above can result in a loss of driving privileges according to the following:
  - 1st offense loss of driving privileges - 2 weeks
  - 2nd offense loss of driving privileges - 4 weeks
  - 3rd offense loss of driving privileges - 1 year

## BICYCLES

All bicycles must be parked at the bike rack, northeast of the building, and securely locked. By law, all persons 14 years and under must wear a helmet.

## BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the P.A. system each morning. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.

Special notices are posted on the bulletin board outside the main office. All posters must advertise school sponsored events and must be approved by the administration.

## POSTERS

There are several bulletin boards throughout our school. Any posters or announcements to be displayed anywhere in the building other than on the bulletin boards, must also be approved by the High School Principal.

## TELEPHONES

There is a telephone on the counter in the High School Office for student use. Students should not be leaving class to use the phone or a cell phone. Cell phone use during school hours is not allowed. Students should use the office phone during lunch or study hall. Phone use should be for unforeseen issues, not part of a daily routine.

## VISITORS

Visitors are welcome to the school during school days as long as permission is received from the building principal or a prior appointment has been made. Visitors must sign in at the attendance window and present identification. A visitor's pass will be issued.

## TEXTBOOKS

If a textbook is misused, a fine will be imposed. If a textbook is lost or damaged, it will be the responsibility for

the student or parent to pay for the book. Arrangements for payment will be made with the business office.

## FIELD TRIPS

Students must have written permission to go on school sanctioned field trips. Permission slips may be obtained from the teacher supervising such trips.

## GENERAL REGULATIONS

1. Students are never to be in any room or department of the building unless under supervision.
2. Students cannot remain in the building after school hours, Saturday, Sunday or holidays unless under supervision of an instructor.
3. Any student found defacing the building will be disciplined.
4. **SMOKING/VAPING IS PROHIBITED** in the building or on the school grounds at any time. Students have no reason to be in possession of vaping devices, vape cartridges, tobacco, tobacco products, or electronic cigarettes on school grounds. Violators will be disciplined and parents notified of any infractions.
5. **Drug/Alcohol Abuse** - It is positively forbidden for students to possess any type of illegal drugs or alcohol in any form on school grounds. Strict disciplinary action will be taken against any student violating this rule. Additionally, parents will be notified of any infractions. Where applicable, violators of civil laws will be reported to the police.
6. **Student Lockers** - Lockers will be assigned the first day of school.
7. The following expectations and regulations are to be followed by all students:
  - a. Students will be courteous and respect the rights and property of others.
  - b. Students will be in class and study halls on time and properly prepared at all times.
  - c. Students are expected to walk in the halls-not run.
  - d. Students are not to harass, belittle or threaten other students.
  - e. Students may not use vulgar or obscene language.
  - f. Students may not use cell phones, video games, MP3 players or any recording devices in school unless in designated areas before 7:45 am and after 2:08 pm.
  - g. In the event of an emergency, the student should request a pass to see the principal or school counselor for permission to use the phone.
  - h. Students may not operate any unlicensed vehicle including snowmobiles, mini-bikes, dirt bikes or ATV's on school property.

## FIRE DRILLS

Fire drills are a serious matter. Order is necessary to insure safety in case of a real fire. There are exiting directions

posted in all rooms and the following rules must be observed:

1. Leave the room when instructed to do so by the teacher in charge.
2. Move in a single file without running or crowding.
3. Avoid unnecessary talking or noise. Reasonable quiet is essential so that you may hear instructions in case your group is rerouted to another exit.
4. Students will not reenter the building until called.

## LOCKDOWN PROCEDURE

When the school is in a lockdown, signs will be put on the front doors. No one, except emergency personnel, will be allowed in or out of the building. In case of an evacuation, instructions will be sent via Global Connect. Please make sure the main office has updated contact information.

## NEW YORK MILLS JR. SR. HIGH SCHOOL STUDENT COUNCIL CONSTITUTION

Is available in the school office or from the student council advisor.

## ACCELERATION OF EIGHTH GRADE STUDENTS

Part 100 of the Commissioner's Regulations of the New York State Education Department provides that students in grade 8 shall have the opportunity to take accelerated courses. Please contact the Guidance Office for more information.

## NATIONAL HONOR SOCIETY

Juniors and seniors are eligible to be considered for membership in the N.Y. Mills Chapter of the National Honor

Society. To be academically eligible, students must have an average of 88 as a Junior and Senior. In addition to the academic requirements, participation and leadership in school and other activities is required. In summary, membership in the National Honor Society is based upon excellence in four areas: Scholarship, Leadership, Service, and Character. A faculty committee has the responsibility to review all applications. Membership is not guaranteed to every student.

National Association of Secondary School Principals suggest the following guidelines to be kept in mind while examining each applicant.

Scholarship - Senior students have maintained a cumulative academic average of at least 88% (B+).

Service - All potential members have submitted a list of their service activities to the selection committee. Each student who has been involved in approximately three service projects is also considered.

Leadership - Potential members have also included leadership activities on the same list. Members should have held at least one elected office and/or belonged to two or more school organizations.

Character - Character has been defined by the NASSP as follows:

Integrity: No recorded incidents of cheating or intentional dishonesty.

Positive behavior: No record of skipping classes or of knowingly violating school regulations. No record of civil offences within the community.

Cooperation: Willing to assist classmates, faculty, etc.

Ethics: Wants to do the "right" thing in most situations.

## NATIONAL JUNIOR HONOR SOCIETY

Students in grade eight will be considered for admissions into the New York Mills Junior National Honor Society.

Candidates for the Junior National Honor Society must have a cumulative scholastic average of at least 88% and will also be evaluated on the basis of service, leadership, character and citizenship.

The faculty council reviews students who are academically eligible and evaluate those students on the other four criteria. Students deemed eligible candidates by the council are then shared with 7th & 8th grade faculty for review and feedback.

## OPTIMIST STUDENT OF THE MONTH

Each year the Optimist Club of New York Mills honors one senior per month during the school year. The senior and their family are then recognized at an Optimist Dinner. The selection process consists of a vote by the school faculty.

The senior selected should be a "WELL-ROUNDED INDIVIDUAL" whose past and present accomplishments have helped enrich both the school and community. The selection should be based on the following criteria: positive attitude, respectful behavior, current academic effort, youth organizations, part-time job, church groups, volunteering, music, sports, arts and civic groups.

## District Policies

Code of Conduct 1030

Cell Phone Policy 7400

Attendance Policy 7006

Transportation Policy 5400

Acceptable Use Policy 5300

Internet Safety Policy 5301



















# COMMUNITY RELATIONS 1030

## CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

### I. Introduction

The District establishes this Code of Conduct for the Maintenance of Public Order on School Property and at School Functions to govern the conduct of students, teachers and other school personnel, and visitors. This Code of Conduct has been developed consistent with the Safe Schools Against Violence in Education Act (Chapter 181 of the Laws of 2000) and Section 100.2 of the Commissioner's Regulations and in collaboration with students, teachers, administrators and parent organizations, school safety personnel and other school personnel.

### II. Definitions

For purposes of this code, the following definitions apply:

“Cyberbullying” means harassment or bullying that occurs through any form of electronic communication.

“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.

"Disruptive student" means an elementary (K-6) or secondary (7-12) student under the age of 21 who is substantially disruptive to the educational process or substantially interferes with the teacher's authority over the classroom.

“Gender” means a person's actual or perceived sex and includes a person's gender identity or expression.

“Harassment or bullying” means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying as defined in Education Law section 11(8), that either:

1. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or with the student's mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or
2. reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety.

This Code applies to all acts of harassment or bullying that occur on school property or at a school function, as well as to acts occurring off school property when (i) those acts create or would foreseeably create a risk of substantial disruption within the school environment, and (ii) it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

"Parent" means parent, guardian or person in parental relation to a student. “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 on a school bus, as defined in Vehicle and Traffic Law

§142.

“School function” means any school-sponsored extra-curricular event or activity. For the purposes of this policy, a “school function” is defined as any event, occurring on or off school property, sanctioned or approved by the school, including but not limited to offsite athletic events, school dances, plays, musical productions, field trips or other school sponsored trips.

“Sexual Orientation” means a person’s actual or perceived heterosexuality, homosexuality, or bisexuality.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses or displays while on school property or at a school function, a weapon or what appears to be a weapon.
4. Threatens, while on school property or at a school function, to use a weapon.
5. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
6. Knowingly and intentionally damages or destroys school district property.

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

For purposes of this policy, “hazing” is defined to mean committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to the student, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term “hazing” includes, but is not limited to: humiliating, degrading or dangerous activities; substance abuse of alcohol, tobacco or illegal drugs; any activity that intimidates or threatens the student with ostracism, or adversely affects the health or safety of the student; or any activity that causes or requires the student to perform a task or act that is a violation of state or federal law or district policies/regulations.

### III. The Role of Teachers, Administrators, other School Personnel, the Board and Parents

#### A. Role of Teachers and Staff

1. In recognition of their charge in educating the children of our community, it shall be the responsibility of the teachers and staff to:
  - a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex; with the intent of strengthening students’ self- concept and promoting the confidence to learn.
  - b. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
  - c. Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.

- d. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to students and require observance of them.
- e. Enable students to discuss their problems by listening, remaining open-minded, and considering student input in the decision-making process.
- f. Be fair, firm and consistent in enforcing school rules in buildings, school buses, on the school campus and at school functions as defined in Section II.
- g. Give positive reinforcement for acceptable behavior.
- h. Demonstrate, by word and personal example, respect for law and order and self-discipline.
- i. Refer to a counselor or administrator any student whose behavior requires special attention.
- j. Seek to develop close cooperative relationships with parents for the educational benefit of the student by keeping open communication with parents and by sending communications home promptly.
- k. Report orally to their principal, the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than two (2) school days after the initial oral report.

#### B. Role of School Counselors and School Social Workers

- 1. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- 2. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- 3. Report incidents of discrimination and harassment to the appropriate administrator that are witnessed or otherwise brought to a teacher's or staff member's attention in a timely manner.
- 4. Report orally to their principal, the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than (2) school days after the initial oral report.

#### C. Role of Administrators

- 1. As the educational leaders of the school, administrators set the disciplinary climate. It shall be their responsibility to:
  - a. Create the best teaching/learning situation possible, exercising all authority assigned by the Superintendent and School Board.
  - b. Evaluate the program of instruction in the schools to achieve a meaningful education program.
  - c. Help the staff evaluate their own procedures and attitudes in relation to their interactions within their classrooms.
  - d. Receive teacher or counselor referrals of students with behavior problems; confer with these students; communicate with parents; and set up cooperative procedures for bringing about modification of the student's behavior.



- e. Utilize all appropriate auxiliary staff and outside agencies to help parents and students identify problems and seek solutions.
- f. Provide the opportunity for students and staff to approach the administrator directly for redress of grievances.
- g. Be fair, firm and consistent in all decisions affecting students, parents and staff.
- h. Maintain open lines of communication between the school and the home.
- i. Assume responsibility for the dissemination and enforcement of the District's discipline policy and ensure that all cases are resolved promptly.
- j. Comply with pertinent laws and regulations governing hearings, suspensions and students' rights.
- k. Enable students to discuss their problems by listening; remaining open-minded; and consulting and considering student input in the decision-making process.
- l. Facilitate the professional development of staff members and support inservice programs.
- m. Establish the line of administrative authority in the building in the absence of the administrator.
- n. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national ethnic group, religion, religious practice disability sexual orientation, gender or sex, with the intent of strengthening students' confidence and promote learning.
- o. Not more than one day later, report to the Superintendent, or designee any incident of harassment, bullying and or discrimination that they witness or that is reported to them.

#### D. Role of Parents

- 1. To achieve a cooperative, wholesome relationship between home and school that is essential to each student's successful development and achievement, it shall be the responsibility of parents to:
  - a. Send their child to school as required by the New York State Education Law.
  - b. Insist on prompt and regular attendance.
  - c. Make certain that all absences are properly excused in writing.
  - d. Provide for their child's health, personal cleanliness and suitable grooming and dress.
  - e. Guide their child from the earliest years to develop acceptable behavior, to exercise self-control and to be accountable for their actions.
  - f. Teach their child respect for law, for the authority of the school and for the rights and property of others.
  - g. Know, understand and support the rules their child is expected to observe at school; to be aware of the consequences for any violation of these rules; and to accept legal responsibility for their child's action.
  - h. Instill in their child a desire to learn by providing a place conducive for study and ensuring completion of homework

assignments.

i. Demonstrate an enthusiastic and supportive attitude toward school and education by becoming acquainted with their child's school, its staff, curriculum and activities and by attending parent-teacher conferences and school functions.

#### E. Role of Board of Education

1. A primary task of the Board of Education is to establish District policy. It shall be the responsibility of the Board to:

a. Adopt and support a clearly defined code of conduct.

b. Provide adequate staffing and sufficient building space, so that the conditions within the school are conducive to a positive learning environment.

c. Listen and react to the views of the total community.

d. Employ qualified personnel who are understanding, sensitive to, and genuinely interested in, young people.

e. Provide time for regularly scheduled inservice training for all school employees.

f. Encourage and support program review and curriculum development including but not limited to character education, peer mediation, conflict resolution and other violence/discipline reduction programs.

#### IV. Strategies and Procedures for the Maintenance and Enforcement of Public Order on School Property

##### A. Purpose

1. The following rules and regulations are adopted for the maintenance of public order on district property and provide a program for enforcement. These rules shall apply to any individual on school property and/or at school functions (as defined by Section II Definitions) including students, teachers and other school personnel, and visitors.

##### B. Prohibited conduct

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

a. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or to do any act which he has a lawful right not to do.

b. Willfully damage or destroy property of the district, or remove or use such property without authorization.

c. Without permission, express or implied, enter into any private office or area not designated for public use. This prohibition does not apply to law enforcement officers or individuals designated by the Superintendent to conduct lawful investigations of alleged misconduct.

d. Other than student or employee, enter a classroom or the building beyond the administrative office without written permission of the Superintendent or his designee. Parents or persons acting/representing parent of students (who are not prohibited from being in their child's classroom by court order) need not obtain written permission

from the Superintendent or designee. However, such individuals must be invited by the classroom teacher and

must check in with the building principal's office upon arrival and departure.

e. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.

f. Without authorization, remain in any building or facility before it is officially open or normally closed.

g. Refuse to leave any building or facility after being requested to do so by an authorized administrator or designee.

h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.

i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.

j. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent, whether or not a license to possess the same has been issued to such person.

k. Possess, consume, sell or exchange alcoholic beverages, drugs or narcotics on school properties.

l. Distribute or post any written material, pamphlet or poster without the prior written approval of the Superintendent or building principal. This should not be construed as conflicting with any rights conferred on staff members by contract or law.

m. Using in either words, clothing or signs profane, lewd, vulgar or abusive language or words which may incite or offend another person; or constitute a health or safety hazard (including clothing that promotes the sale or use of alcohol, tobacco, controlled substances, weapons and violence) or a substantial disruption or material interference with the mission, work or discipline of the school community.

n. Urge or incite, guard, protect, aid or abet others in the commission of any of the acts herein prohibited.

o. Violate any law.

### C. Penalties and Procedures

1. In the case of a violation of this section or any other provision of this code of conduct:

a. Any individual authorized to be on school premises or at a school function (other than students or staff) who violates the rules of this code will be directed to leave the premises or function. In the event of his/her failure or refusal to do so, the Superintendent or designee shall cause his/her ejection from such property.

b. In the case of any unauthorized individual who is on school property or at a school function, the Superintendent or designee shall inform the individual that he/she is not authorized to remain and direct him/her to leave such premises. In the event of his/her failure to do so, the Superintendent or designee shall cause his/her ejection from such property. Nothing in this section should be construed as authorizing the presence of any such person at any time, nor affect his/her liability for prosecution for trespassing, loitering, etc., as prescribed in the Penal Law.

c. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and

determined in the manner provided in the applicable sections of this code of conduct or Section 3214(3) of the

Education Law.

d. In the case of a faculty member having tenure, charges for misconduct and violation of these rules shall be made, heard and determined in accordance with Section 3020-a of the Education Law.

e. In the case of the faculty member not having tenure, the Superintendent shall conduct a hearing after written notice to the teacher of the charges and shall determine the punishment of the teacher if found guilty.

f. In the case of any staff member who holds a position in the classified Civil Service which is covered by Section 75 of the Civil Service Law, charges of misconduct for violation of any of these rules shall be made, heard and determined as prescribed in that section.

g. In the case of any staff member who does not hold a position in the classified Civil Service and is not covered by the provisions of Section 75 of the Civil Service Law, the Superintendent shall conduct a hearing after written notice to such staff member of the charges, and shall determine the punishment if such staff member is found guilty.

#### D. Procedures to Inform Law Enforcement Officials of a Crime and Filing Criminal/Juvenile Delinquency Complaints

1. In the case of a violation of this section or any other provision of this Code of Conduct which constitutes a crime, the Superintendent has established the following procedures to report such an incident to the appropriate law enforcement agency and to follow through with filing a criminal/juvenile delinquency complaint:

a. Any individual who believes that he/she has witnessed a crime either on school premises or at a school function should report it to the appropriate building principal or his/her designee. The principal/designee will gather the necessary information to determine whether he/she believes that a crime has been committed. If so, the appropriate local law enforcement agency will be contacted immediately. If not, the principal/designee will take whatever disciplinary steps may be necessary, consistent with this Code of Conduct. These procedures should be followed in all circumstances except for reporting "child abuse in an educational setting" where the procedures for reporting such incidents are set forth in the statute.

b. If, in consultation with the local law enforcement agency, the school district is deemed the appropriate entity to file a criminal/juvenile delinquency complaint against the code violator, the appropriate school official (e.g., building principal) will be expected to file such a complaint. Where the victim of the crime is an individual, whether a student, teacher, staff member, visitor, etc., the crime victim will be strongly encouraged to file such a complaint.

#### V. Student Conduct and Discipline

##### A. Bill of Rights and Responsibilities of Students

###### 1. Rights

a. Students of this district shall have the rights afforded to students under the provisions of the Federal and State constitutions and the laws of the State of New York.

b. Learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;

- c. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex;
  - d. Have complaints about school-related incidents investigated and responded to.
2. It shall be the responsibility of the students to:
- a. Be aware of and obey school rules and regulations.
  - b. Accept responsibility for their own actions.
  - c. Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
  - d. Attend school regularly and punctually.
  - e. Take advantage of the academic opportunities offered at school.
  - f. Support and participate in school activities as eligibility permits.
  - g. Maintain habits of personal cleanliness.
  - h. Respect school property.
  - i. Strive for mutually respectful relationships with teachers and administrators, recognizing their role as authority figures in matters of behavior and discipline.
  - j. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
  - k. Be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.
  - l. Act and speak respectfully about issues/concerns.
  - m. Use non-sexist, non-racist and other non-biased language.
  - n. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
  - o. Use communication that is non-confrontational and is not obscene or defamatory.
  - p. Report to appropriate school district personnel acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.
3. The above bill of rights and responsibilities shall be publicized and explained to all students on an annual basis. The manner and extent of the publication shall be determined by the Superintendent or his/her designee.

## B. Student Conduct



1. Acceptable and appropriate conduct by students shall be consistent with the student responsibilities outlined in

this code of conduct.

Whenever possible, teachers and staff members are encouraged to use realistic, positive discipline techniques which reward and enforce positive behavior. The District shall formally recognize responsible student behavior in forums such as the National Honor Society induction ceremony, academic awards assemblies and certificates for perfect attendance. The District encourages the development of additional methods of recognition.

## 2. Unacceptable and Inappropriate behavior

a. Any violation of law

b. Being under the influence of alcohol on school premises or at school functions; selling, consuming or being in possession of alcohol on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school function as defined by Section II Definitions.

c. Being under the influence of, the use, possession, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as pipe, syringe or other paraphernalia, synthetic marijuana or cannabinoids, including but not limited to items labeled as incense, herbal mixtures or potpourri, while on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school function as defined by Section II Definitions. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by that particular student at the time in question.

d. Stealing, lying, cheating, plagiarism or other acts of dishonesty.

e. Verbal or physical intimidation.

f. Fighting or causing physical harm to another.

g. Disrespect toward an administrator, faculty staff member, or another student.

h. Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include school grounds, school buildings, or a school bus.

i. Possession or use of a knife or other weapon or other instrument intended to be used as a weapon not included in subsection (i) on school premises. School premises include school grounds, school buildings, or a school bus.

j. Failure to comply with the lawful directions of a teacher, administrator or other school employee.

k. Engaging in acts of harassment or bullying as defined in Section II of the Code of Conduct, labeled "Definitions."

l. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person; or constitute a health and safety hazard (including clothing that promotes the sale or use of alcohol, tobacco, controlled substances, violence or weapons) or a substantial disruption or material interference with the mission, work or discipline of the school community.

m. Selling, using or possessing obscene material.

n. Being late for, missing or leaving school or class without permission or an excuse given by a faculty member.

o. Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including

buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.

- p. Any willful act which disrupts the normal operation of the school community.
- q. Unacceptable classroom behavior including being disrespectful to a teacher or staff member or inappropriate talking in class.
- r. Unacceptable bus behavior including not staying seated, throwing objects, excessive loudness or other activities that distract the driver of the bus.
- s. Public displays of affection
- t. Gambling.
- u. Vandalism of school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on district property.
- v. Use of cell phones, or pagers, or electronic devices during the school day, (see cell phone/electronic device policy).

3. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

- a. Be safe, appropriate and not disrupt or interfere with the educational process.
- b. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriffs, short skirts, or short clothing must follow three finger wide rule at the shoulders and finger tip rule at the thigh. See-through garments are not appropriate, nor are pajama style flannel pants.
- b. Ensure that underwear is completely covered with outer clothing.
- c. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- d. Not include the wearing of hats during the school day in the classroom except for a medical or religious purpose or special events.
- e. Shall not cause a potential safety hazard, such as jewelry containing sharp objects or chains hanging from belt, pocket or wallet.
- g. Not include items that are vulgar, obscene, libelous or denigrate others on account of a persons actual or perceived race, color, religion, religious practice, creed, national origin, weight, ethnic group, gender, sexual orientation or disability.
- h. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

#### 4. Gun-Free Schools

a. In accordance with the Gun-Free Schools Law (20 U.S.C.A. Section 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3), and this Board policy, the punishment for violation of Section V subsection (B)(2)(h) shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the Superintendent shall determine to modify such punishment. The Superintendent's determination shall be on a case-by-case basis.

b. The term "firearm" as used in Section II does not include an antique firearm. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that "destructive device" shall not mean any device not designed or redesigned for use as a weapon.

c. The Superintendent shall refer a pupil who has been determined to have violated Section V subsection (B)(2)(h) as follows:

1. If the pupil is under 16 years of age, to a presentment agency for a juvenile delinquency proceeding: except a pupil 14 or 15 years of age who qualifies for juvenile offender status in accordance with the Family Court Act, Article 3.

2. If the pupil is 16 years of age or older, or 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate law enforcement agency.

5. In addition to the preceding standards of conduct, the District prohibits discrimination and harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, intimidation, or abuse. We consider a hostile environment to be created when actions or statements directed at a student either (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or with the student's mental, emotional, or physical well-being including conduct that reasonably causes or would reasonably be expected to cause emotional harm, or (2) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety.

This prohibition applies to all acts of harassment or bullying that occur on school property or at a school function, as well as to acts occurring off school property when (i) those acts create or would foreseeably create a risk of substantial disruption within the school environment, and (ii) it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

The prohibition of discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

## C. Disciplinary Responses to Student Misconduct

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. If an infraction appears to fall between two levels, it should be categorized and dealt with at the more stringent level. At each level there are examples of infractions to be treated at that level. The list is intended to be descriptive rather than exhaustive. Each level also has a description of procedures which school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and each misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

### Level A

These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

#### Examples of Infractions

1. Failure to follow instructions
2. Classroom disturbance
3. Minor act of aggression
4. Neglect of safety rules
5. Violations of bus rules
6. Violations of library rules
7. Litter/graffiti
8. Disturbance outside class
9. Violation of study hall privilege
10. Abuse of hall, locker, or library privileges
11. Tardiness
12. Inappropriate language
13. Taunting and/or teasing of others

#### Procedures

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member may find it necessary to record offenses and actions taken.  
A copy of such record shall be shared with the appropriate personnel.
3. If misbehavior persists, the staff member confers with the principal or the principal's designee and arranges for parental contact.

#### Optional Disciplinary Responses

- A. Verbal reprimand
- B. Seat change
- C. Behavioral contract
- D. Strictly supervised study hall
- E. Restriction and/or loss of privileges
- F. Special written assignments
- G. Recommendation and referral for counseling

H. Parental contact and/or conference

- I. Clean-up after school and/or payment of damages
- J. Detention
- K. Warning letter
- L. Referral to in-school or out of school agencies including but not limited to the Department of Social Services and the judicial system.
- M. Any combination of the above

#### Level B

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors which continue even after disciplinary measures are taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

#### Examples of Infractions

- 1. Chronic Level A misbehavior
- 2. Continued harassment of other students
- 3. Repeated misbehavior on the school bus
- 4. Petty theft
- 5. Gambling
- 6. Use of profanity or obscenity
- 7. Possession or distribution of pornographic materials
- 8. Leaving school without permission
- 9. Defiance and insubordination
- 10. Forgery
- 11. Cutting scheduled classes or detention
- 12. Harassment graffiti
- 13. Truancy

#### Procedures

- 1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel.
- 2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
- 3. The parent or person responsible for parental control shall be notified.
- 4. The administrator maintains a record of the offense and the disciplinary action taken.

#### Optional Disciplinary Responses

- a. Continuation of the more stringent Level A options
- b. Recommendation or referral for sustained counseling
- c. Parental conference
- d. Temporary withdrawal of certain privileges or participation in school activities
- e. Teacher removal of a student from classroom (Such removal shall be consistent with Section IV (D) of this code.)
- f. Suspension of school bus transportation
- g. In-school suspension
- h. Out-of-school suspension (except for truants)
- i. Any combination of the above

#### Level C

Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may



threaten the health, safety, or emotional well being of others in the school. If the misbehaviors at this level could

violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can best be remediated through disciplinary action at the school.

### Examples of Infractions

1. Chronic Level B misbehavior
2. Repeated truancy
3. Use of tobacco products on school property or a school bus
4. Extortion
5. Stealing and/or possession and/or sale of stolen property
6. Physically threatening other students
7. Serious acts of defiance or threatening a teacher or support staff
8. Fighting (physical harm)
9. Vandalism
10. Possessing, using, or being under the influence of drugs or alcohol on school property or at school sponsored activities
11. Serious disruptive behavior
12. Leaving school grounds without permission
13. Interference in the execution of duties of school personnel
14. Written or electronic communication which demeans or ridicules on the basis of race, gender, or ethnicity
15. Possessing or using a pellet or BB gun on school property or at school-related events

### Procedures

1. The infraction is reported and the administrator investigates further and confers with staff members on the circumstances and immediate needs.
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures.
3. If appropriate, the administrator contacts law enforcement officials.
4. Administrator makes an accurate record of the infraction.
5. Written statements are taken as needed.

### Optional Disciplinary Responses

- A. Continuation of all Level A and B options
- B. Full withdrawal from participation in school activities
- C. Referral to Superintendent for possible hearing
- D. Any combination of the above

#### Level D

Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action which immediately removes the student from school and calls for the intervention of appropriate authorities.

### 6. Pulling a false alarm

1. Unmodified Level C misbehavior
2. Possession and/or sale of stolen property
3. Extortion
4. Indecent exposure
5. Tampering with a fire alarm

## Examples of Infraction

7. Starting a fire on school property
8. Major vandalism
9. Grand theft
10. Possession and/or use of explosives
11. Arson
12. Providing, selling, and use of illegal chemical substances and/or alcohol on school property and/or at school-sponsored activities
13. Making a bomb threat
14. Assault and battery
15. Possession, use, and/or transfer of lethal weapons on school property or at school-related activities
16. Hate crimes (incidents targeting individuals or groups with threats, ridicule, or violence, including written and electronically displayed ridicule)
17. Making verbal or written threats of violence

#### Procedures

1. Having verified the offense, the administrator meets with all of those involved.
2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents or persons in parental control immediately.
3. The principal informs the Superintendent.
4. School officials contact the proper authorities and assist in prosecuting the offender.
5. The principal submits a complete and accurate record to the Superintendent for possible Board action.

#### Optional Disciplinary Responses

- A. Full restitution of damages
  - B. In-school suspension
  - C. Out-of-school suspension
  - D. Alternative school
  - E. Superintendent's hearing
  - F. Referral to appropriate agencies
  - G. Any combination of the above
- D. Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

E. Removal of disruptive students from the classroom and school property.

#### 1. Teacher Removal of a Disruptive Student from the Classroom

a. Teachers have a limited authority to remove disruptive pupils from the classroom. Such removal shall be consistent with this code of conduct. Disruptive students are defined as elementary/or secondary pupils, under the age of 21, who are "substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom."

b. A disruptive pupil may be removed from a teacher's classroom by the teacher for no more than one (1) day of instruction in a specific subject for each incident of substantial disruption of the educational process or substantial interference with a teacher's authority.

c. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student

is disruptive. The behaviors identified as Level B behaviors under Section V (C) Disciplinary Responses to Student Misconduct are illustrative of disruptive behavior warranting teacher removal from class. Behaviors which do not rise to the level defined as disruptive shall be subject to traditional disciplinary strategies, in accordance with this policy.

These techniques may include practices that involve the teacher directing 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 an elementary classroom or in administrator’s office; (2) sending a student to the principal’s office for the remainder of the class time only; (3) sending a student to a school counselor or school social worker or other district staff member for counseling; or (4) assignment to time out, or “resolution and recovery”. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

In addition, teacher removal of a pupil from the classroom for behavior which warrants a more significant penalty, such as out-of-school suspension, does not preclude the greater discipline.

d. If the pupil’s behavior is merely disruptive (not presenting a continuing danger or an ongoing threat of disruption to the academic process) the teacher shall notify the student of the reasons for the removal prior to the removal and allow the student to present his/her version of the events. If the pupil’s behavior does present a continuing danger or ongoing threat as stated above, the teacher may immediately remove the pupil from the classroom; and explain the basis of the removal and allow the student to present his/her version of the events within twenty-four (24) hours of the removal.

e. A teacher initiating removal of a student from the classroom pursuant to the provisions of this code of conduct shall inform the principal of the basis of the removal and complete a written disciplinary referral form detailing the basis of the removal.

f. Within 24 hours of the removal, the principal or his/her designee (another administrator) must inform the parent of the reasons for the removal from class. On request, the student/parent must be given an opportunity to discuss reasons with principal or his/her designee. The teacher shall be involved in the conference, unless the principal decides based upon extenuating circumstances that it is not beneficial to have the teacher involved in such conference.

1. If the student denies the charges, the student/parent must be given explanation of basis for removal and an opportunity to represent his/her version. This must take place within 48 hours of the removal.

2. The Principal or his/her designee must decide, by the close of business on the day following the opportunity to represent his/her version to the principal, whether the discipline will be set aside. The principal or his/her designee may only set aside discipline if:

a. The charges against the student are not supported by substantial evidence.

b. The student’s removal is in violation of law.

c. The conduct warrants an out-of-school suspension and a suspension will be imposed.

d. The District shall provide continued educational programming to students who are removed from class by a teacher. Such programming shall include placement in an alternative educational program appropriate to individual student needs.

## F. Responding to Reports of Possible Harassment or Discrimination

1. In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

2. The District has also designated a Dignity Act Coordinator for each school.

That coordinator is:

Brent Dodge, K-12 Principal

bdodge@newyorkmills.org

768-8129

Mary Facci, K-12 Executive Principal

mfacci@newyorkmills.org

768-8124

The Dignity Act Coordinator is trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, and sex. She is available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination or harassment.

## G. No Retaliation for Reporting

No act of retaliation may be directed at any person who makes a good faith report of conduct by another person that may reasonably be a violation of this Code, or who assists in, or is part of, the investigation of such a report. To engage in such retaliation is considered a violation of this Code.

## H. Student Suspension from School

1. When suspension of a student from attendance for a period of five days or less pursuant to section 3214(3) of the Education Law is proposed, school district officials shall immediately notify the parent(s) or the person(s) in parental relation in writing that the student may be suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension at the last known address or addresses of the parents or persons in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents or persons in parental relation. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or persons in parental relation of their right to request an immediate informal conference with the principal in accordance with the provisions of Education Law, section 3214(3)(b). Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or persons in parental relation to the pupil. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

2. The suspension of pupils for a period in excess of five (5) school days shall be conducted in accordance with the regulations of Section 3214 of the Education Law.

3. Minimum Suspension for Pupils who Repeatedly are Substantially Disruptive Pupils who repeatedly are substantially disruptive to the educational process or who substantially interfere with the teacher's authority in

the classroom shall be subject to a minimum out-of-school suspension of two (2) days. A student who “repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher’s authority in the classroom” is defined as one who is removed from the classroom by a teacher more than four (4) times in a semester. Such suspension period may be reduced on a case by case basis consistent with law.

#### 4. Minimum Suspension for Violent Pupils

a. Teachers shall immediately report and refer a violent pupil to the principal or Superintendent for a violation of this code of conduct.

b. Students who are deemed to be “violent pupils” as defined by Education Law Section 3214 (2-a) (a) shall be subject to a minimum out-of-school suspension of at least five (5) days. A violent pupil is an elementary or secondary student under twenty (21) who:

1. commits an act of violence upon a teacher, administrator or other school employee;
2. commits, while on school district property an act of violence upon another student or any other person lawfully upon said property;
3. possesses, while on school district property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death;
4. displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument, capable of causing death or physical injury;
5. threatens, while on school district property, to use any instrument that appears able to cause physical injury or death;
6. knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property; or
7. knowingly and intentionally damages or destroys school district property.

I. PINS Petition/Referral to Human Services Agencies The Superintendent has established the following procedures for filing PINS petitions or for the referral of pupils to the appropriate human services agency:

1. Where a student does not attend school in accordance with the Education Law or is incorrigible, ungovernable or habitually disobedient and beyond the lawful control of a parent or other lawful authority or who violates provisions of Section 221.05 of the Penal Law (unlawful possession of marijuana), the building principal having authority over the student will be responsible for filing a PINS proceeding against that student. Excessive illegal absences within a single semester or being “incorrigible, ungovernable or habitually disobedient and beyond the lawful control of a parent or other lawful authority” has the same definition as that provided in Article 7 of the Family Court Act. These petitions may also be filed by school counselors and school social workers, or other certificated staff members but must be done in consultation with the building principal. Prior to commencing any such proceedings, the building principal should review the matter with the school district’s attorney.

2. The Superintendent will make available to all building principals a list of appropriate human services agencies located in or near the district. When in the discretion of the building principal referral to such an agency is appropriate, such referrals shall be made. This does not, however, effect the mandatory reporting requirements of all school district employees to make referrals for suspected child abuse.



## VI. Age Appropriate Restatement of Policy

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex or any other reason.

You may not act toward another student in a way that reasonably might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex or any other reason. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

## VII. Procedure in the Early Identification and Resolution of Discipline Problems

A. Pupil service personnel, administrators, teachers and others shall report students who are having problems or appear to be having problems regarding matters covered in the code of conduct to the building principal. Parents also are invited to advise the building principal of concerns the parents may have regarding their children pertaining to the code.

B. Students are expected to report to teachers or to the building administrator any student who appears to be having discipline problems. Students are expected to cooperate in any conference regarding the discipline of that student.

C. When the building principal is aware of, or has received a report from pupil service personnel, administrators, teachers, students or parents, the building principal shall conduct whatever inquiry the principal considers appropriate.

D. If the building principal, after such inquiry, considers there is a basis for concern, the principal shall arrange to have a meeting with the parents and/or guardians and appropriate staff members to review the matter and create a plan to resolve the discipline problems.

E. The purpose of the procedure is to identify early possible problems and to resolve these disciplinary problems. The district shall assign such support personnel to assist the parties, considering the resources available at any given time.

## VIII. Students with Disabilities

A. The Board of Education recognizes that the need to address disruptive or problem behavior within its schools may result in the suspension, removal or other discipline of students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the Education Law (Article 89) and their implementing regulations. It also recognizes that these students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them.

1. A student with a disability may not be removed pursuant to Section 201.7 of the Regulations of the Commissioner of Education if the imposition of the 5 school day or 10 school day suspension or removal would result in a disciplinary change in placement based on a pattern of suspensions or removals as determined by school personnel in accordance with the criteria set forth in section 201.2 (3)(ii) except where the CSE has determined in accordance with section 201.4 that the behavior was not a manifestation of such students' disability, or the student is placed in an IAES as authorized under Commissioner's Regulations.

2. "Disciplinary change in placement" means a suspension or removal from a student's current educational placement that is either:

a. for more than ten (10) consecutive school days; or

b. for a period of ten (10) consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

B. Accordingly, it shall be the Board's policy that the procedures followed for suspending, removing or otherwise disciplining students with disabilities eligible for services under IDEA and Article 89 will conform with the procedural safeguards required by applicable laws and regulations.

C. This policy incorporates by reference the Procedural Safeguards for Students with Disabilities Subject to Discipline set forth in Part 201 of the Regulations of the Commissioner of Education, which implement the procedural protections provided under New York's Education Law and which coordinate the state's general procedures or suspension of students with disabilities with the requirements of IDEA and its implementing regulations.

D. Moreover, consistent with the IDEA and New York Education Law, pupil service personnel, teachers and/or administrators who identify a student with a disability whose behavior is repeatedly interfering with his/her own or other's learning shall refer such individual to the CSE for a functional behavioral assessment and behavior intervention plan or, if one exists, for review of same.

#### IX. Conduct by School Employees

A. Acceptable conduct by school employees shall be consistent with the role of teachers and staff outlined in this code of conduct. Unacceptable conduct by school employees shall be evaluated consistent with the strategies and procedures for the maintenance and enforcement of public order on school property, other provisions of this code of conduct and other applicable laws, rules and collective bargaining agreements.

B. All instructors are expected to dress in good taste and wear appropriate attire suitable for the classroom. All employees clothing shall be neat and clean, shall not be profane, lewd or offensive, does not constitute a health or safety hazard (including clothing that promotes the use or sale of alcohol, tobacco and/or controlled substances) or a substantial disruption or material interference with the work or discipline of the school.

C. Employee of the district shall refrain from the use of profane, lewd, vulgar or abusive language or words which may incite or offend another person in their communication with parents, students, other school employees, administrators or other persons on school property.

#### D. Prohibition of Corporal Punishment

1. The District recognizes the responsibility of all school personnel, including administrators, faculty and other employees, to see that proper standards of school behavior are maintained. All school personnel are expected to help in maintaining proper levels of supervision.

2. No teacher, administrator, officer, employee or agent of the District shall use corporal punishment against a pupil.

3. As used in this section, corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil, except as otherwise provided in subdivision 4 of this section.

4. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

- a. To protect oneself from physical injury;
- b. To protect another pupil or teacher or any other person from physical injury;
- c. To protect the property of the school or others; or
- d. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of School District functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

5. The Superintendent of Schools is hereby directed to develop and implement a reporting procedure which will enable the District to summarize complaints relative to the alleged administration of corporal punishment. Such summaries will include references to the substance of each/all complaints, the result(s) of the investigation of each/all complaints, and whatever action(s), if any, was/were taken by the administration of the District. The summary of each/all complaints shall be available for submission to the Commissioner of Education in accordance with Commissioner's Regulations (semi-annually, by January 15th and July 15th of each year).

#### X. Standards and Procedures to Assure the Security and Safety of Students and School Personnel.

A. The district has an established emergency management/school safety plan, which has been developed in accordance with applicable law and regulation to assure the security and safety of students and school personnel.

#### XI. Maintenance and Enforcement of Code of Conduct

##### A. Annual Review

This code of conduct shall be reviewed annually and updated as necessary, taking into consideration the effectiveness of code provisions and the fairness and consistency of its administration.

##### B. Modifications to the Code of Conduct

A Board of Education or Board of Cooperative Educational Services may adopt any revision to the code of conduct only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested party.

##### C. Review Committee

A school district may establish a committee pursuant to Education Law Section 2801(3) to facilitate the review of this code of conduct and the district's response to code of conduct violations.

##### D. Filing

Each district shall file a copy of its code of conduct any amendments with the Commissioner of Education no later than thirty days after their respective adoptions.

##### E. Community Awareness

To ensure community awareness of its code of conduct, each school shall:

1. Post the complete Code of Conduct, respectively, on the District's Internet Web site, including any annual

updates or amendments thereto.

2. Provide copies of a summary of the Code of Conduct to all students, in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year.
3. Provide by mail a plain language summary of the Code of Conduct to all persons in a parental relation to the students before the beginning of each school year and making the summary available thereafter upon request.
4. Provide each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code of Conduct, and providing new teachers with a complete copy of the current Code of Conduct upon their employment.
5. Make complete copies of the Code of Conduct available for review by students, parents or persons in parental relation to students, other school staff, and community members.
6. Provide training to teachers, administrators, and staff designed to address the concepts and issues incorporated in the Dignity Act, including, but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination or harassment against students and/or school employees.
7. Provide “safe and supportive school climate concepts” in the District curriculum.

F. The District shall develop and implement a program of instruction in grades Kindergarten through Grade 12 that supports development of a school environment free of harassment, bullying and/or discrimination, that raises student and staff awareness and sensitivity to harassment, bullying and /or discrimination, that instructs in the safe and responsible use of the internet and electronic communications and that includes a component on civility, citizenship and character education in accordance with Education Law. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community.

## XII. In-Service Education Programs

At the start of each school year, the District shall provide all staff with in-service education regarding District policy for conduct on school grounds and at school functions, methods for promoting a safe and supportive school climate, and ways of discouraging discrimination and/or harassment against students by other students or school employees.

# 7400 CELL PHONE /ELECTRONIC DEVICE POLICY

## I. Definitions

A. "Cell phone and wireless electronic communication devices" shall be defined to include portable two-way telecommunication devices, including but not limited to cellular phones, walkie talkies, personal digital assistants, pagers, laptops with two way messaging, and other hand held computing or music player devices.

This definition will also include any new telephonic device developed for similar purposes, as well as Ipods, CD players, walkmans, and all other wireless devices.

Excluded from this definition is any device with communication capabilities that has been approved by the district for instructional purposes and district issued cell phones designed for professional use.

B. The term "instructional day" shall include, but is not limited to, structured or nonstructured instructional activity that occurs during the school day, as well as class changes.

## II. Use of Cell Phones

A. The use of cell phones/electronic devices for any purpose are prohibited during the school day.

B. The use of cell phones/electronic devices for any purpose on school grounds are allowed only before or after school in areas designated by the building principal.

C. Once students enter the building, their cell phones/electronic devices must be turned completely off and remain off during the course of the day and must remain out of sight during the school day.

D. Students that need to use a phone during the school day should stop in the main office during their lunch period to use a school phone.

E. If an emergency situation exists where the parent or legal guardian needs to contact their child(ren), they are to contact the school's main office and staff will assist in contacting their child(ren). Parents are discouraged from contacting their children during the school day.

F. All cell phone/electronic device usage is prohibited in restrooms, locker rooms, and shower facilities.

G. Cell phone/electronic device usage by students while riding to and from school on a bus, or on a bus during school sponsored activities is to be at the discretion of the bus driver and/or the staff member in charge.

H. Parents who need to contact their child(ren) who have cell phone should remind him/her to turn the cell phone off during school hours, and check for messages after school is dismissed.

## III. Student Discipline

A. If a student is found using a cell phone/electronic device, or having a cell phone/electronic device visible to a teacher and/or school employee, the student will be asked to immediately relinquish the cell phone/electronic device. Failure to do so shall constitute insubordination, and will result in a referral to the school administration for disciplinary action.

B. The teacher and/or school employee will deliver the cell phone/electronic device

to the main office by the end of the school day. The teacher or school employee will attach the following written

information to the cell phone/electronic device when delivering the cell phone/electronic device, to include:

1. Student's name;
2. Teacher or school employee's name;
3. Reason for and time of confiscation.

#### IV. Violations

A. Students found to be in violation of this policy will be subject to the following disciplinary process: (any acts of insubordination resulting from this policy will follow the District Code of Conduct, Policy #1030).

1st offense:

The student's cell phone/electronic device will be confiscated by staff and given to the school administrator. The cell phone/electronic device will not be returned to the student; the parent or guardian may retrieve the cell phone/electronic device from administration.

2nd offense:

The student's cell phone/electronic device will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The student will be assigned one after school detention.

3rd offense and subsequent:

The student's cell phone/electronic device will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The cell phone/electronic device will not be returned to the student; the parent or guardian may retrieve the cell phone/electronic device from administration. A third violation will result in the student being assigned one day of ISS. Subsequent violations shall result in such disciplinary action as deemed prudent by the school administration.

#### V. Other

A. The New York Mills School District shall not assume any responsibility for theft, loss or damage of a cell phone/electronic device, or for any unauthorized calls or texts made on a cell phone/electronic device. Students shall be personally and solely responsible for the security of their cell phones/electronic device.

## **7006 STUDENT ATTENDANCE**

### I. Philosophy

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

### II. Policy

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

### III. Expectations for Good Attendance

A. 1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and



constant reminder of the importance of attendance in instruction, enabling the student to:

- Achieve academic excellence
- Develop responsible work and study habits, and
- Prepare for the world of work

2. Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction.

## B. Absences

### 1. Excused

Section 175.6 of the Commissioner's regulations define the following as "excused absences:" personal illness, serious illness or death in the family, impassable roads or weather, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner.

All instances of excused absence require a written parent/guardian excuse. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will resort in progressive discipline and/or Department of Social Services contact.

### 2 Unexcused

Most absences not mentioned above are interpreted under the law as "unexcused absences" including but not limited to vacation, shopping, baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence are:

1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence.
2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

## IV. Responsibility for Good Attendance.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

### A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent from school, parents/guardians must contact the school to report the absence and/or provide appropriate excuses when required (doctor's verification).
3. Parents/Guardians must provide a written explanation of the absence for their child to be turned into their homeroom/first period teacher upon the student's return to school.

4. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in their absence.

#### B. Student Responsibilities

1. Students must attend school daily and be on time.

2. Students must attend all classes and are expected to participate fully.

3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.

#### C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees for review by the Building Principal or Designee.

2. School office staff shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement.

3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of their students. (Phone calls to parents or guardians are encouraged).

#### D. Administrative Responsibilities

1. The District shall maintain a register of attendance for each pupil which includes the student's name, date of birth, home address, names of parents/guardians, telephone numbers to contact parents/guardians, date of enrollment, record of pupil's attendance on days of instruction, and the date of withdrawal or date dropped from enrollment.

2. The Principal or Designee is responsible for implementing the attendance policy.

3. The Principal or Designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

#### V. Activities to Support Good Attendance

A. The implementation of an effective and efficient student attendance system that is accurately recorded consistently maintained and fairly administered.

B. The provision of prompt service to pupils in need of help as soon as a need is suspected.

C. The establishment of cooperative relationships between parents and other members of the staff in the interest of the child.

D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems.

E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

## VI. Intervention

A. The objective of intervention strategies is to identify the cause(s) of absenteeism, to reduce absenteeism and to circumvent the need for action in the courts (PINS petitions).

B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor or attendance officer) shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement. For example, where the absence is due to prolonged illness, the District may arrange for immediate home or hospital instruction.

C. The Building Principal or designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:

- communication with the parent/guardian
- counseling and other support services
- mentoring
- progressive disciplinary action
- related community agencies services.

## VII. Incentives

The Commissioner has recommended that all Districts implement an incentive program to improve attendance. An incentive program may include, but not be limited to, prizes or privileges for perfect attendance.

## VIII. Disciplinary Sanctions

A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation on interscholastic sports or in extracurricular activities, attendance at school sponsored events), may be imposed.

B. Excessive or unreasonable absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence from school is authorized. A student may be suspended for poor attendance that is willful insubordination. Such removal shall be pursuant to Section 3214 of the Education Law.

## IX. Coding System for Absences

A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior/absenteeism and to develop specific intervention efforts as early as possible.

B. The district will utilize a coding system that differentiates student attendance.

## X. Notification

Written notification to parents concerning students' absences, tardiness or early departures, will take place at prescribed intervals and will include information that resource/support personnel are available.

## XI. Implementation and Review

A. The Superintendent and/or Building Principals shall review building level pupil attendance records and if such records show a decline in pupil attendance the Superintendent and/or Building Principals shall make any revisions deemed necessary to improve pupil attendance.

B. The Superintendent shall establish a means to provide a plain language summary of this policy to parents/ persons in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.

C. The Superintendent shall provide each teacher with a copy of this policy after approval/amendment and provide new teachers with a copy upon employment.

D. Copies of this policy shall be made available upon request to any member of the community.

### **5400 STUDENT TRANSPORTATION POLICY**

I. It shall be the policy of the New York Mills Union Free School District to provide transportation to students attending both public and authorized private and parochial schools consistent with those guidelines noted below.

A. Kindergarten through third grade students shall be provided with door-to-door transportation to and from their school of legal attendance. For purposes of this policy, “door-to-door” shall mean the point closest to the student’s starting point or destination that the Superintendent or his/her designee determines to be consistent with the safe and effective operation of a school bus and public safety.

B. Students in grades 4 through 6 shall be provided with transportation to and from their school of legal attendance.

C. Students in grades 7 through 12 living more than 1.0 mile from their school of legal attendance and within the boundaries of the New York Mills Union Free School District shall be provided transportation.

D. The routing of buses and the designation of pick-up locations will be reviewed annually by the Superintendent of Schools or his/her designee and shall be established in accordance with applicable law and regulation.

E. The Superintendent of Schools or his/her designee is hereby empowered to revise transportation routes and/or pick-up locations on a temporary basis, if in his/her judgment weather and/or road conditions warrant such revision.

F. The school shall be provided with a written notification of the address where students are to be picked up or dropped off if different than the legal residence.

II. The New York Mills Union Free School District provides transportation to nonpublic students within the same mileage limits established for resident students attending public schools.

# 5300 SUPPORT OPERATIONS 5300

## ACCEPTABLE USE POLICY

### I. Statement of Policy

A. The New York Mills Union Free School District recognizes that access to information technology in school gives students greater opportunities to learn, engage, communicate, and develop skills, and encourages the use of such technology to assist students and staff with achieving academic success, college and career readiness, and lifelong learning. To that end, the New York Mills Union Free School District provides access to information technologies for student and staff use.

B. At the New York Mills Union Free School District, information technology is used to increase communication, enhance student engagement, and assist students and staff in acquiring new skills. The devices, digital resources, and network infrastructure provided are also utilized to provide relevant school information to a global community.

### II. Purpose

In general, “acceptable use” means respecting the rights of other information technology users, the integrity of provided resources and equipment, and all pertinent license and contractual agreements. This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that users are expected to follow when using New York Mills Union Free School District information technology resources.

### III. Definitions

A. The term “device,” as used in this policy, refers to district owned/leased, staff owned, and student owned computing devices, including but not limited to computers, tablets, other Internet-enabled devices, cellular phones, or any similar electronic device that can access either the New York Mills Union Free School District network or an independent Internet connection.

B. The term “information technology resources,” as used in this policy, is defined as, but not limited to, wired and wireless computer networks, Internet and on-line communication services, email and other digital resources, other related hardware, software, servers, services and network infrastructure.

C. The term “users,” as used in this policy, is defined as New York Mills Union Free School District students, staff, or any other individuals who have been granted access to New York Mills Union Free School District information technology resources.

### IV. Scope of Technology Policies

A. Policies, guidelines and rules refer to all information technology resources and devices owned by, leased by, in the possession of, or being used by students or staff that are operated on the grounds of any district facility, or are connected to any other district information technology resource or device by any means.

B. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. When other New York Mills Union Free School District policies are more restrictive than this policy, the more restrictive policy takes precedence.

## **V. Explanation of Guidelines**

A. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with this policy and use good judgment in their use of the resources provided.

B. Users shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

C. Information technology resources and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use must not interfere with employee's job performance or student's instruction, must not violate any of the rules contained in this policy, and must not damage the school's information technology resources.

## **VI. No Expectation of Privacy**

Any and all computerized files or data created or stored on any District information technology resources or devices are the property of the New York Mills Union Free School District. At any time and without prior notice, the New York Mills Union Free School District reserves the right to monitor, inspect, copy, review, and store any and all usage of information technology resources and/or devices, as well as any information sent or received in connection with said usage. Users do not have any expectation of privacy regarding usage of servers or other services provided by the New York Mills Union Free School District. Any information disclosed or held on District information technology resources may also be accessed pursuant to FOIL.

## **VII. Guidelines**

### A. Netiquette

The New York Mills Union Free School District recognizes that use of information technology resources must be consistent with the purpose, goal, and mission of the district. It is imperative that staff, students, and guests conduct themselves in a responsible, decent, ethical, and polite manner while using information technology resources. Users should always use the Internet, network, and online sites and resources in a courteous and respectful manner. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

### B. Email

New York Mills Union Free School District may provide users with email accounts for the purpose of school-related communication. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and/or archived.

### C. Mobile Devices

The New York Mills Union Free School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off of the school network as when on the school network. Use of school-issued mobile devices may be monitored both on and off of the New York Mills Union Free School District network.

Users are expected to treat loaned or assigned devices with extreme care and caution.



Users should report any loss, damage, or malfunction to Information Technology Department staff immediately. Users or parents/guardians may be financially accountable for any damage resulting from negligence or misuse.

#### D. Personally Owned Devices

Students shall keep personally owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or under the supervision of a teacher or staff for educational purposes.

Personally-owned devices shall only be connected to specific wireless networks as determined by the Information Technology Department. Only hardware approved by the Information Technology Department is to be connected to all other wired and wireless networks. Direct physical connection to the district network or unauthorized connection to other wireless networks is expressly prohibited.

#### E. Security

Prudent use of the New York Mills Union Free School District's finite and shared information technology resources is expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code, program, or computer file designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system, or software.

Users are expected to take reasonable safeguards against the transmission of security threats over the New York Mills Union Free School District network. This includes not opening or distributing infected files or programs and not opening email attachments, files or programs of unknown or untrusted origin.

If users believe a computer or mobile device might be infected with a virus, spyware, or malware, they must alert the Information Technology Department. Users shall not attempt to address the issue themselves or attempt to download any programs to resolve the problem.

#### F. Downloads

Users should not download or attempt to download or run executable (e.g., .exe, .bat, or .app) programs over the school network or onto school resources without express permission from the Information Technology Department. All software must be approved and installed by the Information Technology Department.

#### G. Fair Sharing of Resources

The New York Mills Union Free School District expects to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of resources does not degrade performance for other users or result in excessive costs. The information technology resources are shared and are limited, requiring that resources be utilized with consideration for others who also use them. Use of any automated processes to gain technical advantage over others is expressly forbidden.

The New York Mills Union Free School District may set limits on an individual's use of a resource through quotas, time limits, and other mechanisms.

#### H. Personal Safety

Students should never share personal information, including phone number, address, social security number,



birthday, or financial information over the Internet without adult permission. Users should recognize that

communicating over the Internet brings associated risks, and should carefully safeguard the personal information of themselves and others.

## I. Instruction

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer “home pages” and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research related to the District curriculum. As much as possible, access to the District’s computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

## **VIII. Examples of Acceptable Use**

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that is expected offline.
- Treating school resources carefully, and alerting staff if there is any problem with their operation.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if threatening, inappropriate, or harmful content (images, messages, posts) are seen online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of yourself and others.
- Helping to protect the security of school resources.

*This is not intended to be an exhaustive list. Users should use their own good judgment when using New York Mills Union Free School information technology resources.*

## **IX. Examples of Unacceptable Use**

- Using school technologies in a way that could be personally or physically harmful.
- Posting personally-identifying information, about yourself or others.
- Using language online that would be unacceptable in the classroom.
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
- Using school technologies for illegal activities or to pursue information on such activities.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Intentional viewing, downloading or distribution of inappropriate, obscene, vulgar and/or indecent or offensive materials.
- Copying or “ripping” a CD you personally own, and storing the files on New York Mills Union Free School District information technology resources or devices.
- Storing personal photos, music, movies or unauthorized software on New York Mills Union Free School District information technology resources or devices.
- Intentionally wasting limited network or bandwidth resources.
- Using school technologies to send unauthorized and unsolicited email messages (“spam” or chain mail).

- Employing the network or information technology resources for commercial use, individual profit or gain,

business advertisement, or political lobbying purposes.

- Giving your username or password to any other user, or using the username or password of another user to access any information technology resource.
- Attempting to use another individual's account, or attempt to capture or guess other users' passwords.
- Trying to find ways to circumvent the school's safety measures and filtering tools.
- Attempting to hack or access sites, servers, or content that isn't intended for your use.
- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Using tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.), or possessing and/or distributing any software tools designed to facilitate any of these actions.

*This is not intended to be an exhaustive list. Users should use their own good judgment when using New York Mills Union Free School District information technology resources.*

## **X. Limitation of Liability**

A. The New York Mills Union Free School District makes no warranties of any kind, implied or expressed, that the services and functions provided through the New York Mills Union Free School District information technology resources will be error free or without defect. The New York Mills Union Free School District will not be responsible for damages that users may suffer, including but not limited to loss of data or interruption of service.

B. The New York Mills Union Free School District, along with any persons or organizations associated with the New York Mills Union Free School District Information Technology Department, will not be liable for the actions of anyone connecting to the Internet through the New York Mills Union Free School District network. The New York Mills Union Free School District assumes no responsibility for any information or materials transferred or accessed from the Internet. The New York Mills Union Free School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the network. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the network.

C. New York Mills Union Free School District users are ultimately responsible for all activity under their individually assigned user accounts, including but not limited to liability or damages caused by users who misuse equipment and/or networks. Authorized New York Mills Union Free School District users may not enable unauthorized users to access the network by facilitating the use of an information technology resource, or the use of a personal computer or device that is connected to the New York Mills Union Free School District network.

D. While New York Mills Union Free School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

E. New York Mills Union Free School District will not be responsible for damage or harm to persons, files, data, or hardware.

F. Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their child's inappropriate or illegal activities on the New York Mills Union Free School District network. Parents and guardians agree to reimburse New York Mills Union Free School District for any expenses or damages incurred in the use of district owned information technology resources or devices.

## **XI. Violation of this Acceptable Use Policy**

A. Student violations of this policy may have disciplinary repercussions pursuant to the Code of Conduct including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

B. Students who use information technology resources inappropriately may lose their access privileges and may face additional disciplinary and/or legal action.

C. Staff members who engage in unacceptable use may lose access to New York Mills Union Free School District information technology resources and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys District data or property stored on the New York Mills Union Free School District information technology resources.

## **XII. User Access and Authorization**

A. Access to information technology resources and the Internet provided by the New York Mills Union Free School District is a privilege, not a right, and that access entails responsibility. Students, parents, and staff shall be required to read the New York Mills Union Free School District Acceptable Use Policy and sign and return the appropriate agreement form prior to being provided access to District information technology resources. All such agreements shall be kept on file in the District office.

B. The New York Mills Union Free School District authorizes the Superintendent to develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purpose and mission of the New York Mills Union Free School District as well as with applicable laws and policy.

C. Students who leave or graduate from New York Mills Union Free School District and staff who leave the employ of the district may not maintain user accounts for New York Mills Union Free School District information technology resources nor have access to District equipment.

# SUPPORT OPERATIONS 5301

## INTERNET SAFETY POLICY

I. In compliance with The Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access to both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

II. The Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the school including the selection of appropriate teaching/instructional materials and activities to enhance the school's programs; and to help ensure the safety of personnel and students while online.

A. No filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

B. In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to, the following guidelines:

1. Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email and chat rooms may be blocked as deemed necessary to ensure the safety of such students;

2. Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;

3. The dissemination of the District's Acceptable Use Policy and accompanying Regulations to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet. Parental and/or student consent, as may be applicable, shall be required prior to authorization for student use of District computers. In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and

4. Appropriate supervision and notification to minors regarding the prohibition of unauthorized disclosure, use and dissemination of personal information regarding such students.

C. The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

D. The Superintendent may disable or alter filtering to allow access to blocked or filtered sites for bona fide edu-

cational research or other lawful purpose. The power to disable can only be exercised by the Superintendent or designated school official(s).

III. The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

IV. The District has provided reasonable public notice and has held at least one public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering Safety Policy, as well as any other District policies relating to the use of technology.