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Poland Central School

2022-2023

Student/Parent Handbook

DISTRICT MISSION:

By establishing a broad, challenging program and a variety of opportunities, Poland Central School will develop prepared, productive and proud citizens.

DISTRICT BELIEFS:

1. All children can learn.
2. It takes the whole community to educate the child.
3. Poland Central School must be responsive to the changing needs of the individual, the group, and society.
4. Poland Central School will provide opportunities for students to gain the knowledge and values necessary to be productive members of society.
5. A variety of methods to measure learning.
6. All of us can make a difference in this school.

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2022-2023 POLAND CENTRAL SCHOOL STAFF

ADMINISTRATION

MRS. LAURA DUTTON	Superintendent
MR. GREGORY CUTHBERTSON	Pre-K - 12 Principal
MR. JOHN SEIFTS	Assistant Principal
MR. CHAD HESS	Business Official/Director of Buildings and Grounds
MRS. JESSICA HARTMAN	Director of Special Education
MR. GREG HAVER	Athletic Director

TEACHERS AND SUPPORT STAFF			
MR. BRYON ACKERMAN	School Communications	MRS. CHRISTINA KRESS	1st Grade
MR. JOEL ALLEN	Social Studies	MR. SCOTT KURDZIOLEK	Math
MR. JOHN ALLEN	5th Grade	MR. ROBERT LAMPHERE	Custodian
MS. LINDSAY ASHTON	PT	MRS. BETH LEPPER	4th Grade
MR. THOMAS BASEL	Social Studies	MRS. PATRICIA LINNEEN	1st Grade
MRS. SARAH BOURGEOIS	AIS Support	MR. TODD MANLEY	5th Grade
MR. DEREK BOWEN	Science	MR. GLENN MANNING	Driving Ed. Instructor
MRS. BARBARA BRINCK	3rd Grade	MRS. ERIN MEEKER	Math
MR. JOE BROWN	Technology/CTE	MRS. JESSICA MEYER	Science
MR. PAUL BROWN	Band/Music Teacher	MRS. CAROLYN MILLER	Registrar/Data
MS. BRANDI CAVALLARO	Special Education	MR. DAVE MOYNIHAN	Maintenance
MS. JESSIE CLOUGH	Library Media Specialist	MRS. KAREN OCZKOWSKI	Social Studies
MRS. ROBYN CRAIG	3rd Grade	MRS. SUSAN POPE	Clerical
MRS. ERICA DANIELS	English	MR. JASON POTEMPA	Physical Education
MS. MARIA DeIORIO	3rd Grade	MS. ROXANNE PRZELSKI	Health
MRS. WENDY DIVINE	School Nurse	MRS. LAURA RABBIA	Special Education
MRS. HEATHER DUPONT	School Resource Officer	MRS. CARRIE ROARK	Kindergarten
MRS. MARY ELLEN DURR	Special Education	MRS. DANIELLE ROARK	Clerical
MRS. EMILY DUSART	Art	MRS. DONNA ROBACK	OT
MS. JULIE DUTCHER	Kindergarten	MRS. AMIE ROBINSON	Aide
MRS. ALISON FAGGIANO	Art	MRS. KRISSY ROMMEL	Pre-K - 12 Secretary
MR. KEVIN FORD	Science	MRS. LAURIE SCHMID	Pre-K
MRS. KACIE FOSTER	Aide	MS. KIMBERLEE SCHNEIDER	Social Worker
MR. MICHAEL GAGNON	English	MRS. LORI SEYMOUR	4th Grade
MRS. MICHELLE GARRETT	2nd Grade	MRS. NANCY SHANAHAN	Teacher Aide
MRS. HILARY GIBBONS	Spanish	MRS. KIM SHELHAMER	6th Grade
MRS. CHERYL GORINSHEK	3rd Grade	MR. BARRY SMITH	Science
MRS. TRACY GRAULICH	4th Grade	MRS. MELISSA SMITHSON	Speech & Language Therapist
MS. CHARLENE GROSS	District Treasurer	MRS. TANYA STEVES	Cafeteria Manager
MRS. BRITTANY HARVEY	MORIC SUPPORT	MR. ERIC TAYLOR	Transportation Supervisor
MRS. KATHLEEN HESS	1st Grade	MRS. TRACY THEILMANN	English
MS. WHITNEY HINES	Custodian	MRS. CINDEE TRAVIS	Teacher Aide
MS. RACHEL HITT	2nd Grade	MRS. LINDA TULLAR	Math
MR. JONATHAN HODGE	Physical Education	MR. OLEG VERENICH	ETL
MS. TRACY IRWIN	Teacher Assistant	MR. MARK WATERS	Special Education
MRS. HEATHER JUDD	2nd Grade	MRS. JANICE WATROUS	Guidance Counselor
MRS. JAN KOCHAN	Elementary Counselor	MRS. JUDY WEAKLEY	American Sign Language
MS. MARGARET KRAEGER	Choral/Music Teacher	MRS. DONNA WELLINGTON	District Office Secretary
		MS. STEPHANIE WOLKOWICZ	Physical Education
		MRS. THERESA ZUCHOWSKI	6th Grade

Poland Central School District

2022-2023 Marking Periods

1st Quarter September 6th-November 4th
2nd Quarter November 7th-January 27th
3rd Quarter January 30th-April 14th
4th Quarter April 17th- June 22nd

Progress Report and Report Card Processing Timeline:

Quarter	Start/End	Grades Due	Distributed	Mid-Point of Quarter	Progress Reports Due	Distributed
1 st	9/6/2022 - 11/4/2022	11/7/2022	11/8-11/9/22	10/7/2022	10/11/2022	10/12/2022
2 nd	11/7/2022 - 1/27/2023	1/30/2023	1/31/22-2/1/23	12/16/2022	12/19/2022	12/20/2022
3 rd	1/30/2023 - 4/14/2023	4/17/2023	4/18-4/19/23	3/3/2023	03/6/2023	03/7/2023
4 th	4/17/2023 - 6/22/2023	*6/19/2023	6/27/2023	05/19/2023	05/22/2023	05/23/2023

***K-12 Grades due by 6/19/23 by 11:59pm unless you have a Regents Exam outstanding**

2022-2023 Marking Period and Progress Report Days

Marking Period 1 –Days 43	Progress Report Period 1 –Days 24
Marking Period 2 –Days 48	Progress Report Period 2 –Days 26
Marking Period 3 –Days 44	Progress Report Period 3 –Days 20
Marking Period 4 –Days 47	Progress Report Period 4 –Days 25

Bell Schedule 2022-23

6th - 12th Grade Middle School

Effective 9/2022

Period 1	7:50 - 8:30	
Period 2	8:33 - 9:13	
Period 3	9:16 - 9:56	
Period 4	9:59 - 10:39	
Period 5	10:42 - 11:22	
Period 6	11:24 - 12:04	(MS Lunch 11:23-11:53)
Period 7	11:55 - 12:35	(HS Lunch 12:05-12:35)
Period 8	12:38 - 1:18	
Period 9	1:21 - 2:01	
Period 10	2:04 - 2:40	

Announcements will be in the Morning @ 7:50am

3 minute pass times

30 minute lunch times

The School Day starts for all students PK-12 with the first bell at 7:47am

Poland Central School District
Middle School/High School
2022-2023 Early Release Schedule

Middle School/High School

Period 1	7:50-8:16	
Period 2	8:19-8:45	
Period 3	8:48-9:14	
Period 4	9:17-9:43	
Period 5	9:46-10:12	
Period 8	10:15-10:41	
Period 9	10:44-11:10	
Period 6	11:13-11:39	MS Lunch
Period 7	11:42-12:08	HS Lunch

Dismissal at 12:10pm

Poland Central School District

Middle School/High School

2022-2023 Two Hour Delay Schedule – 9:50 Start

Staff and students report 9:47
9:50 Announcements

Middle School/High School

Period 1	9:50-10:19 (3 minutes for Announcements)	
Period 2	10:22 -10:48	
Period 3	10:51 -11:17	
Period 4	11:20 -11:46	
Period 6	11:49 -12:15	MS Lunch
Period 7	12:18 – 12:44	HS Lunch
Period 5	12:47 - 1:13	
Period 8	1:16 – 1:42	
Period 9	1:45 – 2:11	
Period 10	2:14 - 2:40	

*26 minute periods

*3 minute pass time

CODE of CONDUCT

The district's [CODE OF CONDUCT](#) from BOE Policy 1005 is the governing policy for students, staff and visitors to the school. This policy can be viewed [HERE](#) as well as the district's website.

ACADEMIC INTEGRITY

At Poland Central School a code of academic integrity is applied to all undertakings.

Cheating and Plagiarism

Cheating or Plagiarizing (to steal and pass off as one's own work, words or ideas) in any area - from copying another student's homework to copying another student's answers on an exam, or allowing another student to copy work - is unacceptable behavior. Students will receive a zero for their exam, work or project and be referred for disciplinary actions. The student who cheats will not derive the full benefit of the learning experience.

PRINCIPAL'S LIST

A Principal's list is issued at the end of each marking period. Students will qualify as follows:

1. **High Honor:** Overall average for all graded subjects: 95 or above.
2. **Honor:** Overall average for all graded subjects: 90-94.9.
3. **Merit:** Overall average for all graded subjects: 85-89.9.

Students who have made the High Honor and Honor Rolls may have their pictures taken for the display board.

STUDENT ELIGIBILITY SYSTEM

For eligibility requirements for student-athletes and extra-curricular activities and clubs please refer to the *PCS Athletic and Extra-Curricular Contract*. The Athletic Director and/or coach or Adviser will distribute the *Athletic and Extra-Curricular Contract* at the beginning of each sports season or year. It can also be viewed on the PCS website.

ATTENDANCE INFORMATION

A. Philosophy and Expectations of Students

According to New York State Education Law, minors from the age of six to sixteen years of age must regularly attend school for full-time instruction. Children who turn 16 years of age during the school year must remain in school until the end of that school year.

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. Students are expected to attend scheduled classes. They are also expected to arrive to class on time. For purposes of this policy, Absences, Tardiness, and Early Dismissal/Departures will be referred to as ATEDs.

B. Excused and Unexcused Absences

1. All ATEDs must be accounted for. Excused ATEDs or Legal absences are a result from personal illness, illness or death in the family, medical/dental appointment, court appearance, religious observance, quarantine, supervised educational project, approved cooperative work program, impassable roads or adverse weather conditions, or military obligations.
2. Whenever a student is absent, parents/guardians are requested to call the school at 826-0244. Main Office personnel will call the home of any child who is absent. Students who are absent for any reason are required, in a timely fashion, to make up work missed in each class. It is the student's responsibility to initiate communication with teachers to obtain all make-up work immediately upon return to school. Please call the school before 9:00 a.m. to request work on the day of an absence.
3. On the day following an absence, but no later than 36 hours upon the student's return to school the student must submit a written explanation, signed by the parent or guardian, which states the reason for the absences to the Main Office. State law requires that every student furnish a written explanation for each absence. If a written excuse is not submitted within three days of the student's return to school, the absence will be considered illegal or "unexcused". Excuses that do not indicate a reason will also be considered illegal until a written explanation is provided by a parent/guardian. Parents and guardians are encouraged to use the district [ABSENCE FORM HERE](#) or can be found on the district website.
4. In the case of a planned absence, such as a family vacation which does not coincide with a school vacation, it is the student's responsibility to contact his/her teachers regarding missed instruction and assignments. To help achieve this goal, students should pick up a "Planned Absence" form in the Main Office and take it to each of their teachers.

C. **Arrival and Dismissal**

1. Students who walk to school or who are being delivered to school in the morning should use the double doors at the front of the building. **Students should not arrive at school before 7:30 AM. Doors will be locked until 7:30 A.M.** Students who arrive at school after 7:40 AM are to report directly to their designated site (Cafeteria, Trzepacz Gym, Elementary Gym) and stay there until the 7:47 AM bell rings.
2. Bus students will exit their buses upon the direction of their driver. Elementary students at the Elementary Entrance, Middle School and High School Students at the front of the building by the District Office All doors will be locked from the outside by 7:50 AM each day.
3. At dismissal at 2:35-2:40 PM, students who walk home or who are being picked up from school should go to their lockers, get their belongings, and leave the building through the designated doors by the District Office, the elementary wing or be picked up by the Main Office loop. Bus students should go to their lockers, pick up their belongings and report to their buses at the bus loading area. Students who are staying for sports practices or for any other approved after-school activity should go to their lockers, pick up their belongings and report directly to the after-school study hall or activity.

F. **Early Dismissal**

Students can be excused before our regular dismissal time in the PM only under the following circumstances:

1. They are participating in the Senior Work-Study program, the Regional Program for Excellence, or bridging to a local college. Permission to participate in these programs must be initiated through the Guidance Office and have approval of the Principal.
2. If they are a Senior in “good standing” and have been granted Early Dismissal privileges from the Principal. An early dismissal form must be completed by the student and parent/guardian.
3. They have special permission for specific reasons such as medical or dental appointments, driver tests, court appointments, etc. These requests should be in writing from the student's parent/guardian.
4. Parents/guardians of elementary and middle school students (PK-8) must report to the Main Office to pick up their child. A secretary will call the classroom to have the teacher release the child. Parents/guardians should wait in the office for their child and sign the child out before leaving the building.

Students who return to school from their appointments must sign back in at the Main Office.

BUSING

A. Conduct

Proper conduct on school buses is essential for the welfare and safety of all students and staff. Pupils who are reported for bus misconduct will be disciplined and face the loss of their transportation privileges. Students must return home on their assigned bus unless given permission from the MS/HS office. Students should follow all of the rules for riding the bus, please refer to [district policy 5400.1](#). The bus driver has complete authority on his/her vehicle.

Rules of behavior governed by the Code of Conduct and "Student Conduct and Discipline" section of the Student/Parent Handbook are enforced while students are on the bus.

B. Bus Evacuation Drills

Emergency drills for school buses are held three times yearly as required by Section 156.13 of the Regulations of the New York State Commissioner of Education.

C. Late Bus Transportation

Our school provides late bus transportation for students who are staying after-school for sports practices, club meetings, detention, extra help with teachers and other approved activities. Students must sign up for late bus transportation in the office each day by 2:00 PM. Students will place their name, bus route number, and activity on the sign-up sheets. The buses leave school promptly at 4:15 PM on Monday and 5:00 PM Tuesday through Thursday. Students who use late bus transportation but fail to sign up and students who sign up and fail to ride the bus are reported to the Principal and appropriate disciplinary action will be taken.

D. Bus Changes and Request for Alternative drop off sites

The district allows parents to request transportation to alternate drop-off locations or to request alternate pick up sites (such as requesting a child be picked up by the bus at a daycare provider) with advance notice. Advance notice must be made through a written request for all students PK-12.

- Alternate drop-off and pick-up locations for students must be made under the following time constraints: Notes for students enrolled in Morning Pre-Kindergarten, must be received by 9:45 am;
- Afternoon Pre-Kindergarten, must be received by 1:30 pm;
- K-12 grade levels, must be received by 1:30pm;
- K-12 grade levels, when the district has a planned early dismissal, by 11:00 am.

DRIVING TO SCHOOL

1. Students must register and have a valid Parking Permit with their vehicle.
 - a. Cars, Trucks or Vans only. No snowmobiles, dirt bikes, four-wheelers or other all-terrain vehicles will be registered.
2. Students must park in the designated area of the parking lot.
3. Students will follow the "Personal Vehicle Regulations" as described in the parking permit registration.
4. If a student is found to be driving unsafe on school grounds the Principal reserves the right to revoke the student's parking permit at any time.
5. If a student needs to go to their vehicle during the school day they should report to the office and the student will be escorted to their vehicle.

FOOD SERVICE PROGRAM

Breakfast

Breakfast will be provided for those students that are interested in eating at school starting at 7:30 AM. Please note that the FREE Lunch and Breakfast program is no longer available. Families that request Free or Reduced lunch should fill out the appropriate form to see if they qualify.

Lunch Period Guidelines

Students are not permitted to leave the school grounds during the lunch period unless they are students who live in the village of Poland and have filled out the paperwork outlined in district policy from a parent or guardian and the Principal. They must sign out in the Attendance Office when they leave and sign in again once they return. Students are expected to be on time for the class immediately-following their lunch period. Student drivers are not allowed to leave school grounds during the lunch period without getting approved permission from the Principal.

Students are to remain in designated areas during recess and lunch-time. Students who need to leave the cafeteria to meet with a teacher should obtain a pre-signed pass and obtain verbal approval from a supervising adult before leaving the cafeteria or gym. No student will be allowed to go to their locker during lunch.

Food cannot be purchased during the last five (5) minutes of the lunch period. Food is to be eaten in the cafeteria and not to be taken out of the cafeteria during the lunch period with the exception of approved lunch meetings.

HEALTH OFFICE

The school nurse can give first aid to a child who is injured or becomes ill at school. The nurse is not allowed to give first aid to a child who has been injured at home. Medication can only be given in school under certain circumstances. When it is necessary for a student to receive medication during school hours, it is required that the school have a written request from the parent/guardian AND the physician. Forms may be picked up in the Health Office. The medication must be in the original labeled container and stored in the Health Office. This applies to over-the-counter as well as prescription medication.

If it is necessary for a student to be absent from Physical Education class for a day, a written excuse from a parent or guardian is required. For serious illnesses or injuries that would involve more than a day's absence from Physical Education class, an alternative physical education plan from the doctor is required. All Physical Education excuses must be brought to the Health Office.

TEXTBOOKS

All basic texts and library books are loaned to students for their use during the school year. Textbooks and library books should be treated with care. Book covers for textbooks are available in the Middle/High School Office. Students and their families will be required to pay for lost or damaged books.

BOOK BAGS OR BACKPACKS

All bookbags, backpacks and handbags will need to be stored in student lockers during the instructional day. We will not allow students to carry bookbags, backpacks or handbags from class to class during the instructional day.

LOCKERS

Every student in grades 6-12 will be issued a locker. Students should not leave valuables in their lockers. If valuables must be carried to school, check them in the Main Office where they can be secured.

Lockers are for the storage of book bags and scholastic materials such as books, notebooks, personal clothing, etc. Thus, backpacks and bookbags should not be left in the hallway. It is expected that students will not give their locker combinations to other students.

Students have access to their lockers at 7:47 AM, during class change, and at the end of the day. If it is necessary for students to go to their lockers during a class or study hall, they must have a pass from the teacher.

Students who misuse their lockers or who go into other lockers shall be subject to disciplinary action according to the "Student Conduct and Discipline" section of the Student/Parent Handbook.

Students who have mechanical trouble with their lockers (the door does not open, the combination does not work, etc.) should report the problem to the Main Office. A "Locker Repair" slip with the proper information will need to be completed and turned into the Main Office. The custodians will repair the locker or the student will receive a new combination or locker.

It is the policy of the school district to avoid restricting the privacy of students' assigned lockers or desks. However, it should be noted that lockers and desks, as provided by the school district, are purchased, furnished, maintained by the school district, remain the property of the school district, and can be searched by school officials. The school district is not responsible for books, clothing, or valuables left in lockers or in desks. Students shall not place, keep or maintain any article or material in a school owned locker or desk that shall cause or tend to cause the disruption of the legitimate functions of the school. If a potentially harmful object must be brought to school for a school approved project, it must be placed in the Main Office until class starts.

The following rules shall apply to the search of school property assigned to a specific student and the seizure of any items found in their locker:

- a. School authorities will search student lockers and/or desks only when the Principal determines there is reasonable cause to believe that a student is in possession of an item which is prohibited on school property, or which is used to disrupt or interfere with the educational process.
- b. When reasonable cause exists, general or individual locker searches may be conducted under the authorization of the Principal or his designee.
- c. Items which are prohibited on school property, or which are used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities. Depending on the nature of the item, the student may face disciplinary action.

PUBLIC FUNCTIONS

Student participants or spectators of home and away extracurricular activities are representatives of Poland Central School. Good sportsmanship should always be displayed to opposing players, coaches, and fans. The policies outlined in the "Student Conduct and Discipline" section of the Student/Parent Handbook apply at all extracurricular activities.

SCHOOL SPONSORED ACTIVITIES

Throughout the school year, many events are sponsored by the various clubs and organizations in the school. These include such activities as musical productions, dances, activity nights, etc. Club and organization advisors have been provided with a list of procedures that govern these activities. Rules of behavior governed by the "Student Conduct and Discipline" section of the Student/Parent Handbook are enforced at these occasions. Specific guidelines for school dances are listed below.

1. Dance hours are 7:00 to 10:00 PM for grades 9-12; prom and other special occasions may be scheduled with extended hours upon approval in advance by the administration. Middle school dances for grades 6-8 will be from 6:00-8:00 PM.
2. Dances will be chaperoned by at least the advisor, two faculty members and two parents. We try to make sure that dances have male and female chaperones.
3. Doors to the dance will be closed and locked one hour after the start time and students will no longer be allowed to enter.
4. When students arrive at the dance and pay their admission, they must sign in. Students must remain at the dance for the duration unless there has been prior written notification from a parent or guardian. Students who leave a dance will not be allowed to reenter.
5. Knapsacks, duffel bags, and similar items should not be brought to the dance. If duffel bags are brought to the dance, they will be inspected and placed in a separate room and can be picked up at the end of the dance.
6. The advisor and the Principal will decide whether or not guests will be allowed to attend each dance. 6-12 students may request permission to bring one guest. The guest must be of school age and must be enrolled in a school. Guest passes for students are available in the Main Office. They must be completed no later than the last school day prior to the dance.
7. Students who are on **Social Restriction** can not attend School Sponsored Activities unless authorized by the Principal for special circumstances.

TECHNOLOGY ACCEPTABLE USE POLICY

A. Acceptable Use Policy Agreement

Students and their parents/guardians must agree to and sign this Acceptable Use Policy contract to use the Poland Central School computer network. This Agreement must be renewed on an annual basis. Parents/guardians can withdraw their approval at any time.

B. Educational Purpose

The Poland Central School computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. Therefore students are expected to follow the rules set forth in this acceptable use policy and the law in their use of the Poland Central School computer network.

C. Student Internet Access

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. Secondary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parents/ guardians.
2. Students may not access personal email located on another email server (i.e. Yahoo mail, Hotmail, etc.) while in school. Students may access personal email located on another server under special circumstances, at the request of a teacher and with the approval of their parents/guardians.

D. Unacceptable Uses

Unacceptable uses include activities that may put students in personal danger, illegal activities (ex. identity theft, purchase of illegal goods etc...), system security threats, inappropriate language, harassment or discriminatory attacks of others (cyber bullying), disrespect of privacy of others, disrespecting resource limits, plagiarism and copyright infringement, and inappropriate access to material.

School Penalties for any infraction of the Acceptable Use Policy

1. First Offense - one week revocation of all student access to computers in school.
2. Second Offense - one month revocation of all computer use in school.
3. Third Offense - revocation of all computer use in school for the remainder of the current school year.

For the complete Poland CSD Technology Acceptable Use Policy refer to district policy 5302-R.

STUDENT CONDUCT AND DISCIPLINE

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

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of prior disciplinary.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

A. Disciplinary Actions

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 at each 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 menu of disciplinary choices. Because each child and each behavior is different, school officials will tailor the discipline for each infraction to best encourage the child to make better choices in the future. Students who are found to have violated the district's Code of Conduct and/or the Student/Parent Handbook will be subject to the following penalties, either alone or in combination.

Level I

The following behaviors constitute minor infractions of school rules which cause little harm and minimal disruption. **Examples of Infractions**

1. Failure to follow instructions
2. Classroom disturbance
3. Neglect of safety rules
4. Violations of library rules or privileges
5. Littering
6. Disturbance outside class
7. Violation of study hall privilege
8. Abuse of hall or locker
9. Illegal tardiness
10. Inappropriate, obscene, or profane language
11. Failure to bring in a note for absence
12. Taunting and/or teasing of others
13. Public displays of affection
14. Loitering
15. Illegal absence (truancy)

Optional Disciplinary Responses

- A. Oral warning/reprimand
- B. Seat change
- C. Behavioral contract
- D. Restriction and/or loss of athletic, social and/or extracurricular privileges
- E. Special written assignments
- F. Recommend and refer for counseling
- G. Parental contact and/or conference
- H. Clean-up and/or payment of damages
- I. Detention
- J. Written warning/reprimand
- K. Referral to in-school or out of school agency
- L. Removal from bus transportation
- M. Any combination of the above

Level II

Behaviors 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.

Examples of Infractions

- 1. Unmodified Level I infraction
- 2. Harassment of other students
- 3. Petty theft
- 4. Gambling
- 5. Possession or distribution of pornographic materials
- 6. Bullying
- 7. Defiance and insubordination
- 8. Forgery
- 9. Cutting scheduled classes or detention
- 10. Graffiti
- 11. Truancy
- 12. Fighting
- 13. Threatening others
- 14. Lying
- 15. Cheating/Plagiarism

Optional Disciplinary Responses

- A. Appropriate Level I options
- B. Recommend or refer for sustained counseling
- C. Parental conference
- D. Teacher removal of a student from classroom
- E. In-school suspension
- F. Out-of-school suspension
- G. Referral to Law Enforcement and Judicial Authorities
- H. Zero for assignment where cheating and/or plagiarism was involved
- I. Loss of parking privileges
- J. Any combination of the above

Level III

Classified at this level are behaviors which may cause lasting harm to the student or which may threaten the health, safety, or emotional well being of others in the school.

Examples of Infractions

1. Unmodified Level II infractions
2. Repeated truancy
3. Use or possession of alcohol or 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, harassment or threatening a teacher or support staff.
8. Fighting that causes physical harm to another.
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. Violation of Acceptable Use Policy (please refer to "Acceptable Use Policy for Technology," pg 23-27)
15. Bigotry
16. Forgery

Optional Disciplinary Responses

- A. Appropriate Level I & II options
- B. Full withdrawal from participation in school activities
- C. Restitution for damages
- D. Referral to outside agency
- E. In-school suspension
- F. Out-of-school suspension
- G. Referral to superintendent for possible hearing
- H. Referral to Law Enforcement and Judicial Authorities
- I. Revocation of computer/technology use
- J. Any combination of above

Level IV

Except for unmodified Level III behavior, the acts listed at this level are clearly criminal.

Examples of Infraction

1. Unmodified Level III misbehavior
2. Possession and/or sale of stolen property
3. Extortion from other students
4. Indecent exposure
5. Tampering with a fire alarm
6. Pulling a false fire alarm
7. Arson
8. Major vandalism
9. Grand theft
10. Possession and/or use of explosives
11. Sexual Harassment (please refer to "Sexual Harassment," pg 38)
12. Providing, selling, and use of illegal chemical substances 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)

Optional Disciplinary Responses

- A. Appropriate Level I, II, & III options
- B. Full restitution for damages
- C. In-school suspension
- D. Out-of-school suspension
- E. Alternative school
- F. Superintendent's hearing
- G. Referral to Law Enforcement and Judicial Authorities
- H. Referral to appropriate out-of school agencies
- I. Any combination of the above

OTHER INFRACTIONS

Any violation of socially acceptable conduct not specifically mentioned within this section will be dealt with in a manner deemed appropriate by the Principal.

For the policy regarding cell phone and other wireless devices, please refer to "Wireless Communication Devices" on page 42-43.

B. Explanation of Disciplinary Measures

This section, not all-inclusive, is not in the order of severity of the discipline measure.

Discipline Team

1. The Discipline Team, composed of teachers, counselors, and the Principal, will be convened as necessary.
2. The members will a.) review students who are directly referred to the team as a consequence for violating a school rule; b.) devise an action plan for these students; examine specific discipline issues as they arise and make recommendations for change.
3. Members will bring relevant information concerning individual students or specific discipline issues to the meetings.

After School Detention

Teachers may choose to give a student an after school detention to be held in their classrooms. Otherwise, students may be assigned to After-School Detention by the Principal or Dean of Students for various infractions as outlined in the "Student Conduct and Discipline" section of the Student/Parent Handbook. The following rules will apply:

1. On the day they are assigned, students will need to report to the appropriate office at the dismissal bell. Parents or guardians will be responsible for transportation home for a student assigned an after school detention.
2. Students cannot leave school grounds before reporting to After-School Detention and must report to the After-School Detention Room prepared with assignments.
3. Students may not socialize with each other and may direct questions only to the detention supervisor. Head-sets may not be worn and played. Card-playing, food or drinks are not permitted at any time.
4. Students will remain in the Detention Room at all times. The supervisor will determine what should be done about the student's requests to go to the locker, etc.
5. Failure to cooperate during detention will result in a referral to the Principal or Dean of Students for additional disciplinary actions: lunch detentions, additional after-school detention time, or In-School Suspension.
6. A student's parent may request a delay of the detention with a written excuse. This request will be reviewed by the Principal or Dean of Students prior to the assigned night.
7. If a student does not report for after-school detention on the day assigned, the parent will be notified, and the student will be referred to the Principal or Assistant Principal for additional disciplinary actions.

Lunch Detention

Students can be assigned to Lunch Detention by the Principal or Assistant Principal . The following rules will apply:

1. Students assigned to Lunch Detention are to report to the designated room immediately at the start of the lunch period.

In-School Suspension

1. Students may be assigned to In-School Suspension by the Principal or Dean of Students and will report to the Main Office in the morning and will be placed in the In-School Suspension Room as soon as possible.
2. Students will bring books and materials with them and are to work on class assignments as provided by their teachers. No socializing with other students will be allowed.
3. Classroom teachers will be contacted to coordinate assignments and materials for the students. When necessary, audio visual materials can be provided for the students to view on topics pertinent to their assignment to In-School Suspension. Students can have access to a computer in the In-School Suspension Room if needed to complete assignments.
4. Students who are assigned to In-School Suspension for a full day will be allowed to go to the cafeteria to buy and bring back their lunch at the direction of the In-School Suspension Supervisor.
5. Behavior problems which occur during In-School Suspension will be reported to the Principal or Dean of Students and appropriate disciplinary action will be assigned.

Out-of-School Suspension

1. Out of School Suspension is a serious offense. Students can be suspended out of school by the Principal or by the Superintendent of Schools for infractions of rules as outlined in the "Student Conduct and Discipline" section of the Student/Parent Handbook.
2. The Principal will explain to the student and/or parents the reasons and length of time for the suspension. A conference will be scheduled with the student and parents before the student re enters school after the suspension.
3. While serving an Out-Of-School Suspension, students must remain at home under the supervision of parents or attend the district's approved tutorial placement. The school will make every effort to send the student's assignments home or to the tutorial center during the suspension period. A suspended student cannot be anywhere on school grounds and cannot attend school-sponsored activities and events. If the school gets reports that a student has been seen away from his home, the parents will be contacted and the appropriate county agencies will be notified.
4. Continued suspensions from school can result in a referral to the Discipline Committee, the Herkimer County Family Support/PINS Diversion Unit, and/or the Superintendent of Schools for further disciplinary action.

Parent Conferences

As outlined in the "Student Conduct and Discipline" section of the Student/Parent Handbook, unacceptable behavior may result in a Parent Conference. In the event that such a conference is deemed necessary, the following will apply:

1. The Principal or Dean of Students will contact the parents/guardians to make necessary arrangements for a conference.
It is expected that parents will attend this conference. Parents/guardians are expected to attend scheduled Parent Conferences.
When deemed appropriate, the conference may include the following people: Principal, Dean of Students, guidance counselor, teachers, the student, the parent, and/or any other appropriate professionals.
2. The purpose of the conference will be to review the incident, to outline disciplinary actions and expectations for behavior which the student will follow, and to explain what disciplinary measures will be taken if problems continue.

Social Restriction

Students can be placed on social restriction for a specific length of time as a result of disciplinary action **or sustained poor academic performance.**

During the restriction period, students cannot attend nor participate in athletic contests and school-sponsored activities (i.e. dances, clubs and class meetings, prom, etc.). Students who attend such events while on restriction will have their time on Social Restriction extended by the Principal or Dean of Students and be subjected to further disciplinary action.

Superintendent's Hearing

1. A Superintendent's Hearing can be held when a student's cumulative disciplinary record has been extremely unsatisfactory, when a student has been involved in a very serious incident, when necessary under the Student Conduct and Discipline section of the Student/Parent Handbook, or when all other options have been exhausted.
2. The student's parent/guardian will be given verbal notice that a hearing will be held. This notice and a written notice will advise the parent/guardian of the activities or incident(s) which have resulted in the holding of a hearing.

3. The parent/guardian must accompany the student to the hearing. The student has the right to be represented by an attorney, to testify on his/her own behalf, to present witnesses and other evidence on his/her behalf, and to cross-examine witnesses. Persons having direct knowledge of the facts can be called to testify.
4. Following the hearing, the Superintendent of Schools will review the report of the hearing and will render a decision. If the decision dictates a suspension from school for more than five (5) school days, the district may provide home tutoring for the student.

ALMA MATER

We thy children Poland High School,
one in Loyalty

Ever shall be bound together
by our love for thee

May our ideals, light the mountains
rising toward the blue

Like our Kuyahoorra Valley,
be as brave and true.