

Chester Hambletonians

STUDENT HANDBOOK

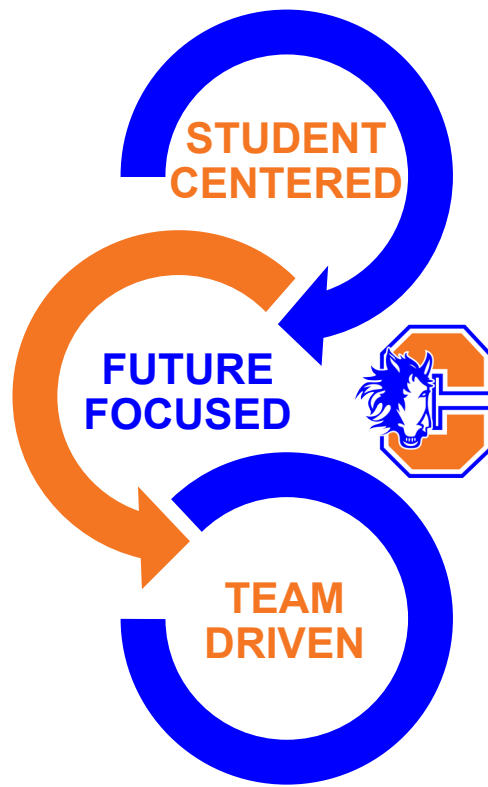


Chester Elementary School

Chester Academy

2023

2024



The Chester School District develops global leaders by providing students with learning opportunities that foster critical thinking, creativity, collaboration, and communication. Students engage in authentic applications that support inquiry and innovation through partnerships with their community, local businesses, and higher education.

CHESTER UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES

**64 Hambletonian Ave
Chester, NY 10918
Phone: 845-469-5052
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CHESTER ELEMENTARY SCHOOL

**2 Herbert Drive
Chester, NY 10918
Phone: 845-469-2178
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CHESTER ACADEMY

**64 Hambletonian Avenue
Chester, NY 10918
Phone: 845-469-2231
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<http://www.chesterufsd.org>

**CHESTER UNION FREE SCHOOL DISTRICT
DISTRICT OFFICE DIRECTORY**

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GENERAL NOTICES

ACADEMIC ELIGIBILITY GUIDELINES (Board Policy 7410)

At the Chester Academy extra-curricular activities provide our students with the opportunity to develop physically, mentally and socially in activities beyond the traditional school day. It is the goal of extra-curricular activities to supplement and enhance a student's educational experience at Chester.

For academic eligibility purposes, extra-curricular activities are defined as those activities that are not part of the regular course offerings and do not receive academic credit. They include but are not limited to: athletics, clubs, dances, shows that charge admission, the school play, day trips that are not a part of course work, overnight trips, student government, Mock Trial, Odyssey of the Mind, Youth in Government, Yearbook, and non-performing music groups.

All extra-curricular advisors are required to hand out a contract that explains Academic Eligibility. The contract requires a parent signature for participation in the activity. Each advisor will keep an attendance roster of every meeting and only allow participation as permitted under the rules of Academic Eligibility. Advisors will publish a roster of their members and distribute it to all faculty members.

In order to be academically eligible to participate in extracurricular activities, a student must comply with the following academic standards:

1. A student failing one or more subject(s) will be placed on academic probation for two weeks. Any student failing two or more subjects will immediately be placed on academic restriction and will be academically ineligible to participate in after school activities for a period of at least five weeks.
2. Academic probation is a two-week period, following the end of each five-week progress report period or the end of each 10-week marking period. During academic probation, a student may remain active in all extra-curricular activities by participating in all after school study sessions. Students who choose not to attend the daily study sessions will automatically become ineligible to participate in extracurricular activities until the next reporting period. Students who are absent from one or more daily study sessions for unapproved reasons will lose eligibility to participate in extracurricular activities. All missed study sessions must be made up prior to being removed from academic probation. *Note: the starting and ending periods may vary due to the time required to process report card grades.*
3. At the end of the two-week academic probationary period, the student must be passing all subjects in order to be removed from academic probation. If a student is not passing all of his/her subjects, the student will then be placed on academic restriction. During academic restriction, a student remains active for practices, club meetings, rehearsals etc. by participating in all after school study sessions. *However, the student is ineligible for actual events such as: athletic contests, school plays or club events etc.* All missed study

sessions must be made up prior to being removed from academic restriction.

4. To be removed from academic probation following any two-week period, the student must have each teacher complete the extracurricular progress report. Students that do not have each teacher sign the progress report will be moved to academic restriction. All missed study sessions must be made up prior to being removed from academic probation.
5. A student failing one or more subject(s) at the end of the 4th marking period will begin the following school year on academic probation. Any student failing two or more subjects will begin the following school year on academic restriction. A student may attend summer school and pass the subjects previously failed in order to lift the academic probation/restriction for the following fall.
6. It is the responsibility of the student who is on academic probation to obtain an extra-curricular progress report from guidance and submit a completed progress report to the guidance office by the dates established at the beginning of each school year.

Academic Intervention Services:

- 1) Academic Watch List for Students with Average below 70
- 2) AIS for Students on the Fail List (Schedule Permitting)
- 3) Study Skills Training
- 4) Weekly Progress Reports

The District shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English/Language Arts, Mathematics, Social Studies, and/or Science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills. A student's eligibility for academic intervention services will be determined based on his or her performance on State assessment examinations and/or local assessment tests.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided, and the consequences of not achieving the performance standards. In addition, the District will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress, and information on ways to monitor and work with teachers to improve the student's performance.

ANTI-HARASSMENT (Board Policies 7550 and 7551)

The District is committed to safeguarding the right of all students within the District to learn in an environment that is free from harassment on the basis of sex, race, color, national origin, or disability.

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching or verbal comments.

Any student who believes that he or she has been subjected to harassment should report the alleged misconduct immediately to the adult in charge so that corrective action may be taken at once.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any harassment, will take appropriate action.

ASBESTOS MANAGEMENT PLAN (Board Policy 5630)

In 1988, the Chester School District, under Federal Guidelines, developed an "Asbestos Management Plan". It is available through the District offices. There are no instances where asbestos is an imminent hazard to the health or well-being of our students or employees. For further information, contact the Director of Facilities who is the Asbestos Designee for the Chester Union Free School District.

ATTENDANCE (Board Policy 7110)

In accordance with state law and regulations, it is the policy of the Chester School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance. It is the objective of this policy to encourage each student to attend school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences.

Record Keeping

a). Attendance record keeping shall conform to the following:

- 1) Chester Elementary School shall ensure that attendance is taken once at the beginning of each day and once at the beginning of each special.
- 2) Chester Academy attendance shall be taken in each period of scheduled instruction.
- 3) In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
- 4) In Grades 6-12, events of tardiness to each class shall be recorded as excused or unexcused as provided for in this policy.
- 5) In Grades K-12, events of late arrival or early departure shall be recorded as excused or unexcused as provided for in this policy.
- 6) A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
- 7) A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Section 3202 (3-a) of the Education Law.

- b). All entries in the register of attendance shall be made by a teacher or another employee designated by the Board of Education. Any individual authorized to make entries in the register of attendance shall, by oath or affirmation, verify the contents of the entries.
- c). Student attendance records shall be reviewed by the Principal of each school building in the District for the purpose of initiating appropriate actions to address unexcused student absences, tardiness, and early departure.
- d). The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness, or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1st through June 30th. The register at every school building shall include separate notations regarding student presence, absence, tardiness, and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).
- e). The record keeping system shall keep information according to the following categories: (a) for absence, (t) for tardy, or (l) late.

Excused Absences

The Board recognizes the following as legal excuses for student absence, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

- a). Personal illness
- b). Death in the family / Funeral
- c). Religious observance
- d). Required attendance in court or at government agency (e.g., Court, Social Services, Probation)
- e). Approved school-sponsored activities, including field trips, interscholastic athletics, musical, and other competitions
- f). Directed or authorized presence at the Administrative Offices or Nurse's Office
- g). Quarantine
- h). Dental and medical appointments that cannot be scheduled outside of school hours
- i). Military obligations
- j). Approved cooperative/work study program
- k). College visitations (only for juniors and seniors), with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year
- l). Family emergency
- m). Road Test
- n). Homebound Instruction (if the child is present for the instruction)
- o). Out of School Suspension (but not if alternative instruction is offered and not accepted)
- p). Students whose parent/legal guardian has been called for military deployment, is on leave from, or is returning from a combat zone or combat support may be excused for an additional 3 days, but work must be made up in accordance with this policy. Parents must notify the Building Principal at least 3 days before the intended absences and each case will be considered on a case-by-case basis by the Building Principal.

The written excuse must be presented by the student on the day when returning to school following such absence if the parent/guardian did not make contact with the school during the period of absence.

Unexcused Absences

Any absence not provided for on the excused list shall be deemed an unexcused absence. The Board considers the following absences as unexcused (this list is not all-inclusive):

1. Cut Class
2. Car Trouble
3. Missed Bus
4. Overslept
5. Personal Business
6. Vacation
7. Child/Elder Care
8. Any absence not excused with appropriate documentation within three school days.

Attendance/Course Credit Standard

Student absences are disruptive to the educational process. It is the student's responsibility to attend classes on a regular basis and to minimize class absences. Students are required to make-up missed assignments whenever they are absent and should monitor their absences to avoid loss of credit due to absence.

For the purposes of this policy's Course Credit Standard, a class absence is defined as non-attendance in class for twenty (20) or more minutes from any individual class period. In order to encourage regular class attendance students in grades 6 - 12 will be permitted only nine (9) absences per quarter without academic penalty. Students who have ten (10) or more absences in any quarter will receive a grade of 60 in that course upon the first instance of failure for absence, 50 in that course upon the second instance, 40 in that course for the third and fourth instances of failure for excessive absences. Absences due to suspensions, school administration intervention, or school approved religious observance or instruction is not counted in the student's absences. Students who are on home instruction are exempt from this requirement unless the home instruction was offered and they failed to receive such instruction. In such case students on home instruction will be marked as an unexcused absence.

For grades 6 – 12 students will be permitted only seven (7) absences per quarter in physical education which meets on alternate days without academic penalty. Physical education students who have eight (8) or more absences in any quarter will receive a grade of 60, 50, or 40, depending on whether it is the first, second, third, or fourth incidence of failure for absence as outlined above.

For the purposes of calculating the final course average students with ten (10) or more absences in a course in a quarter will receive a numerical grade of no higher than 60 in that course upon the first instance of failure for absence, 50 in that course upon the second instance, and a 40 in

that course for a third or fourth instance of failure for excessive absences. However if the student's average for any quarter is lower than the designated failure for absence grade, the lower average will be entered as the quarter average.

Students with ten (10) or more absences due to extraordinary circumstances may request permission from an Attendance Review Committee comprised of a school administrator, a school counselor, and a teacher, to make-up class work missed due to excused absences. Any make-up work for credit must be completed before the end of the following marking period. Make-up work for the fourth quarter must be made up by the end of the school year (June 30).

a) Make-up assignments shall generally be required for all excused absences within a period of days proximate to the student's absence from school as determined by the teacher. With the approval of the Building Principal, make-up assignments may be waived or an extension of time granted in exceptional circumstances or where a Section 504 accommodation is warranted.

b) The parent(s)/guardian(s) shall be notified, by telephone and/or in writing, whenever a student has absences in excess of six (6) per semester, regardless of whether the course is a semester or full year course.

c) The administration of each school shall be responsible for ensuring personal contact with a student who is in danger of failing for the purpose of determining what reason or reasons are contributing to the student's poor attendance. Reasonable efforts shall be made to assist the student in addressing the causes of the attendance problem. Such efforts may include:

1. Discussions with the student's teacher or teachers.
2. Discussions and/or meeting with the student and his/her parent(s)/guardian(s).
3. Discussions with the student's health professional or counselor.
4. Recommendation to the appropriate authorities for the suspension of extra and co-curricular activity privileges.
5. Referral to resources and agencies outside of the school.
6. Referral to the child/student study team.

Encouraging Student Attendance

a) At the secondary level, eligibility for extra- and co-curricular activities, interscholastic sports, and attendance at school-sponsored activities shall be restricted to those students who are in attendance for a minimum of three and a half hours on the day of the activity and are in good academic standing with regard to the district's Academic Eligibility Policy.

b) At the secondary level, class cutting shall be deemed an infraction of the Code of Conduct. The Code shall prescribe a range of disciplinary interventions to address class cutting.

c) Whenever a student exhibits a pattern of unexcused absence, tardiness, or early departure, notice will be given to the parent(s)/guardian(s) by telephone and/or in written communication (including by email), and the student shall be conferred with by the classroom teacher and/or a counselor regarding the pattern in an effort to remediate the underlying problem. Notice shall

also be given to the Building Principal who may address the matter with the student and/or his/her parent(s)/guardian(s). All verbal, electronic and written contacts with the parent(s)/guardian will be documented by the District.

d) In the event that the school level interventions have not improved the student's attendance, the Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.

Oversight Responsibilities

a) The Building Principal and/or his/her administrative designee shall be responsible for reviewing student attendance records and initiating appropriate action consistent with this policy.

b) The Board of Education shall semi-annually review building level student attendance records to determine if the Comprehensive Student Attendance Policy is effective. If a decline in attendance is evident, the Board shall review the policy as deemed necessary to improve student attendance.

Distribution of Policy

The Superintendent of Schools, at the direction of the Board of Education, shall publish to the community information about the District's Comprehensive Student Attendance Policy. The policy shall be available and explained at student assemblies, at assemblies on open school nights (if any), and a plain language summary of the policy shall be prepared for distribution to parents/guardians. Each teacher and new teacher(s), promptly upon hire, shall be provided with a copy of the policy and any amendments thereto. Copies of the policy shall also be maintained by the District's Records Access Officer for issuance upon request by any interested party.

CLOSED CAMPUS (Board Policy 7314)

It is the policy of the Board of Education that students in Grades K-12 are not permitted to leave school grounds from the time they arrive until the time they walk home or are transported home after the final dismissal. An exception to the policy will be made for seniors in accordance with written regulations.

COMMITTEE ON SPECIAL EDUCATION (Board Policies 7610 – 7690)

The Committee on Special Education meets regularly to make recommendations to the Board of Education and parents regarding the program and placement of children who require special education. The Committee is responsible for finding out what services these children require, preparing an Individual Education Program, assuring that it is acted upon, and conducting annual reviews of student progress. By law, each district must have a Committee on Special Education (C.S.E.) which includes the following people: a school psychologist, a teacher or administrator of special education, a physician, a parent of a handicapped child who lives in the district, and others who may be appointed by the Board of Education. A student may be referred in writing to the C.S.E. by a parent, doctor, teacher, judicial officer, or if over 18 years of age, oneself. A

referral should be made to the Chairperson of the C.S.E. or the school administrator. Parents/students who desire further information on these programs and services should contact the Director of Special Education and Pupil Personnel Services.

COMPUTER NETWORK/INTERNET ACCEPTABLE USE POLICY (Board Policy 7315)

Purpose

The Chester School District provides access to various computerized information resources through the District's Computer Systems ("DCS" hereafter) of software, hardware, computer networks and electronic mail, so called "on-line services" and the Internet. All use of the DCS shall be subject to this policy. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Internet access is available to students in the Chester School District. Our goal in providing this service to students is to promote educational excellence in the district by facilitating resource sharing, innovation and communication. Our connections provide direct access to the Internet. Use of the Internet for other purposes, such as for profit activity or any illegal purpose, is not acceptable.

An Acceptable Use Contract is a written agreement, signed by students and their parents or guardians, outlining the terms and conditions of Network and Internet use. It specifically sets out acceptable uses, rules of on line behavior, and access privileges.

Rights and Responsibilities

The use of the Network is a privilege, not a right, which may be revoked at any time for inappropriate conduct. This conduct would include but not be limited to the placing of unlawful information on a system, the use of abusive or objectionable language, acts of sabotage, attempts to cause congestion on the network, or to interfere with the work of others.

The computers, file servers, and cabling that make up the DCS are school property. Therefore, any material stored on the computers or file servers may be viewed at any time by teachers, network administrators, or school administrators. Students should not save materials on the Network that they do not want others to view.

Users in the Chester Academy will select a password to insure the security their workplace on the network. Users will have the ability to change their password as often as they like, and should do so as soon as they suspect someone else has learned it. Users should never divulge their password to anyone else.

Internet access is also a privilege, not a right. Inappropriate use may result in cancellation of those privileges. The DCS will allow students access to external computer networks not controlled by the School District. Students will be supervised when accessing the Internet. However, with access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Although it is impossible to control all materials, the Chester School District firmly believes that the valuable information and interaction available on the worldwide network far

outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. However, users should never give out their full name, home address, telephone numbers, social security number or any other personal information. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Any inappropriate use of the Network/Internet will not be permitted, including, but not limited to:

1. Sending or displaying offensive materials or pictures;
2. Using obscene, offensive, inflammatory or defamatory speech;
3. Harassing, insulting, threatening or attacking others;
4. Degrading or disrupting computers, computer network systems;
5. Destruction of computer hardware or software;
6. Gaining unauthorized access to areas on the network where privileges have not been granted;
7. Using another's password or trespassing in another's files;
8. Using the network for any illegal activity, including violation of the rules of copyright and plagiarism;
9. Intentionally wasting limited resources.

Penalties

Student use of the DCS is conditioned upon written agreement by all students and their parents or legal guardians that the student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and behavior.

Students who engage in unacceptable use may lose access to the DCS and will be subject to further discipline under the District's school conduct and discipline policy. The District reserves the right to pursue legal action against a student who willfully, maliciously, or unlawfully damages or destroys property of the District or engages in copyright violations. Further, the District may bring suit in civil court against the parents/legal guardians of any student who willfully, maliciously, or unlawfully damages or destroys property of the District or engages in copyright violations.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property and subject to control and inspection. The computer coordinator or network administrator may access all such files and communications to insure system integrity and that users are complying with the requirements of

this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.

CUSTODY ISSUES (Board Policy 7240)

Please notify the office immediately if there are any changes in custody or if there is a restraining order for anyone. Custody papers need to be kept on file in the office.

DELAYED OPENINGS, SNOW, AND EMERGENCY CLOSINGS (Board Policy 3510)

On days school is delayed or closed because of any emergency or bad weather conditions, the district will continue to use a notification system to notify the school community of the status of the situation and decisions made about the school day. The notification system is a voice and text messaging alert service that enhances our communication in the event of an emergency or weather related school closing. The service allows the school to send important school messages to cell phone text messaging numbers, two email addresses, and up to four telephone numbers per family in the database. In the event of an actual emergency, please do not telephone the schools so that telephone lines remain open for emergency communication.

EMERGENCY PLANS (Board Policy 5681)

In accordance with regulations of the Commissioner of Education, the District has developed an emergency management plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency. Each year, the school will stage a “test” or drill of the emergency management plan, including an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents will be informed of any such “test” at least one week prior to the drill. The District emergency management plan includes the following:

1. definitions of “emergency” and procedures to be followed to activate the plan;
2. designation of a control center in anticipation of, or in response to, an emergency;
3. identification of sites of potential emergencies;
4. identification of appropriate responses to emergencies;
5. procedures for coordinating the use of district resources and personnel during emergencies;
6. identification of district resources which may be available for use during an emergency;
7. a system of informing all schools within the district of the emergency;
8. plans for taking the following actions, if appropriate: school cancellation; early dismissal; evacuation; and sheltering;
9. pertinent information about each school (including school population, number of staff, transportation needs, and the telephone number of key employees of the district, as appropriate); and
10. procedures for obtaining advice and assistance from local government officials.

Copies of the emergency management plan are available in the District Office.

EQUAL OPPORTUNITY (Board Policy 6120)

The Chester Union Free School District does not discriminate on the basis of sex, race, color, national origin, or disability in the educational programs and/or activities which are operated by the District. The District is required by Title IX of the Civil Rights Law and §504 of the Rehabilitation Act of 1973 to operate its facilities in a non-discriminatory manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees, payment of employees, benefits for employees, student counseling services, student access to educational programs, and course offerings and student activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (Board Policy 7240)

Part B regulation's §§121a.560 – 121a.567 of the Family Educational Rights and Privacy Act (FERPA) provides parents and eligible students with the right to inspect and review a student's educational record. Parents or eligible students desiring to inspect records must send a written request, identifying the record or records he/she wishes to inspect to the school principal. The principal will make the necessary arrangements and notify the parent of a time and place where the records may be inspected. The Chester student record policy covering family access and rights of privacy is available upon request through the elementary office, the middle school/senior high school office, or the district's office.

HEALTH EDUCATION TOPICS (Board Policy 8211)

In compliance with the commissioner's regulations, the District will provide instruction about preventing AIDS, drugs, alcohol, mental health and tobacco as part of a sequential and comprehensive health program for all students, K-12.

PARENTS WITH DISABILITIES (Board Policies 7610 – 7690)

District parents with disabilities will be afforded an equal opportunity to participate in the services, programs, and activities of the District, particularly those which are designed for parental involvement and are directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences and/or meetings with other school personnel).

PHYSICAL EXAMINATIONS (Board Policy 7512)

In accordance with New York State Education Law, student physical examinations are required for all students in grades K, 1,3,5,7, 9 and 11 and also for all students new to the Chester School District.

Annual examinations by your family physician and dentist are recommended to ensure optimal health for students. We provide parents of seventh and tenth grade students with examination forms.

Examinations should be completed and reports returned to the Health Office between July 1st and

October 1st. After this date, the school physician will conduct a physical appraisal of students for whom we have no report.

SCHOOL DISTRICT RECORDS (Board Policy 5670)

The Freedom of Information Law requires the Board of Education to adopt a policy and regulations governing public access to school records. Please contact the District Office if more information is needed.

TITLE IX/SECTION (§)504—COMPLIANCE & GRIEVANCES (Board Policies 6122/7550)

The Chester Union Free School District conducts all of its programs and business in compliance with Title IX/§504. Any individual who believes he/she has been discriminated against because of a disability or believes that they have a sexual harassment complaint should follow the following procedures to resolve the matter:

- I. Meet with the building principal in an attempt to resolve the matter.
- II. Appeal the matter to the Title IX/§504 Coordinator:
Ms. Rachel Loftus
Assistant Superintendent/Pupil Personnel Services
64 Hambletonian Avenue, Chester, New York 10918

USE OF ELECTRONIC DEVICES (Board Policy 7316)

While students are permitted to bring certain electronic devices such as cell phones to school, they must, however, be kept out of sight and turned off during the hours of the student instructional day. A student who uses a cell phone in violation of this policy will be subject to discipline in accordance with the District Code of Conduct. In addition, any electronic device that is seen, heard or used during the school day, other than specified below, will be confiscated and a meeting with the student and his/her parent may be required prior to return of the device.

The Board of Education prohibits the use of electronic devices that may distract from or cause disruption to the educational process and/or that may be used as weapons (including, but not limited to, laser pointers, light pointers, Apple watches or other similar recording devices). The Board of Education also prohibits the use of electronic devices with recording capabilities by students on school property, except for the purpose of photographing or videotaping public events (e.g., athletic events, plays, concerts, and award ceremonies).

When Electronic Devices May Be Used

- Middle School students would be allowed to use cell phones and/or iPods in the cafeteria and recess.
- High School students would be allowed to use cell phones and/or iPods in the

cafeteria/study halls.

- With teacher permission, Smart Phones and/or iPods could be used in the classroom as hand held computers and or planners for instructional purposes only.

Emergencies

During health and safety emergencies, such as fire drills, lock downs and evacuations, no electronic devices may be used by students for the safety of students and staff.

Privacy

The Board of Education prohibits any form of photography, tape recording or video recording of any individual on school property or in school facilities without that individual's knowledge, as well as the dissemination of any photograph or recording without the individual's permission. In no event shall any student photograph or record in a zone where an individual has a reasonable expectation of privacy, including but not limited to locker rooms, lavatories, and Nurse's office. A student who violates this policy shall be subject to discipline in accordance with law and the District Code of Conduct.

Responsibility

The decision to bring electronic devices to school or school sponsored events rests with the individual student and his/her parents/guardians and therefore the responsibility for such devices rests solely with the individual student. The School District assumes no responsibility or liability whatsoever in the event that an electronic device is damaged, misplaced or stolen during the school day, when on school property or when in attendance at a school sponsored event, whether on or off school property.

WEAPONS IN SCHOOLS (Board Policies 7360 and 7361)

The possession of a weapon on school district property, in school buildings, or at school sponsored events and activities, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building, on any school district premises, or at any school sponsored event must have written authorization of the Superintendent or his/her designee.

Any individual in possession of a weapon without written authorization will be asked to leave the premises, and the proper police authorities will be immediately notified. If such individual is an employee of the School District, he/she will also be subject to discipline pursuant to the provisions of law and any collectively negotiated agreements.

Any student violating this policy shall be subject to suspension, pursuant to the Student Disciplinary Code and referral to the proper police authorities. Further, any student in possession of a weapon as defined in the federal law [any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of such firearm; any firearm muffler or silencer, or any

destructive device] shall be subject to suspension from school for a period of not less than one year, subject only to the right of the Superintendent of Schools to modify such penalty for a student on a case-by-case basis.

For general purposes of this policy, a weapon is defined pursuant to the provisions of §265.01 of the Penal Law and includes, but is not limited to: any firearm, electronic dart gun, knife, sword, blackjack, bludgeon, metal knuckles, razor, imitation pistol, or any other dangerous or deadly instrument or object which is not necessary for school purposes and which could be used as a weapon (e.g., explosive, dangerous chemicals, ice pick, pellet guns).

CHESTER ELEMENTARY SCHOOL DIRECTORY 2023-2024

PRINCIPAL

Mary Kate Boesch

AIS READING

Jana Circosta

ENL

**Alana Carnright
Regina DeFazio**

PSYCHOLOGIST

Emma McKay

READING SPECIALIST

Melvin Wesenberg

**SCHOOL CULTURE & STUDENT BEHAVIORAL
SUPPORT SPECIALIST**

Doreen Carter Baptiste

SCHOOL NURSE

Denise Rydell

SOCIAL WORKER

Lisa Ringel

SPEECH

Sheila Conlon

STEM SPECIALIST

Jennifer Rende

PRE-KINDERGARTEN

Angela Tandy

KINDERGARTEN

Amanda Almodovar

Tricia Maggi

Marie Rivera

FIRST GRADE

Stephanie Contreras

Dianna Cornman

Ashlie MacLean

ART

Emily Daunicht

MATHEMATICS

Jennifer Hoblin

Vincent Mullhaupt

MUSIC

Rachel Scali

Brandon Sparkman

PHYSICAL EDUCATION

Kevin MacEntee

Kaitlin Moran

SECOND GRADE

**Marissa Cameron
Tara Frambach
Cheryl Coffey**

THIRD GRADE

**Lori Bonito
Amy Carola
Katey Frambach**

FOURTH GRADE

**Elise Boyle
Pamela Cinque
Jeffrey Knight**

FIFTH GRADE

**Angela Daly
Toni Keglovitz
Rebecca Quackenbush**

SPECIAL EDUCATION

**Justin Bourne
Audra Cutler
Victoria Garloch
Elaine Lynch
Darlene Santacroce**

NON-INSTRUCTIONAL STAFF

**Secretary to the Principal
Typist/District Clerk
Cook/Senior Food Service Manager
Health Office Assistant
Library Clerk/Typist
Food Service Helpers**

Special Education Aides

**Jessica Alvarez
Emily Prior
Gina Klein
Cindy O'Connor
Patricia Hallman
Kimberly Graff
Jeanine Kreischer
Kalynn Walker
Alexandra Alcindor
Patricia Dillon
April Fitzgerald
Jean Gastman
Irene Giannakakis
Pamela Jones
Bridget Kasetta
Nicole Keegan
Carmine LaMatina
Barbara Largar
Maura Mandel**

Monitors

**Caitlin Noonan
Bridget Scrobe
Kelly Shelley
Joanna Cooper
Carmen Dominguez
Oliva Guarascio
Michael Heffernan
Diane Murphy
Kathi Nywening
Jennifer O’Leary
Jeanne Pungello
Ryan DeJong**

Computer Aide

ATTENDANCE—GRADES PRE-KINDERGARTEN THROUGH GRADE 5

Regular attendance in school is essential in supporting our students’ academic and social emotional growth. Participation daily, in a full school day, provides the best learning opportunities for your child. As such, please schedule appointments outside of school hours. Family vacations should be scheduled to coincide with school vacations. Please ensure your child attends school daily, on time, except in emergencies or illness.

Student arrival begins at 8:30am. Attendance is taken in the classroom at 8:45am.

- A note from home is necessary when a student is late or absent. This note (excuse) is to be brought in immediately upon returning to school.
- Students are expected to be in school and on time everyday unless there is a legitimate reason for absence or lateness. Parents should address the absence notes to the teacher and need to state the date, the duration, and the reason for the absence. Notes must be submitted the day the student returns to school.
- **In cases of chronic absenteeism, and excessive tardiness, administration will require further documentation (i.e., doctor’s note, etc.) and a parental conference.**
- Children cannot participate in any after school activities or extracurricular activities on any day that they are absent.

EVERY ABSENCE, BY LAW, REQUIRES AN EXCUSE. IF A STUDENT IS GOING TO BE ABSENT MORE THAN TWO DAYS, PLEASE NOTIFY THE HEALTH OFFICE.

Please monitor your children’s attendance and see that they are out only for legitimate reasons.

Unexcused Absence

If a legitimate excuse is not brought in, the absence is considered unexcused. Therefore, it is imperative that an absence note (excuse) is brought in for every absence the day the student returns to school.

Late Arrival

If for some reason your child arrives late, he or she must be signed in at the front desk and receive a pass to go to class

School Work When Absent

If you anticipate your child will be absent from school for more than one day, please email the classroom teacher and contact the main office at 845-469-2178 ext 2202, to arrange for work to be picked up. Advanced notice is required to allow time for teachers to prepare materials for your child. If a child is absent for an extended period of time, it is expected that assigned work is handed in upon the day of return.

Absence from class due to other programs (band, field trips, ESL, etc.)

It is the child's responsibility to make up assignments and class work. This includes the specialist classes.

CAFETERIA BEHAVIOR GUIDELINES

1. Whether lunch takes place in the classroom or cafeteria, students are expected to be respectful and kind to one another.
2. Directions and procedures communicated by the assigned monitors are to be adhered to and respected.
3. Students are not to trade or give away food and are expected to eat in a respectful manner as well as clean up after themselves.
4. It is expected that students will talk during lunch, however, shouting is not permitted at any time,
5. Any student who does not follow safety or behavior expectations will receive a written referral to the Principal.

CELL PHONES

See "Use of Electronic Devices" policy on page 15.

CODE OF CONDUCT

The Chester Union Free School District Code of Conduct applies to **all** students in the District. Please refer to that section of the handbook beginning on page 75 in regard to behavior and discipline in school.

Unacceptable behaviors include, but are not limited to, the following:

1. Vandalism

Damaging school property is unacceptable. Acts of vandalism include destroying or defacing school property or the property of others. Halls, classrooms, and school grounds

should be kept as clean as possible. Do not mark walls or desks. Have pride in your school!

There will be a monetary reimbursement for any school materials lost or damaged.

2. Stealing (theft)

Respect for school and student property is very important. Everyone has the right to have his/her possessions kept in a safe place, free from the fear that they will be taken.

3. Cheating

Honesty is very important in school as well as in life. Students who do not act in an honest manner will not receive credit for the work done. This could mean a grade of zero for the test, project, or homework assignment.

4. Fighting/Verbal Abuse

Fighting, intimidation and/or verbal abuse is not tolerated at Chester Elementary School. Students are expected to be respectful and kind to one another, regardless of whether or not they are friends. Students should notify their classroom teacher of any unresolved issues with a peer or peers. This includes concerns or issues that take place at recess or on the bus.

5. Lying

Every child is expected to tell the truth to any adult in the building.

6. Disruptive Behavior

See Code of Conduct.

7. Offensive Language/Obscene Gestures

See Code of Conduct.

8. Disrespectful Behavior Towards Authority and Peers

See Code of Conduct.

9. Bullying

Students who fail to adhere to the District Code of Conduct may be reported to the Building Principal through the use of the Disciplinary Referral Form. Depending upon the severity, the disciplinary measures in the Code of Conduct will be implemented by the principal.

DISCIPLINARY PROCEDURES

1. Most disciplinary problems will be able to be handled by the classroom teacher and will follow the classroom discipline plan sent home at the beginning of the year.

2. More serious problems will be referred to the Building Principal. The teacher will fill out the disciplinary referral form within 24 hours of the incident. Contact between the teacher and the principal is advised.
3. The principal will follow the Code of Conduct when administering discipline.

Discipline—Suspension

Suspension from school is a serious disciplinary measure. Parents will be notified in advance, whenever possible, when a student is to be suspended. Due process procedures will be followed in all cases of suspension. Students are responsible for work assignments given during suspension. Any student on out-of-school suspension must report to assigned alternative instruction, or he/she will receive zeros for class work and tests for days missed. Students on in-school or out-of-school suspension are not eligible to participate in or to attend school activities during the period of suspension. **Students whose presence constitutes a continuing danger to persons or property or an ongoing threat of disruption to the academic process are subject to immediate suspension.**

DRESS & DEPARTMENT

Proper acceptable clothing is essential to the creation and maintenance of a good school atmosphere. Good taste must be evident in the dress and grooming of all students during the school day. Neatness and cleanliness are standards to which all should adhere. If a student's attire or grooming violates the dress code, he/she will be required to change to acceptable attire. The school will provide laundered loaner clothing.

Our objective is to have the student address the problem and return to their formal classes as soon as possible. Students who refuse to conform to the dress code are subject to action outlined in the school discipline code and will have their parents notified to take them home.

The following are considered to be inappropriate dress, grooming, and appearance and are prohibited in school or at school functions.

Midriffs (exposing the stomach), short shorts, short skirts (when the student's hand is at the side, the tips of the fingers should not be longer than the skirt), skirts or shorts worn under a skirt, athletic tops exposing the chest, excessively tight or baggy clothing, strapless tops, one strap tops, tube tops, halter tops, sheer or open knit clothing where undergarments or cleavage are visible, attire or accessories that, in writing or pictorial depiction, are lewd, vulgar, indecent, or promote matters otherwise prohibited at school (e.g. indecent sexual matters, promoting use of or advertising tobacco, alcohol, or illegal substances).

Hats or any other headgear (such as do-rags, sun visors, etc.) should not be worn in the building and will be confiscated. Winter coats, jackets, or outer wear are not to be worn in the classrooms. **Pants must be worn so that they remain above the hips without undergarments exposed.**

Students may not wear their pajamas to school (unless part of a special program day approved by the principal). Flip flops and sneakers with roller skates in the heel are not to be worn. Students will be required to change into appropriate footwear if either of these items is worn to school. Students may not wear attire that is likely to cause damage to school or students' property or persons (e.g., cleated shoes, spike bracelets, long hanging chains).

When a dress code violation occurs, the following procedures will take place:

- 1) school staff will notify the Nurse that a student is in violation of the dress code;
- 2) the Nurse will call the student down*;
- 3) the Nurse will make the final determination if the student is in violation;
- 4) if a violation has occurred, the Nurse will provide laundered clothing to amend the violation;
- 5) if a student is reported to the Nurse a second time in one day, student will be referred to the Building Principal for disciplinary action.
- 6) phone call will be made to parent.

*The Nurse will document dress code violations.

Students are to be courteous and behave appropriately at all times. Physical assault, threats, intimidation, and extortion are all forbidden and are subject to punishment.

Serious incidents of harassment of any kind by another student should be reported to the principal, counselor, or a teacher.

EMERGENCIES

PLEASE BE CERTAIN TO GIVE US THE NAME AND TELEPHONE NUMBER OF SOMEONE WHO CAN COME TO TAKE YOUR CHILD HOME IF THE CHILD BECOMES ILL AT SCHOOL. This should not be someone far away. **Please make sure your "emergency person" designee is aware and knows the responsibilities of being an emergency contact person.**

In case of early dismissal due to an emergency, you need to give us the name and number of a neighbor/friend or relative nearby with whom you have made arrangements. The district will continue to use School Messenger to notify the school community of the status of the situation and decisions made about the school day. School Messenger is a voice and text messaging alert service that enhances our communication in the event of an emergency or weather related school closing. The service, School Messenger, allows the school to send important school messages to cell phone text messaging numbers, two email addresses, and up to four telephone numbers per family in the database.

Please be sure we have a way to reach you or a representative at all times. There is not enough time at the last minute to make arrangements in the case of school emergency closings. It is the parent's/guardian's responsibility to update emergency information when necessary.

FIELD TRIPS

Field trips are considered a natural extension of classroom instruction. Students are encouraged to participate whenever possible to broaden their educational experiences. No student will be allowed to go on a field trip without written parental permission.

FIRE DRILLS

Fire drills will be conducted approximately 8 times during the school year. At the ringing of the fire bell, students should be quiet and take instructions from the teacher. Students are expected to move in a quick, quiet, and orderly fashion. Running is prohibited. Students are to remain quietly with their classes so attendance can be taken.

GUM CHEWING

Gum chewing is not permitted in the school building unless used in designated therapies.

HOMEBOUND INSTRUCTION

Students who are injured or ill and will not be able to attend school for more than two weeks should call the principal to arrange for a home tutor.

HOMEWORK

CES homework guidelines have been developed to better support students and families' understanding of the intention and expectations of homework assigned at CES.

Homework is intended to be completed independently. It is simply an instrument to determine student understanding and reinforce content taught in class. Homework is not intended to be a source of frustration at home, and if your child is struggling with their homework, please reach out to the classroom teacher.

There is an expectation that students are also reading every night. In an effort to establish reading habits that promote the love of literature, students should read or be read to regularly. Growing readers often select books based on interest and/or intent. Daily practice of the skills they have learned will support more fluent and proficient readers.

LIBRARY/MEDIA CENTER

Books/materials to be taken from the library must be properly charged at the circulation desk. They should be returned on or before the due date, or they will be considered overdue. Students with overdue books/materials will not be allowed another checkout until overdue

books/materials have been returned. Students who misplace or lose library books/materials will be required to pay for them. The cost for the lost books/materials will be the replacement price.

LOCK DOWN/LOCK OUT DRILLS

Students and staff at Chester Elementary School will participate in unannounced “Lockdown and Lockout” drills. Lock Down and Lock Out are intended to minimize any potential threat to the safety of our students from outside our building or hallway corridors.

The intent of these drills that children experience during the year will be handled by students in the same manner as fire drills: routine practice so that everyone knows proper procedures during an emergency.

MEDICATIONS

In accordance with NYS requirements, ANY medications, over the counter medications, or topical ointments or solutions (examples: peroxide, alcohol, Caladryl, cough drops, etc.) need a written order by a medical doctor so that the School Nurse can administer it during school hours.

If the medication has to be given during school hours, the medicine (in its original container), the order from the physician, and parental permission to administer the medication to their child must be presented. All medications must be personally delivered to the School Nurse by the parent or guardian.

ODYSSEY OF THE MIND

There is an active program for interested and eligible students called Odyssey of the Mind. Members plan and develop creative solutions to given problems and then compete regionally and nationally. The group meets together regularly to work as a team on their agreed upon task commitment.

Final acceptance into the program is determined by a selection committee which considers:

- academic potential
- academic achievement
- teacher recommendations
- peer, self, or parent nominations

For further information, contact:

Ms. Mary Kate Boesch, Elementary School Principal
2 Herbert Drive
Chester, NY 10918
(845) 469-2178

PARENT/TEACHER CONFERENCES

Report cards will be sent home at the end of every 10-week period. Progress reports will be sent home as teachers deem necessary. Report cards and progress reports are a means of informing parents or guardians of the student's progress or lack of progress in each subject.

We have two scheduled parent/teacher conference days each year. A third parent conference is optional and may be scheduled by the teacher.

Please remember that your child's teacher schedules every parent for a conference, and it is imperative that you arrive to your conference on time. To assist you in conducting a productive conference, the following guide is available for your use.

Before the Conference

Planning a discussion with your child's teacher is critical to a successful parent/teacher conference. Making a list of questions or concerns will help with the focus of the conference. Ideally, both parents/guardians should attend the conference.

Please share important information about your child with his/her teacher. Your child's school life is only one side of your child, and there may be things you know that could help the teacher better understand certain behaviors or problems.

After the Conference

Discuss the conference with your child. Be positive. Point out his/her strengths before discussing areas that may have been identified for improvement.

Please also remember that we welcome your request for conferences at any time throughout the school year. It is very important that you know what is going on with your child at school.

What you can do to help your child learn:

- A. Start each day right: a calm beginning at home makes the school day much better.
- B. Encourage your child to have a good breakfast and lunch. Make certain your child sleeps at least eight hours each night.
- C. Praise your child each day for something he/she has done. Have a special place to put your child's schoolwork or whatever else is brought home.
- D. Laugh and talk with your child about school experiences, and listen attentively to what is said about your child's school day.
- E. Emphasize attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
- F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher or Principal know so that together you can find the reason.
- G. Take your child to the library and encourage reading for pleasure. Remember that you are a great role model for your child – have him or her catch you reading!

- H. Encourage organization of school notebooks, materials, etc. Have a specific place for your child to do his or her homework and a method each night for getting it done.
- I. Provide pencils, glue, scissors, paper, etc. for your child to use.
- J. Work at home with skills taught in school.

PHYSICAL EDUCATION DEPARTMENT GUIDELINES

Students must wear the following clothing in order to participate in physical education classes: sneakers and socks, shorts or sweats, and appropriate t-shirts. Sneakers must be athletic footwear and fasten to the students' feet. No slip-ons and no high-soled sneakers. No jewelry may be worn in class (rings, earrings, necklaces, bracelets, watches, etc.). The school is not responsible for lost, stolen, or damaged items. Any student not participating in physical education classes will be required to complete a written lesson assignment.

PROBLEM SOLVING PROCEDURE

When a parent believes there is a problem, we want to do our very best to provide accurate information about the situation and help put in place safeguards to avoid a future occurrence. To allow those closest to the problem to be involved in the solution, it is, therefore, imperative that the following chain of command procedure is followed in the order listed.

- 1. Contact the teacher.
- 2. Contact the principal.
- 3. Contact the superintendent
- 4. Contact the Board of Education

PROMOTION/RETENTION

Promotion from grade to grade is not an automatic process but is determined by a consideration of many factors. Since children mature at different rates and since the learning of each child is dependent upon the mental, physical, social, and psychological factors peculiar to the child, each of these must be considered when determining promotion. In general, children should be promoted; however, there are those who can benefit from repeating a grade. There are times when a particular child should have a second chance to gain more, to grow more, to strengthen himself/herself academically or emotionally before facing the next level or grade. What is best for the child must be the controlling factor. The final decision regarding promotion/retention will be made by the school authorities following consultation with the child's parent(s).

1. Ability

-An estimation of a student's capacity to learn in terms of teacher observations and other appropriate evaluative information such as standardized test grades. Should consider thinking skills, reasoning skills, retention skills, etc.

2. Emotional Maturity

-Is the child happy and well-adjusted to school work?
-Can the student accept/handle school responsibilities in a manner comparable to his/her peers?

-Does the child get upset by new experiences – is s/he able to get along or handle problems in an appropriate manner?

3. Physical Maturity

-Is the student physically smaller or larger than average?

-Is the child well-coordinated for his/her age and size?

-How are his/her vision, hearing, speech, eye-hand coordination, and general health?

4. Social Adjustment

-How does the child relate to peers, teachers, and other adults with whom s/he comes in contact?

-Can the youngster function comfortably within the rules of the school?

-Can s/he resolve minor conflicts with others in an acceptable manner?

5. Age

-What is the youngster's chronological age?

-Does the student's overall development appear to be consistent with his/her chronological age?

-Has the student repeated a grade?

6. Achievement

-What have been the child's achievements in the various school subjects?

(List report card averages to date).

-What has been the child's achievement in former years?

-What gains or lack of gains has the child made in areas other than academic?

7. Effort

-Does the child put forth an honest effort?

-Is effort consistent or spotty?

8. Attendance

-How many days has the youngster missed?

-What are the reasons for absence from school?

9. Teacher Evaluation

-How is the student viewed by the teacher in terms of academic achievement and personal characteristics?

-What are the student's strengths and weaknesses?

-What are the pros and cons of retaining this youngster?

-What is the teacher's recommendation based on careful consideration of factors 1-8?

PSYCHOLOGICAL SERVICES

A New York State certified school psychologist on staff conducts psycho-educational evaluations to determine the cause and nature of learning problems and to identify exceptional children. Recommendations for program and placement for these students are made to parents and/or the

Committee on Special Education. The psychologist consults with teachers and parents on classroom and home behavior management for students who have adjustment problems. Referrals can be made to appropriate community service agencies and private practitioners who can provide help for problems that affect school performance. The psychologist conducts group counseling sessions to help students adjust to their school experience and may do individual short term counseling for students who need help in resolving specific school related problems.

RECESS/PLAYGROUND GUIDELINES

Outside recess is a privilege. It is designed to provide recreational and physical activities for the children. In order for the children to have a safe and enjoyable recreational period, the following behavioral guidelines are suggested:

1. Children will be taught by parents and encouraged by school personnel the importance of model behavior. Children are not to leave the playground without the permission of a teacher or designee.
2. Students' behavior will be monitored and rules enforced by school personnel.
3. No pushing or tag on the playground.
4. All safety rules will be followed when using the equipment.
5. All playground materials used at recess must be supplied and approved by the principal.

SIGNING OUT STUDENTS

Parents/guardians requesting early pick up for their child must provide written notice at the beginning of the school day. This should accompany the child to school and be given to his/her homeroom teacher during attendance at 8:45 a.m.

PLEASE MAKE SURE YOU ARE ON TIME WHEN PICKING UP YOUR CHILD AS ANY LATE ARRIVALS AFTER 3:45 P.M. WILL BE REQUIRED TO PICK UP THEIR CHILD FROM THE MAIN OFFICE.

DISMISSAL ROUTINE CHANGE

- In order to change a student's regular daily dismissal routine, (i.e. riding the bus, a different person picking student up), **parents/guardians must contact (845) 469-2178 ext 2264 before 2:00 p.m.** Office staff will verify student information, and communicate the routine change to the homeroom teacher. Children will only be released to those adults authorized to pick up. Picture identification is required.
- Unless there is an emergency, children will follow their normally scheduled dismissal routine after 2:00 pm. This ensures that all children are accounted for at dismissal.

STUDENT ACCIDENT REPORT

IMPORTANT: Each student is responsible for informing proper personnel about an accident/injury, etc. An accident report must be filled out to document the incident. The student

will be sent to the School Nurse for medical attention. The School Nurse will notify the parent(s) and fill out an accident report.

TEXTBOOKS

Students are entrusted with the care and use of textbooks and school materials each year. Students will be held responsible for damage to books or materials entrusted to them. Issues relating to damaged or lost textbooks will be handled by the principal.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. All parents who are dropping students off should use the designated lower school parking lot. Students may be dropped off at 8:30am. There is no supervision prior to 8:30 a.m. unless your child is enrolled in the before/after school program. **Do not leave your vehicle unattended, unless you are parked in a designated parking space.** Parents may drop off students in front of the school once the buses have left, however, late arrivals need to sign in at the front desk.
2. When picking up a child, always check to make sure your child is right with you and does not dart out into the car and bus area.
3. Do not park in the bus loading area as noted by the “No Parking” signs. Do not park in the fire lanes as noted by the bold yellow lines on the pavement. **Do not park in a handicapped parking space unless you have a valid permit.**
4. Children are not permitted to cross the driveway unless accompanied by an adult.
5. Parents are required to follow the directives of the school personnel assigned to bus duty.

TRANSPORTATION

Changes made in transportation along with other inquiries about busing should be made to the Business Office (845-469-9184).

Bus—Regulations

Please remember that supervision to the bus stop, at the bus stop, and home from the bus stop is a parental responsibility. See Code of Conduct for detailed bus rules.

1. Students who regularly ride the bus must have written parent approval to walk home or go home with another adult.
2. Changing of buses is not permissible.
3. Walking between buses is prohibited.

Please also be mindful that State regulations prohibit students from bringing large items on a bus that do not comfortably fit on the child’s lap.

Remember: stay seated until bus comes to a full stop; follow 10-foot crossing rule when walking in front of the bus, and look out for own safety. Drivers need to stop at least 15 feet in front of or behind a bus when a bus stops.

Bus—Disciplinary Procedures

1st Report

The principal will speak to the student and send home the report to the parent(s). The principal may make a phone call to the parent(s).

2nd Report

The principal will speak to the student with the bus driver present. The parent(s) will be contacted by phone (where possible). The report will be sent home to the parent(s), and the child may be requested to serve a detention during lunch or after school. The parent(s) will have to arrange for transportation to pick up the child after detention. The parent(s), if they wish, may have the opportunity to meet with the principal and the bus driver. At this point, the parent(s) will receive a letter notifying them that, if a third report is received, the child could lose his/her privilege for two consecutive days

3rd Report

The parent(s) will be contacted by phone (where possible) and notified that a two-day loss of bus privileges will occur after 24 hours. A meeting with the administrator, bus driver, and parent(s) may be requested either by the principal, the parent(s), or the bus driver.

4th Report

This will mean a three-day loss of bus privileges, and parent conference with the building administrator, bus company representative, and the bus driver.

AUTOMATIC LOSS OF BUS PRIVILEGES WILL OCCUR BECAUSE OF:

- **FIGHTING**
- **USE OF EMERGENCY DOORS IF THERE IS NO EMERGENCY**
- **SMOKING**

VISITORS

Prior to entering the school, all visitors are required to present identification and then sign in at the security/greeter desk. Visitors arriving at Chester Academy and Chester Elementary School will need to be let into the building as all doors are locked and secured at all times. The security/greeter desk is located in the main lobby. Once a visitor has signed in and presented their identification, they will be given a visitors pass if they have been deemed as authorized to enter the building. Visitors must wear the visitor pass, and it must be visible for the duration of their visit to the school. Upon leaving the school, the visitor's pass must be returned to the security/greeter's desk, and the visitor must sign out at the conclusion of the visit. .

WALKER SAFETY

For your child's safety, your child needs written, signed permission to walk home. You may give a one-time general permission for the year if they are walking every day.

CHESTER ELEMENTARY WALKERS WALK ONTO HERBERT DRIVE. PLEASE GO SLOWLY!!! IF YOU ARE DRIVING, PLEASE GO 7 MILES PER HOUR ALONG HERBERT DRIVE

CHESTER ACADEMY SCHOOL DIRECTORY 2023-2024

PRINCIPAL

John Flanagan

ASSISTANT PRINCIPAL

Rolando Aguilar

SCHOOL COUNSELORS

**High School Counselor - Yvonne Sternemann
Middle School Counselor - Jennifer Cuomo
Guidance Counselor - Jennifer Burretto
Guidance Counselor - Jennine McKenzie**

LIBRARIAN

Carolyn DiIorio

SCHOOL NURSE

Gina Straub

PSYCHOLOGIST

**Rebecca Davis
Monica Gonzalez**

SOCIAL WORKER

Tyra Busigo

SPEECH LANGUAGE PATHOLOGIST

Caitlin Reynar

ENL

Jennifer Randacciu

ART

**Amanda Lamitie
Marie Kriner**

HEALTH

Jennifer Daly

ENGLISH

**Christopher De Lao
Lisa Edwards
Patricia Rivas
Stephanie Steiler
Leiny Valet**

HOME & CAREERS

Crisseda Besson

MATHEMATICS

**Danielle Burton-Sagui
Antonina Curaba
Michael Doucette
Patrick Higgins
Alexis Mack
Catherine Nelting**

FOREIGN LANGUAGE

**Christine Aliventi
Rita Reza**

PHYSICAL EDUCATION

**James Ehlers
Patricia Fassetta-Ganz
Jon Marsilio**

SCIENCE

**John Ollive
Daniele Pellicano
Felicia Quinn
Dante Radeljc
Michele Thompson**

SIXTH GRADE

**Theresa Benedict
Danise Gass
Jennifer Geller
Benjamin Troup**

SOCIAL STUDIES

**Sean Cunningham
John Maggi
Barbara McInerney
Christine Sisco
William Strack**

MUSIC

**Deborah Hyseni
Rachel Scali**

SPECIAL EDUCATION

**LeeAnn Brophy
Michelle Doody
Karen Flynn
Danielle Jemison
Rebecca Krauss
Cassandra Langlitz
Kerry Lembo
Mary Miller
Joseph Morrill
Amy Reid
Ryan Stover**

TECHNOLOGY

**Benjamin Heyer
Jeffrey Rodman**

NON-INSTRUCTIONAL STAFF

**Secretary to the Principals
Secretary to the Athletic Director
Library Clerk/Typist
Cook/Senior Food Service Manager
Bus Driver/Courier
Health Office Assistant/Attendance
Food Service Helpers**

**Building Maintenance Mechanic
Assistant Building Maintenance Mechanic
Assistant Building Maintenance Mechanic
Groundskeepers**

**Catherine Battiato
Kimberly Fusco
Eve Pawelski
Danielle MacFarlane
Kevin Hannon
Amy Zatlukal
Cathanne Bell
Elizabeth Johannes
Lucy Motz
Brett Sutton
Tyler Kreischer
Brian Rogers
Mark Reid
Lance Rogan**

Special Education Aides

**Evelyn Contreras
Joan Coyle
Alissa Cuccuru
Roseann Frantzen
Maria Herasme
Kristina Noonan
Lisa Terrace
Lisa Schaefer
Jill Yannella
Maggie Bieger**

Monitors

Computer Aide

VIOLATION OF ANY OF THE RULES LISTED BELOW WILL BE SUBJECT TO DISCIPLINARY ACTIONS

**STUDENTS ARE RESPONSIBLE FOR ADHERING TO THESE RULES
IGNORANCE OF THE RULES IS NOT AN EXCUSE**

ACCIDENTS AND ILLNESSES

If a student receives an injury or becomes ill during a school activity or class, he/she must report immediately to the teacher in charge and the school nurse. Students who become ill during the school day may not leave the school without reporting to the school nurse or to a school principal. A call will be made to parents to notify them that a student is ill and is to be taken home. If the parents cannot be reached for permission, the student will remain in school under supervision.

Any violation of this rule will be considered cutting and will not be excused by a note from the parents on the day after the incident. This applies to students who become ill during their lunch period. If the student is not at school, a call must be made to the nurse by the end of the lunch period.

A limited accident insurance policy which covers students during school activities is provided. This policy is secondary to the health insurance carried by the family. Insurance forms may be obtained from the health office and should be filed promptly.

Students who know they will be absent for several days should telephone the Guidance Office to arrange for schoolwork to be sent home.

ALCOHOL & DRUGS

Use, possession, sale, or distribution of drugs or alcohol on school grounds or in school buses is strictly forbidden. Anyone under the influence of drugs or alcohol will be subject to the action

described in the Code of Conduct (beginning on page 76), which includes a minimum three-day suspension. A student found to be selling illegal drugs shall be suspended for five days and a §3214 Education Law proceeding shall be initiated. The police will also be contacted.

ALLIED ACTIVITIES FUND

All student organization funds must be deposited and dispersed through the Allied Activities Account. Deposit slips and withdrawal forms are available through the treasurer.

ASSEMBLIES

Small and large group assemblies are held periodically during the school year. Students are to treat guest presenters with the utmost respect. Any display of poor behavior will result in exclusion from future events and other disciplinary action as outlined in the Code of Conduct.

ATTENDANCE - SCHOOL

The district attendance policy begins on page 7. Additional information for Chester Academy students is noted below. **Students must be in school on time in order for teachers to teach them effectively, to learn and achieve success.**

When a student is absent, the parent or guardian must telephone the school office (469-2231) between 7:30 a.m. and 9:00 a.m. to state the reason for the absence. If the parent call is not received, the school will then contact the parent. If the condition is serious and/or must be kept confidential, please ask for the Health Office, especially if the student's return to school requires any special attention.

If parent contact is not made, parents should address absence notes stating the date, the duration, and the reason for the absence to the Main Office. Notes must be submitted the day the student returns to school. Detention will be assigned to any student who fails to return with a note.

In case of chronic absenteeism, administration will require further documentation (i.e., doctor's note, etc.) and a parent conference.

BOCES C-Tech students must resolve late or absence problems prior to attending their first class.

Students must be in attendance more than four periods of the school day to be eligible to participate in or attend any school function or activity. Only written legal excuses brought to the Attendance Office prior to Homeroom will be considered.

After the 3rd request to leave early, verification of any appointment is required.

ATTENDANCE - CLASS

Regular class attendance is a prerequisite for the successful completion of any course.

Cutting class is a serious offense and is regarded as an unexcused absence from class. Cuts will be recorded on the computerized discipline log. Parents will be notified and disciplinary action will be taken. *Any student who is truant, cuts class(es), or leaves school without permission will receive a zero for class(es) missed and face disciplinary action.

Suspensions or unexcused absences may jeopardize eligibility for participation in extra-curricular activities, such as dances, the prom, concerts, sports, or the senior trip.

ATTENDANCE - LATE ARRIVAL

It is very important for students to be on time to school. Any student who is not in homeroom before the 7:38 a.m. bell must report to the Main Office to obtain a blue slip.

The first unexcused late (no parent note presented at the time of arrival in the Attendance Office) of one hour or less will result in a one-hour detention after school. If a student is more than one hour late to school, he/she will be assigned two, one hour after school detentions.

Written parent excuses for student lateness will only be honored if presented at the time of arrival in the Main Office. Such excuses (examples: “The car wouldn’t start”, “He overslept”, “She didn’t feel well”, etc.) will be honored three times during each semester. The first semester is from September to January, and the second semester is from February to June. After such time, only a confirmed, written doctor or dentist appointment will be honored.

Three unexcused lates in any four-week period will result in the detentions indicated above and a suspension conference with the principal and the student’s parents.

ATTENDANCE - EARLY LEAVES

Requests for leaving school early must be in writing, signed by the parent, and must be presented to the Main Office at the beginning of the school day. If the note is not presented at the beginning of the school day, a parent must come to the office to sign a student out. Requests must include:

1. reason for request
2. telephone number where parents can be reached
3. the time of departure and return

A phone call from a parent must be received by the Main Office before the student leaves, if not accompanied by a parent. Students must sign out in the Main Office when they leave and sign in when they return. Failure to follow this procedure will result in disciplinary action.

After the third request, verification of any appointment is required.

AUTOMOBILES

STUDENTS MAY NOT GO TO THEIR CARS DURING THE SCHOOL DAY. Students living outside the one-mile limit are provided with bus transportation and are encouraged to use this service. Under Board Policy, students are permitted to drive to school and to drive away from school at the end of their school day. With prior administrative approval and for legitimate reasons, with parental approval, students will be permitted to drive away from school on a given day. Driving to school on a daily basis is a senior privilege. Parking permits must be obtained by students driving to school. These parking permits are issued after the student and the parents complete an application. Parking permits may be obtained at the Principal's office.

These permits are to be displayed in the car windshield. Students must park in the designated school student parking area only. Students are not permitted to park on Hambletonian Avenue. Students parking illegally will be subject to disciplinary procedures, which will include towing the car for any second offense and loss of parking privileges. **The school is not responsible for damage to automobiles parked on school property.**

BACKPACKS AND BOOK BAGS

Backpacks and large book bags will not be permitted for the Middle School Students in the hallways except prior to homeroom, after school, and for 6th graders during period 9. These items must be stored in student lockers at all other times.

BELL SCHEDULE

Students are expected to be in their homerooms by 7:40 a.m.

7:38 a.m.	Warning		
7:40 – 8:24	HR/ Period 1	11:27 - 12:09	Period 6
8:27 – 9:09	Period 2	12:12 - 12:54	Period 7
9:12 – 9:54	Period 3	12:57 - 1:39	Period 8
9:57 - 10:39	Period 4	1:42 - 2:24	Period 9
10:42 - 11:24	Period 5	2:30	Buses Depart

BICYCLES

The school is not responsible for damage to or theft of any bicycles parked on school grounds. Bicycles may not be ridden during the school day.

CELL PHONES AND ELECTRONIC DEVICES

See "Use of Electronic Devices" policy on page 15.

COLLEGE CREDIT COURSES

We currently offer Advanced Placement courses that could include; Advanced Placement Biology, Environmental Science, Advanced Placement Physics, and SUNY Orange classes

which include; Foreign Languages, US History, English and Mathematics in our building during the regular day. Students must meet academic requirements of an 85 GPA for Seniors and a 90 GPA for Juniors in order to take a SUNY Orange class. Students taking SUNY Oswego Engineering Graphics and Technical Illustration should maintain an 85 GPA for Seniors and a 90 GPA for Juniors in technology courses, or receive instructor approval. AP Courses do not have a GPA minimum requirement, but students should consider the challenging nature of the courses when enrolling.

COMPUTER LAB

The Computer Lab is available for students' use with a pass from Study Hall during morning hours and after school on a walk in basis. Students are encouraged to sign up for computer electives. Computers are also integrated into many subject areas throughout the building including technology, remedial services, special education, and music. Any student who violates the Computer Network/Internet Acceptable Use Policy will lose computer privileges and will be subject to further discipline.

DETENTION

Detention is conducted after school on Mondays through Thursdays. Teacher detentions are generally at the discretion of the teacher. Bus passes will be issued to students assigned to detention so that they may take the "late bus" home. A teacher may assign classroom detention to any student for disruptive or unacceptable behavior. Repeated classroom disturbances will be reported to the principal and office detention procedures will prevail. Any student unable to work quietly during office detention is subject to in-school or out-of-school suspension plus additional detention. The only reasons accepted for missing detention are absence from school, a previously assigned detention, or a verifiable doctor's appointment.

DIRECTORY INFORMATION – STUDENTS

A school district is permitted to disclose certain general information to the public concerning students. This type of information is considered "Directory Information" and includes: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended.

A parent or student 18 years of age or older has a right to refuse to let a school district disclose any or all of the information considered in the category "Directory Information". Such written notification must be received by the school district thirty days prior to the intended disclosure of the "Directory Information".

The District may disclose "Directory Information" about former students at any time.

DISMISSAL

Students may not be in school buildings after dismissal time except for a specific and legitimate reason, such as detention, sports, extra-curricular activity, or extra help from teachers. Students are not to loiter anywhere around school property before, during, or after school except in those designated and supervised areas. Students breaking this rule will be subject to action in the Code of Conduct.

DRESS & DEPARTMENT

Proper acceptable clothing is essential to the creation and maintenance of a good school atmosphere. Good taste must be evident in the dress and grooming of all students during the school day. Neatness and cleanliness are standards to which all should adhere. If a student's attire or grooming violates the dress code, he/she will be required to change to acceptable attire. The school will provide laundered loaner clothing. Our objective is to have the student address the problem and return to their formal classes as soon as possible. Students who refuse to conform to the dress code are subject to action outlined in the school discipline code and will have their parents notified to take them home.

Specifically, leggings (worn without a long top), midriffs (exposing the stomach), short shorts (including athletic shorts), short skirts (when the student's hand is at the side, the tips of the fingers should not be longer than the short or skirt), athletic tops exposing the chest, excessively tight or baggy clothing, strapless tops, one strap tops, tube tops, halter tops, sheer or open knit clothing where undergarments or cleavage are visible, attire or accessories that, in writing or pictorial depiction, are lewd, vulgar, indecent, or promote matters otherwise prohibited at school (e.g., indecent sexual matters, promoting use of or advertising tobacco, alcohol, or illegal substances) **Pants must be worn so that they remain above the hips without undergarments exposed.** Winter coats, jackets, hoods of any kind, and outerwear are not to be worn in the classroom. Students may not wear sunglasses in the school building. Students may not wear attire that is likely to cause damage to school or students' property or persons (e.g., cleated shoes, spike bracelets, long hanging chains).

When a dress code violation occurs, the following procedures will take place:

- 1) school staff will notify the Nurse that a student is in violation of the dress code;
- 2) the Nurse will call the student down*;
- 3) the Nurse will make the final determination if the student is in violation;
- 4) if a violation has occurred, the Nurse will provide laundered clothing to amend the violation;
- 5) if a student is reported to the Nurse a second time in one day, the student will be referred to the Building Principal for disciplinary action.

*The Nurse will document dress code violations.

Students are to be courteous and behave appropriately at all times. No physical display of affection on school grounds, at school functions, or on school buses is permitted. Physical assault, threats, intimidation, and extortion are all forbidden and are subject to discipline. Serious incidents of harassment of any kind by another student should be reported to the principal, counselor, or a teacher.

EXTRA HELP

Students who would like extra help in any subject area should make such a request to the teacher, and every effort will be made to provide a time of mutual convenience. Teachers will provide this service if the student demonstrates such a need and responds to the opportunity for assistance in a purposeful manner.

FIELD TRIPS

Field trips are considered a natural extension of classroom instruction. Students are encouraged to participate whenever possible to broaden their educational experiences. Students who have received disciplinary suspension for inappropriate behavior will be excluded from field trips. Students who are failing more than three subjects will also be excluded from participation.

FIRE DRILLS

Fire drills will be conducted approximately 12 times during the school year. At the ringing of the fire bell, students should be quiet and take instructions from the teacher. Students not in a classroom during a fire drill must leave the building directly by the nearest exit. Should any exit be blocked, teachers will direct students to another exit.

Students are expected to move in a quick, quiet, and orderly fashion. Running is prohibited. Students are to remain quietly with their classes so attendance can be taken. Lines must move far enough away from the building to assure ample room for fire trucks and their apparatus.

FORBIDDEN ITEMS

Students are not permitted to bring to school knives, guns, firecrackers, laser pointers, or any other instruments which could harm the health and safety of others. Violators will be suspended and appropriate law enforcement agencies may be notified. Items that are a distraction to the teaching/learning process – all electronic devices should be left at home.

Cell phones may be used during lunch; otherwise they must be turned off and put out of sight upon entering the building. First offense - the item will be confiscated and returned at the end of the school day according to the Code of Conduct.

FUNDRAISING

All fundraising must be completed through a recognized school club or organization. Each club or organization must receive pre-approval from the Student Council and the Building Principal. The Board of Education will receive reports on fundraising occurring in each building.

GUM CHEWING

Gum chewing is permitted at the discretion of the teacher or principal.

HARASSMENT – STUDENTS

Harassment of any type must be reported to the adult in charge. A detailed account of the incident will be made to the building administrator. Disciplinary action will be taken against the offender as outlined in the Code of Conduct. Harassment may constitute a violation of the Dignity for All Students Act. To report any violation of the Dignity for All Students Act, please contact the Dignity Act Coordinator, John Flanagan.

HEALTH AND MEDICAL ASSISTANCE

If a student becomes ill, the school nurse will administer necessary first aid and will phone parents. Illness or accidents must be reported promptly to a teacher or nurse. Students will not be permitted to attend school unless they show proof of all New York State medical requirements relating to physical examinations and inoculations. Students within the district must meet annual New York State medical requirements.

An Emergency Information Form containing current emergency phone numbers must be on file in the Health Office.

Medication Dispensing

Under certain circumstances, it is necessary for a student to take medication during school hours. The school nurse will cooperate with dispensing this medication provided that the medication is brought to the health office in its original container accompanied by the physician's written request on his letterhead, indicating the name, frequency, dosage, and duration of a prescribed medication, as well as the name of the student. The parents must also sign a written request. This procedure must also be followed for the dispensing of over-the-counter medications including Tylenol®. The form must be signed by an M.D. and parent has been distributed with the handbook.

HOMEBOUND INSTRUCTION

Students who are injured or ill and will not be able to attend school for more than two weeks should call the Pupil Personnel Office to arrange for a home tutor.

HOMEWORK

Students are responsible to bring fully completed homework assignments to class on the date due. Any student absent from classes for legal reasons is required to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work and any extra help needed. **Homework grade = up to 10% of the student's average.**

IDENTIFICATION

Students receive a picture I.D. yearly from the school. This I.D. must be carried by students and presented to adults upon request. It is especially important to use I.D. when borrowing library books and brought to all dances, basketball games, etc. Admission may be denied if an I.D. is not presented.

INSTRUCTIONAL MATERIALS

Materials are chosen by the subject area teacher with approval from the Principal. All new textbook series are approved by the Board of Education. Parents who have concerns regarding instructional material should follow the Problem Solving Procedure listed in this handbook.

LATE BUS

A “late bus” run which accommodates students who have detention or received extra help will run Mondays through Thursdays after school at 3:50 p.m. A late bus pass signed by the student’s teacher is required to board the bus.

LAVATORIES

Students may use the lavatories between classes, before or after school, or during the lunch period. When necessary, a student may be excused from class by a teacher to use a lavatory. Students are not to congregate in the lavatory for social purposes. More than one student in a lavatory stall is strictly prohibited. Smoking and vaping is expressly prohibited in lavatories. **Lavatories are not places for sick students. Any student who is ill must report to the Nurse’s Office.**

LIBRARY/MEDIA CENTER

The Library Media Center will be open each day from 7:40 a.m. until 3:30 p.m., unless otherwise posted. Students may come to the Library/Media Center with an individual teacher pass, a study hall pass, or when accompanied by a teacher during a scheduled class. The Library/Media Center is a place for students to conduct research, study, read, search for and checkout material, and other similar types of activities. Inappropriate student behavior in the Library/Media Center will result in the suspension of library privileges.

The following items will not be permitted in the Library/Media Center: backpacks, food or drink, or electronic devices (e.g., cell phones or audio/video players).

Book Loans

Library/Media Center materials to be taken from the library must be properly charged at the circulation desk. Students must present their Chester Academy identification card for checkout. Books are loaned for a two-week period, due every 10 school days. Books should be returned on or before the due date or they will be considered overdue. Students with overdue books will not be allowed another checkout until overdue books have been returned or lost books paid for. The

cost for lost books will be the replacement price.

Reference books must be used in the Library/Media Center; they may not be checked out. The Library/Media Center also subscribes to on-line reference databases, which can be accessed by computer.

Periodicals

The Library/Media Center subscribes to a number of magazines and newspapers. EBSCO online magazines and newspapers can be accessed by computer.

Computers

Students may not play games or send/receive e-mail on Library/Media Center computers. Users are not allowed to load any programs onto library computers. Non-compliance of computer regulations will result in the suspension of student computer privileges.

Individual student use of computers will be subject to availability; scheduled classes have priority. The library utilizes a software program to monitor all student use of computers. The Library/Media Center adheres to School Board Policy regarding student computer use.

Library Web Page – Students can access the library web page for information about the library, for links to the on-line catalog, and for links to reference databases subscribed to by the library: www.chesterufsd.org.

Theft of Library Materials

Any student in possession of library material that has not been properly checked out will be subject to disciplinary action.

LOCK DOWN/LOCK OUT DRILLS

Students and staff at Chester Academy will participate in an unannounced “Lockdown and Lockout” drills. Lock Down and Lock Out are intended to minimize any potential threat to the safety of our students from outside our building or hallway corridors.

LOCKERS & LOCKS

Each student is assigned a locker and a school approved lock at the start of the school year. The school is not responsible for items taken from lockers. Students may not share their locker combinations. Do not leave valuables or money in your locker. Lockers must always be locked when not in use. Students may not write on or in their lockers. A cleaning fee will be assessed at the end of the school year for any violations. Failure to comply will result in loss of locker privileges.

The administration has the right to access all lockers. Students are responsible for the items within his/her locker. Students should not expect to go to their locker between each class period. Books for several classes should be carried until such time that a student has time to stop at his/her locker.

LUNCH PROGRAM

The school provides a hot lunch program and supervision for students during the lunch periods. Students, other than Seniors, are not allowed to leave campus during the school day. Students in grades 6-12 who leave school grounds are subject to disciplinary action as written in the Code of Conduct.

A student may bring a bag lunch to school or purchase hot lunch in the cafeteria. Hot lunch is prepared daily at a cost established by the Board of Education. Milk, juice, ice cream, and “a la carte” selections are available to students. Reduced price or free lunch is available for those students who qualify. Applications (with income tables) are distributed at the beginning of the school year and must be returned to the Business Office. These are kept confidential.

Aides assigned to lunch duty are in charge. Students are expected to cooperate with and show respect to the lunch aides. Inappropriate behavior and lack of cooperation will not be tolerated in the cafeteria area. Students are to remain in the supervised areas and are permitted outside only on the blacktopped recreation area. Those students who do not demonstrate proper behavior will have their freedom restricted and may be assigned to Study Hall during lunch periods.

No student is permitted to eat or drink in any area of the building other than the lunchroom without prior administrative approval. Students are not to order food for delivery to the school without prior administrative approval.

Students are not to be on the second or third floors during lunchtime. Students who congregate in the halls at this time disturb the classes that are in session. Repeat violators will be subject to disciplinary action.

Students will be permitted to go to the Computer Lab. They need to sign out from the lunchroom and arrive at the lab within the first fifteen minutes of the period. Once there, they are to remain in the lab for the entire period. This procedure is also in place for the Library.

ODYSSEY OF THE MIND

There is an active program for interested and eligible students called Odyssey of the Mind. Members plan and develop creative solutions to given problems and then compete regionally and nationally. The group meets together regularly to work as a team on their agreed upon task commitment.

Final acceptance into the program is determined by a selection committee which considers:

- academic potential
- academic achievement
- teacher recommendations
- peer, self, or parent nominations

For further information, contact:

Ms. Mary Kate Boesch, Elementary School Principal

2 Herbert Drive
Chester, NY 10918
(845) 469-2178

OPEN HOUSE

Each year the Chester Academy conducts an Open House. Parents are strongly encouraged to attend.

PARENT/TEACHER CONFERENCES

Parent conferences are encouraged at any time of the year. Parents may contact individual teachers or your child's Guidance Counselor to arrange for a meeting time with more than one teacher. School wide parent conferences are held after the first marking period. Sign-up for these afternoon and evening conferences is done at Open House.

PARENT INVOLVEMENT

We need each parent to be actively involved in the life of his/her child/ren. Checking on homework assignments and regularly contacting your child's teachers to check on progress is highly recommended. Active parent groups who meet regularly include the PTSA, the All Night Party, Board of Education meetings, and Budget meetings.

PASSES

Students shall report to their assigned classes daily. Whenever it becomes necessary for a student to move from an assigned class, a pass is required and will be issued by the teacher in charge. Students may not be in the halls without a pass, except at designated class change times. A pass must be held visible and presented to any adult upon request. Students must have a presigned pass in advance from the teachers they wish to go to for consideration to be given. Students who misuse pass privileges by going to a place(s) not listed on the pass, frequently leaving their classes, or taking extended time to arrive at a destination will lose pass privileges.

PASS PRIVILEGE REVOCATION

Students who use passes for purposes other than for which they were intended will have all pass privileges canceled for a given period of time.

PHYSICAL EDUCATION

Physical Education has many physical aspects to the course. The curriculum is designed to consider the unique level of student development at specified ages. Weight training, in particular, is designed almost individually. Care is taken for correct warm-ups and the level of fitness of youngsters. Questions on this aspect or others in the Physical Education curriculum can be answered by a student's teacher. If a parent has information about a physical problem that may be aggravated by a particular event or physical activity, the physical education teachers, and

school nurse should be notified immediately. Copies of documentation should be provided.

Physical Education Excuses

The State Education Department requires that all children take part in the Physical Education program unless a health problem makes this inadvisable. A note from a physician is necessary for a child to be excused from this requirement. A doctor's note must be brought to the Health Office at the start of the school day. The school nurse will communicate with the doctor and physical education teachers. Written parental requests will be honored for one or two class sessions, but periodic or repeated excuses require medical validation in the interest of the pupil's health. An adaptive physical education form is available in the Health Office for anyone with medical restrictions. Students excused from physical activity will be given an alternative written assignment

PLAGIARISM

Plagiarism is the presentation of someone else's work as your own. This includes but is not limited to words, ideas, data, graphics and presentation style. Plagiarism is a serious offense and is unacceptable in the world community. Assisting another person in plagiarizing is equally inappropriate and will be punished along the same guidelines.

PROBLEM SOLVING PROCEDURE

When a parent believes there is a problem, the school wants to provide accurate information about the situation and help put in place safeguards to avoid a future occurrence. To allow those closest to the problem to be involved in the solution it is, therefore, imperative that the following chain of command procedure is followed in the order listed:

1. **Contact the teacher**
2. Contact any school assistance personnel if applicable (guidance, psychologist, nurse, etc.)
3. Contact the principal
4. Contact the superintendent
5. Contact the Board of Education

PROM (Board Policy 7419)

Only juniors or seniors of the Chester Academy may purchase a ticket for him/herself and one guest. All students who attend must be of high school age. Eligibility to attend is based on the following:

- The student must not have a major disciplinary problem (this includes, but is not limited to, out of school suspensions or Superintendent's Hearing during the entire school year). Any student who receives an out of school suspension or Superintendent's Hearing during the school year is subject to a review of that disciplinary action by the principal and the Superintendent to determine if the disciplinary problem and the ensuing disciplinary action taken are severe enough to revoke the student's eligibility to attend.

As with any decision, the student has the right to appeal the Superintendent's decision to the Board of Education.

- The student must have regular attendance which means attending school at least 90% of the time by the end of the third marking period (excluding legal absences).
- The student must not be failing more than one subject at the end of the third marking period. However, the student may raise his/her average in the failing subject by attending eight study sessions and getting a passing grade for the five week report.

All rules and regulations of the school district will be enforced on the night of the prom. The use of alcohol, drugs, or tobacco products is prohibited. Anyone suspected of being under the influence will not be permitted to remain at the prom, and a parent will be called to take the student home. Any student breaking any rules will be sent home immediately after a chaperone has called the parents to inform them of the decision. Students may not go to the parking lot on the night of the prom unless they are leaving the event.

PSYCHOLOGICAL SERVICES

A New York State certified school psychologist on staff conducts psycho-educational evaluations to determine the cause and nature of learning problems and to identify exceptional children. Recommendations for program and placement for these students are made to parents and/or the Committee on Special Education. The psychologist consults with teachers and parents on classroom and home behavior management for students who have adjustment problems. Referrals can be made to appropriate community service agencies and private practitioners who can provide help for problems that affect school performance. The psychologist conducts group counseling sessions to help students adjust to their school experience and may do individual short term counseling for students who need help in resolving specific school related problems.

PUBLICATIONS

Any non-school sponsored publication must be presented to the Building Principal for screening and approval prior to distribution in school.

PUBLIC CONDUCT ON SCHOOL GROUNDS

All visitors to the school grounds are to conduct themselves in accordance with all school rules, state laws and Board policies. Visitors are to be courteous and respect the teaching/learning environment established for the benefit of all of our students. The Code of Conduct will be followed.

SAFETY

Students are not to use ladders, work on any scaffolding, lift heavy articles or furniture, handle corrosive chemicals, operate moving equipment, handle "live" electric wires, or otherwise engage in any activity where bodily injury can result. Custodians should be asked to do these things if they must be done.

In the shops, labs, gymnasiums, shower rooms, and in any other areas where accidents are likely

to occur, pupils are to adhere strictly to the safety-first rules prescribed by the instructor in charge.

SCHOOL COLORS & TEAM NAME

The official colors of the Chester Academy are Blue and Orange. The team name is “Hambletonian” which was selected in remembrance of the famous trotter who was reared and buried in Chester.

SCHOOL DISTRICT RECORDS

Student records may be reviewed by scheduling an appointment with your child’s Guidance Counselor.

SCHOOL RINGS

In order to purchase a Chester Academy ring, a student must be a full-fledged Junior and must have met minimum requirements, which include required courses throughout the 10th grade (English 9 and 10, Social Studies 9 and 10, 2 units of Math, 2 units of Science, ½ unit of Physical Education, and other electives).

SENIOR TRIP (Board Policy 7418)

The senior trip is a privilege, not a right, for members of the senior class. All rules and regulations of the school district will be enforced for the duration of the trip. Any student breaking any rules will be sent home immediately at their own expense. The senior trip is to be completely self-funded by the students attending the trip. The class advisor and the principal must chaperone the trip. The district will cover the costs for the class advisor and the principal not included in the trip package organized by the advisor. Trip destination will be determined by the building principal and class advisor by October 31st.

Any student failing more than one subject at the time payment is due to reserve their spot will not be permitted to attend. If there is no time frame for payment, any senior, failing more than one subject at the end of the 2nd marking period may not be able to attend. The student must not have a major disciplinary problem (this includes, but is not limited to, out of school suspensions or Superintendent’s Hearing during the entire school year). Any student who receives an out of school suspension or Superintendent’s Hearing during the school year is subject to a review of that disciplinary action by the principal and the Superintendent to determine if the disciplinary problem and the ensuing disciplinary action taken are severe enough to revoke the student’s eligibility to attend. As with any decision, the student has the right to appeal the Superintendent’s decision to the Board of Education. If payment has already been made, that student will not receive a refund unless allowable under the trip package.

Board approval is needed for all senior trips, therefore; the building principal and class advisor will provide all information on their trip by the first meeting in November including a complete itinerary and the total cost. A list of chaperones will be presented to the Board for their approval

as soon as it becomes confirmed.

SMOKING

Smoking, vaping, or other tobacco, nicotine, or e cigarette use is not allowed at any time on school grounds, in school buildings, or in areas surrounding the school. Cigarettes, vape devices, pipes, cigars, tobacco, or the packages containing them may not be exposed on school grounds. Students breaking this rule will be subject to immediate action as outlined in the Code of Conduct. Students who are found to be smoking on school grounds will be referred to the County Health Department. A third offense during a student's school career will result in a formal hearing and a fine.

SOCIAL PROBATION

Students who repeatedly disregard school rules will not be permitted to attend school dances, sporting events, and after school functions. Any second offense requiring out-of-school suspension will result in a 5-week social probation.

SPEECH

A speech therapist is on staff to evaluate students' articulation and language therapy where academic performance is affected. The frequency of the therapy is indicated by the severity of the problem.

STUDENT PLACEMENT

Students in grades 6, 7, and 8 are assigned to sections on the basis of: previous classroom performance, standardized tests, and teacher recommendations. In the Middle School, it is possible for students to move from one level to another based on their demonstrated academic performance and careful consideration of all factors.

As students enter the 9th grade, initial determinations are made regarding the program that the student will follow during his/her high school career. The nature of the courses selected often determines whether the student is on a college preparatory course or one designed to lead to a vocational sequence.

STUDY HALLS

Students will be assigned to study halls. Study halls are a part of the regular student schedule and attendance is mandatory. Study halls are designed to provide students with an opportunity to complete assigned class work and prepare for examinations. **Students must bring work to be completed quietly in study halls. Disruptive behavior is subject to disciplinary action. Those students who are failing one or more subjects as noted on 5-week notices will not be permitted to leave study hall unless they have a pre-signed pass from a teacher to do work or intend to use the library.**

SUMMER SCHOOL

Students who do not pass a course or courses during the regular school year are strongly encouraged to attend summer school. A 50% average during the school year is required for attendance at summer school. Registration information must be obtained in the Guidance Office immediately following the conclusion of classes in June.

SUSPENSION

Suspension from school is a serious disciplinary measure. Parents will be notified in advance, whenever possible, when a student is to be suspended. Due process procedures will be followed in all cases of suspension. Students are responsible for work assignments given during suspension. Any student on out-of-school suspension must report to assigned alternative instruction or he/she will receive zeros for class work and tests for days missed. Students on in-school or out-of-school suspension are not eligible to participate in or to attend school activities during the period of suspension. **Students who are insubordinate or disorderly are subject to immediate suspension.**

TELEPHONE

All office telephones are reserved for business purposes. **Phone messages will not be taken for students other than extreme emergencies.** Students are not permitted to place phone calls during the school day without permission of the Building Principal.

TEXTBOOKS & EQUIPMENT

Students are entrusted with the care and use of textbooks and school materials (e.g., calculator) each year. The condition of the book is rated by the teacher and student at the beginning and the conclusion of the year. The students must sign a book condition sheet and sign the inside cover of the textbook upon receiving the textbook. They will be responsible for damage to books or materials entrusted to them. Damaged or lost books must be paid for by the student. To willfully destroy school district property or to tamper with any safety device is forbidden. Unauthorized use of school equipment, including duplicating equipment, is forbidden. Students are not to be in unauthorized areas at any time. Willful destruction or theft of school district property or personal property is forbidden and subject to punishment and/or legal action or restitution.

TRANSPORTATION

Inquiries should be made to the Business Office (469-9184). Riding the bus is a privilege and may be withdrawn if a student does not comply with rules and regulations. **Students may not leave school grounds once transported to school in the morning.** Students attending CTEC must ride the bus unless permission is received from the parent in advance and granted by the Building Principal. Students may only ride the bus to which they are assigned. Late buses are provided Monday - Thursday at 3:50 p.m. A pass from the activity supervisor is required to ride the late bus.

VENDING MACHINES

Students may purchase drinks and snacks before 7:40 a.m. and after 2:24 p.m.

VISITORS (Board Policy 3210)

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. Student visitors from other schools, unless they have a specific reason and prior approval of the Building Principals, are **not** permitted to enter school buildings.

All visitors to the school must report to the Main Office, sign the visitor's register, and obtain a visitor's pass which must be displayed at all times. The visitor must return to the Main Office, and sign out at the conclusion of the visit.

VOLUNTEER SERVICES

Students may volunteer to assist in various capacities.

WORKING PAPERS

Everyone between the ages of 12 and 17 must obtain working papers to be legally employed. For complete details concerning how you may obtain working papers, please inquire at the Main Office. **Regular school attendance and maintenance of passing grades are required.**

CHESTER ACADEMY GUIDANCE DEPARTMENT SERVICES

Guidance services are available to all students and their parents. Among the services provided are the following:

1. Educational guidance and counseling
2. Vocational guidance and counseling
3. Counseling with students involving social or emotional problems which affect school work

In addition to counselors, the pupil personnel department is staffed with a school psychologist who works with students requiring individual testing and counseling. A social worker, A.I.S. English and math teachers, and a speech therapist provide support services. Referrals may be made by teachers or by personal request of students and/or their parents.

Students' records will be reviewed during the spring of their 8th grade year to determine what course of study an individual student will begin in 9th grade. Students and parents should consult with the School Counselor to make this important determination.

Teachers are responsible for contacting parents when a student is failing a class, not being recommended for an Honors class or moving to the next level of foreign language.

ALTERNATE WAYS OF EARNING CREDITS

Eligible students have the option of earning up to 6½ credits without completing specific courses of study. However, the school must determine that this alternative will benefit the student academically. This may be done as follows:

- The student achieves 85% or better on state-developed exams (e.g. Regents exams, proficiency exam, or State approved exams) and passes an oral examination or completes a special project.
- In the areas of Science and Occupational Education, where credit is through examination, laboratory requirements will be met through special projects demonstrating appropriate skills.
- In the area of physical education, for pupils in grades 10 through 12 only, a comparable time each semester in out-of-school activities may be used to satisfy requirements upon the approval of the physical education staff and principal. The activity must be equivalent and must be applied for one semester in advance; only exceptional situations will be considered.
- A student may obtain the unit of credit in Art and/or Music required for graduation in an advanced out-of-school art or music activity. Only exceptional situations will be considered. Credit for such participation shall be upon recommendation by the student's Art or Music teacher, and shall be approved by the school principal. Application must be made to the principal at the start of the school year.

In each of the above situations and possibly other curriculum areas, the professional staff and principal will determine the criteria and application process.

OUBOCES CAREER & TECHNICAL EDUCATION CENTER (CTEC)

To apply for admission to BOCES, a student must be entering the eleventh grade and follow the procedure below:

- a. Fill out a visitation pass and have parental approval
- b. Arrange through the Guidance Department to visit CTEC for a half-day orientation and investigation
- c. CTEC is only offered in the AM at Chester Academy

Students must be aware that, in order to be accepted in a CTEC program, they must have good attendance and good academic records.

The following courses are offered:

Appearance Careers Academy

Cosmetology
Esthetics

Security Careers Academy

Fire Science
Law Enforcement

Business Computers Career Academy

Basic Office Applications

STEM Careers Academy

Engineering Design & Architecture

E-Business and Microsoft Applications
Medical Administrative Executive Assistant

Computer Networking
Computer Programming
Mechatronics & Robotic Engineering

Construction Careers Academy

Carpentry
Electrical Construction Technology
HVAC/Plumbing
Welding

Transitional Careers Academy

Hospitality/ProStart
Vehicle Maintenance
Work Place Learning

Culinary Careers Academy

Culinary Food Trades

Transportation Careers Academy

Auto Body/Restoration
Automotive Technology
Aviation
General Service Technician

Education Careers Academy

Early Childhood Development & Care
Education and Management

Environmental Careers Academy

Animal Science (Veterinary Assistant)
Heavy Equipment

Visual Arts Careers Academy

Digital Design and Advertising
Digital Filmmaking & Post
Fashion & Interior Design

Health Careers Academy

Dental Assistant
Emergency Medical Services
Exercise Science and Sports Medicine
Principles of Health Occupations
Allied Health Assistant
Nurse Assistant
Pharmacy Technician

OUBOCES CAREER & TECHNICAL EDUCATION CENTER CERTIFICATE

This certificate is granted to students who successfully complete a two-year program in CTEC. This is not a diploma in itself, but is awarded in conjunction with the Regents diploma.

CLASS RANK COMPUTATION

Grades for all classes taken will be computed to determine class rank. Class rank will be computed after the sixth semester for college applications. Final class rank will be computed after the seventh semester. A weighting system of 1.05 for Honors classes and 1.10 for AP and college level classes will be used when computing class rank.

TRANSFER STUDENTS

To be considered for first and second honors, i.e. valedictorian and salutatorian, a transfer student must have been in attendance two consecutive years prior to graduation.

COURSE REQUIREMENTS

High School students are required to take a minimum of six units each year in their program in addition to P.E. requirements and any remediation mandates such as A.I.S. Math, Reading, Writing Skills, Science, Social Studies, and Resource Room. One period of lunch must be in each student's schedule. Many students will take seven units of credit. Academic history of students is considered for heavy loads. If seniors are taking Physics, A.P., or College Courses, they may take a minimum of 5.5 credits.

***Students may not drop a class after October 1st.**

DOUBLING UP

Students in grades 6-12 may not "double up" in courses such as English, Social Studies, Science, or Math except where High School graduation is possible during the last year of attendance. Only one area of doubling up is possible: e.g. English 11 and 12 or Social Studies 11 and 12. Doubling up is used only as a last resort. Administrative approval is required for doubling up of courses.

Summer school is recommended for many students to clear up deficiencies, and some students may need up to five years to earn a diploma.

GRADUATION

The full graduation ceremony at the end of school in June is reserved for only those students who have fulfilled all academic requirements to graduate. Those students who have not paid fines owed to the school will not be permitted to participate. Semi-formal attire along with the school graduation cap and gown must be worn to participate. Students who do not demonstrate proper behavior will not be permitted to participate. Students who demonstrate inappropriate behavior or dress during the ceremony will forfeit the privilege of continued participation in the ceremony.

HONOR ROLL

The High Honor Roll will require a minimum overall average of 93.0 or above.
The Honor Roll will require a minimum overall average of 85.0.

MARKING POLICY

Grades are recorded as numerical grades on permanent records and report cards. Regents exams are also recorded as numerical grades. The minimum passing grade is 65.

MIDDLE SCHOOL FINALS

All Middle School students will take a midterm and final in their core courses. Each exam will count as 10% of the students' average in that course.

MIDDLE SCHOOL RETENTION

Any 6th, 7th or 8th grade student who has failed one core academic subject is highly recommended to attend summer school. If this is not an option a parent or guardian must contact the Guidance Counselor. Students who fail two core subjects must retake both and pass them in summer school or the student will be retained in their current grade. Failing three or more academic subjects will result in immediate retention in the student's current grade.

NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY

The selection procedure begins with Scholarship. The GPA will be calculated at the end of the sophomore year and must be 90% or above. During the fall semester of the junior year, qualified juniors will be invited to submit applications by a deadline determined by the advisor. Unless there is an extenuating circumstance and approval by the advisor, failure to meet the deadline immediately invalidates the application thus ending the process for that individual.

A minimum of 10 hours of volunteer service not associated with any school service organization is required for the Service component. The high school faculty will then be asked to complete a survey asking for input on the Character, Service and Leadership of all candidates.

The Faculty Council will meet to review both individual applications as well as the faculty survey. The advisor will act as a non-voting facilitator as the Faculty Council makes its deliberations. Once the deliberations are complete, the advisor will notify individuals of the results. The advisor will then meet with the unsuccessful candidates as to the reasons for denial as well as the appeal process. If a student is not selected or eligible, the process will begin again at the end of the junior year.

The evaluation process is comprehensive, and membership is only bestowed as an honor to those selected.

The selection process for the National Junior Honor Society will commence following the third marking period of the 7th grade year or after the first marking period of the 8th grade year.

NCAA CLEARINGHOUSE

In order for students to participate in college athletics on the Division I or II level, they must receive clearance from the NCAA. Part of this clearance mandates students take courses beyond the basic minimum New York State graduation requirements.

Students who are interested in playing college athletics on the Division I or II level must inform the Guidance Office in writing by the beginning of the Junior year. This will allow the Guidance Counselor to schedule the student in courses that will meet not only NY State standards, but the standards of the NCAA as well.

It should also be noted that NCAA approval also requires minimum grade levels in the classes mentioned above, as well as on the SAT.

REPORT CARDS - INTERIM REPORTS

All 5-week notices and report cards will be available on-line. They will be mailed only upon parent request.

Five-Week Period Ends:

October 6, 2023
December 15, 2023
March 8, 2024
May 17, 2024

Marking Period Ends:

November 9, 2023
January 26, 2024
April 19, 2024
June 26, 2024

STANDARDIZED TESTS

Grade 6 – NYS English Language Arts and Math
Grade 7 – NYS English Language and Math
Grade 8 - NYS English Language Arts, Math, and Science
Preliminary Scholastic Aptitude Test (P.S.A.T.)
National Merit Scholarship Qualifying Test - Fall (Math and Verbal)
Scholastic Aptitude Test (S.A.T.) – Fall and Spring
NYS Regents – English, Math, Science and Social Studies

STUDENT AWARDS AND SCHOLARSHIPS

Information on post-secondary awards and scholarships may be obtained through the Guidance Office.

An Academic Awards Evening Assembly is held each June to recognize student's achievements.

INSTRUCTIONAL SUPPORT TEAM

This group, composed of the administrators, counselors, school psychologist, school nurse and special education/remediation teachers, discusses problems met by students in general and also specific problems faced by individual students. The experience of this group is used in an attempt to modify or solve problems of our students. General, simple, complex, or very specific remedies are used in order to aid our students in adapting to the problems that arise within the secondary age group. When necessary, students and/or parents are invited into these meetings. Students may be referred to support services. Referrals to this group may be made by the staff, students themselves, or parents.

COURSES		SEPTEMBER 2001 and Thereafter Entering Grade 9	
		REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
R O	English	4	4
E F	Social Studies (a)	4	4
Q	Mathematics	3 (b)	3 (b)
U C	Science	3 (b)	3 (b)
I R	Health	0.5	0.5
R E	The Arts (c)	1	1
E D	Core Credits	15.5	15.5
D I	Languages Other Than English	1 (d)	(e)
T	Physical Education(f)	2	2
U N I T S	Sequence Courses/Electives (LOTE, CTE, The Arts (d)	3.5	4.5 (f)
	TOTAL REQUIRED (MINIMUM)	22	22
M	EXAMINATIONS		
I R	RE English	Yes	Yes
N E	RE Mathematics	Yes (i)	Yes (i)
I Q	2 nd RE Mathematics	No	Yes (i)
M U	RE Global History Geog.	Yes	Yes
U I	RE US History & Gov't.	Yes	Yes
M R	RE Science	Yes	Yes (j)
E	2 nd RE Science	No	Yes (j)
T M	Languages Other Than English	(k)	Yes (l)
E E	RCT Mathematics	No	No
S N	RCT Global Studies	No	No
T T	RCT US History & Gov't.	No	No
I S	RCT Science	No	No
N			
G			

NOTE: School District may establish requirements in addition to those outlined.

RE = Regents Examination

RCT = Regents Competency Test

FOOTNOTES FOR DIPLOMA REQUIREMENTS CHART (Section 100.5 of NYCRR)

(a) Four credits required, including 1 unit in American History and 1/2 unit each in Participation in Government and Economics.

(b) Students may meet the learning standards in technology either in a course in technology education or through an integrated course combining technology with mathematics and/or science. A commencement-level course in technology education may be used as the third unit of credit in science or mathematics, but not both.

(c) The Arts are defined as dance, music, theater, and visual arts.

(d) Students with a disability may be excused from the requirement for one unit of credit in LOTE if so indicated in the Individualized Education Program (IEP). Students must receive

LOTE instruction no later than the beginning of Grade 8 and complete 2 units of study by the end of grade 9.

(e) To earn the advanced designation, the student must complete one of the following: two additional units in a language other than English (3 LOTE credits total); career and technical education (5 credit CTE sequence); or the Arts (5 credit sequence). Students with disabilities who are exempt from the LOTE requirements as indicated on the IEP may earn the advanced designation as long as the required number of credits to graduate are met.

(f) Sequence courses and/or electives may include LOTE, CTE and the Arts.

(g) Students must pass two commencement level Regents Examinations in mathematics through one of the following combinations: Mathematics A and Mathematics B; or, Mathematics A and Algebra 2/Trigonometry.

(h) Students must pass one of four combinations of commencement level Regents Examinations in mathematics: For the two examination combination, Mathematics A and Mathematics B, or Mathematics A and Algebra 2/Trigonometry; For the three examination combination, Mathematics A, Geometry, and Algebra 2/Trigonometry, or Integrated Algebra, Geometry, and Algebra 2/Trigonometry.

(i) Students must pass three commencement level Regents Examinations in mathematics through one of the following combinations: Mathematics A, Geometry, and Algebra 2/Trigonometry or Integrated Algebra, Geometry, and Algebra 2/Trigonometry.

(j) A total of two Regents Examinations in science, with at least one in life science and at least one in physical science.

(k) Students who complete Checkpoint A of the syllabus and two units of study in a single language other than English no later than the end of Grade 8 must pass the second language proficiency examination in order to earn one unit of credit toward the high school diploma.

(l) If so indicated in the IEP, students with a disability may be excused from completing the additional LOTE units and corresponding LOTE Checkpoint B examination. Students completing a sequence of not less than 5 units of credit in CTE or the Arts are not required to complete the additional two units of LOTE or to pass the LOTE Checkpoint B examination in that language to earn a Regents Diploma with Advanced Designation.

(m) Students who successfully appeal two Regents Examination scores within three points of the 65 passing score and who meet the other requirements of the appeals process specified in CR 100.5(d)(7) will earn a local diploma.

(n) For students with disabilities who first enter grade 9 in September 2005 and thereafter, a score by the student of 55-64 may be considered as a passing score on any Regents Examination required for graduation with a local diploma.

(o) Students with disabilities who fail one or more Regents Examinations and who pass the corresponding Regents Competency Test (RCT) will receive a local diploma.

Please note: Graduation requirements may be subject to change in accordance with new State regulations. Please check with your school counselor about the most current requirements.

**CHESTER ACADEMY
ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

INTERSCHOLASTIC ATHLETICS

Students and their parents must sign an athletic contract, which further defines participation rules and expectations. Students are encouraged to try out for the teams. The athletic program is designed to be an important part in the overall life of those associated with our school and community.

Students selected to participate are expected to:

- devote time to daily academic work to insure that they will remain eligible to participate
- attend all practice sessions
- study new plays and work with other team members refining the plays
- show respect to fellow players, spectators, officials and coaches at all times
- obey all training rules, which will be clearly explained and handed out at the beginning of the season.

We encourage members of our student body to attend as many athletic contests as possible. The Orange County Interscholastic Athletic Association (O.C.I.A.A.) has established guidelines for spectators at activities. **Students disregarding these guidelines may be barred from attending athletic events.**

Athletic Letter Awards are presented each year to players earning them. Letters are to be worn by those who have earned them, and not by other students. All players must continue to meet eligibility standards to be active participants on teams (see eligibility requirements).

The Chester Academy is prepared to field teams in the following sports when student participation is adequate and qualified coaches are available.

SPORT	VARSITY	JV	MODIFIED
FALL			
Football	Boys/Girls	Boys	
Soccer	Boys/Girls	Boy/Girls	Boys/Girls
Volleyball	Girls	Girls	Girls
WINTER			
Basketball	Boys/Girls	Boys/Girls	Boys/Girls
Track	Boys/Girls		
Wrestling	Boys/Girls		
SPRING			
Baseball	Boys	Boys	Boys
Lacrosse		Girls	

Softball	Girls	Girls	Girls
Track	Boys/Girls		

INTRAMURALS

Grade 6
Weight Training

Boys & Girls
7-12 Boys & Girls

ATHLETIC CONTRACT

Parents Night

At the beginning of each season, each head coach will conduct a parents meeting. **It is recommended that each student athlete attend this meeting with a parent/guardian. Coaches will review team rules and expectations.** If an emergency arises, please contact either the coach or athletic director to reschedule a meeting.

Training Rules

We do expect our athletes to adhere to the list of training rules which will follow. These rules will be explained by each coach. There will be a general meeting with all teams where all the standard rules will be reviewed.

Alcohol or Other Drug Use

1. **NO** drinking of alcoholic beverages.
2. **NO** smoking of any substances, including smokeless tobacco and vaping.
3. **NO** use of drugs of any type or form unless prescribed by a doctor.
4. Possessing or using alcohol or other drugs is **STRICTLY PROHIBITED**.
5. Any athlete in possession of, under the influence of, or participates in the sale of alcohol or illegal drugs other than those prescribed for legitimate medical reasons will:
 - A. **IMMEDIATELY** be suspended from the team, for a minimum of two weeks.
 - B. **NOT** be permitted to participate in the Athletic Program until the athlete seeks regular counseling.
 - C. A second offense will result with the removal from the team permanently.
 - D. A third offense will mean the student athlete will be banned from participation of all athletics throughout the school year.

The consequences described above may be superseded by discipline under the Student Code of Conduct.

6. Smoking/Vaping – Any student caught smoking will face a one-week suspension. A second offense is a two-week suspension and a third offense will result in the removal

from the team.

7. **“PARTY RULE”** - The District is aware of the need for a student-athlete/participant to engage in social activities. Gatherings of groups of students at homes of friends, picnic sites, etc. are all part of the life of high school students. Athlete/participants should make every effort not to attend gatherings where illegal activities are taking place. Attendance at such parties where alcohol is being consumed, and/or illegal drugs are being used, will NOT be condoned. If a student-athlete/participant attends such a party or gathering where alcohol is being consumed or illegal drugs are being used, the student-athlete is to leave at once.

A Very Special Note to Parents

Sectional and County level officials have notified the District to forward the following information to all parents of athletes:

In regard to private parties where **ALCOHOL** is accessible, whether or not adults know or permit the use, the **PARENTS** who host the party in their home are directly responsible for all occurrences involving those children, regardless if the incident occurs on the premises or off the premises.

Curfews

Coaches will determine a curfew for each specific team. This curfew will be adjusted by the coach for modified teams.

Uniforms

Be advised that each athlete is **TOTALLY RESPONSIBLE** for all equipment and uniforms given to him/her. The athlete will not be issued any further athletic equipment or uniforms until missing equipment or uniforms are returned or paid for. Lost or stolen equipment or uniforms must be paid for by the athlete.

Attendance in School

Students are expected to attend each and every practice and athletic contest.

Students are expected to abide by the rules of attendance established by each coach. Coaches are expected to clearly inform students of their attendance policy so athletes are fully aware of the coach's expectations.

Students must be in attendance in school to legally participate in an athletic event or practice. Students must also report to school no later than 11:00 a.m. in order to participate in a game or contest for that day. The following are considered legal excuses for coming in late: religious holidays or services, doctor/dentist appointments (**note required**), death in the family, family emergency, college visitations, special testing, e.g., SAT's.

In the event a practice must be missed, the athlete is responsible for contacting his/her coach and provide a valid reason. Disciplinary action in connection with continued participation on the team will be based on the coach's rules.

Suspension

The procedure for SUSPENSION of an athlete for DISCIPLINE, BEHAVIOR, or ACADEMIC REASONS is:

If the athlete is given in-school or out-of-school suspension, the athlete is **NOT** permitted to attend that day's practice or game.

Arrest

Athletes who are arrested during a sports season could face suspension or expulsion from the team. The Athletic Director and Superintendent will investigate the charges to determine the length of suspension. Since Athletics is a privilege, students **do not have to be found guilty** in a court of law to face suspension from their respective athletic team.

Behavior

Foul language and insulting remarks are not permissible.

Students will not be permitted to fight or strike teammates and opponents unless in the context of a contact sport where such physical conduct is required or permitted. Violators will face disciplinary action in accordance with the school Code of Conduct. Athletes are expected to obey a coach's directions. Disobedience, unwarranted comments, and other subversive behaviors may interfere with the coach's ability to conduct a practice and may distract from the time a coach should spend for the purpose of the team. Athletes are expected to communicate with coaches before or after practice to avoid distracting team practices and team goals.

Athletes are expected to follow the rules and protocol of their sport and should not intentionally violate the rules of the sport that they are playing during practice or competitions.

If an athlete is removed from an athletic team, he/she will be ineligible to participate in any sport until a parent conference is conducted with the Athletic Director and Building Principal. Following the parent conference, a decision regarding eligibility will be rendered by the Athletic Director and Building Principal.

ATHLETIC INSURANCE

If your child is injured in the Athletic Program, please contact his/her coach immediately so that the proper forms and claims may be filed. **WE STRONGLY RECOMMEND NON-BREAKABLE GLASSES REFERRED TO AS "REC SPECS" OR CONTACT LENSES FOR STUDENTS PARTICIPATING IN OUR ATHLETIC PROGRAM.**

TRANSPORTATION OF ATHLETES TO & FROM AWAY ATHLETIC EVENTS

This procedure applies to all athletic trips for all seasons. Students who are associated in any capacity with an athletic team, e.g., players, managers, stats, scorers, timers etc., must travel

from the school to the game site and return to the school on the bus.

If there is an emergency, parents/guardians should contact the Athletic Director prior to the game date and supply the coach with a note including signature & date. Students will only be released to their parents.

ATHLETIC CERTIFICATE OF PARTICIPATION

Certificates will be awarded to each Athlete that completes the entire sports season. Certificates will be awarded to an Athlete who medically is unable to complete the sport season, due to an injury sustained participating in that sport.

Certificates will **NOT** be awarded to Athletes who are **ACADEMICALLY** ineligible, who have been **SUSPENDED** from the team, who have **DISREGARDED** team policy or regulations, and sustained a season ending injury by participating in an outside activity.

A **CERTIFICATE OF PARTICIPATION** will be awarded for all sports and all levels of participation including Modified, Junior Varsity and Varsity.

Please feel free to contact the Athletic Director at (469-2231) if you have any questions or concerns.

ACTS OF STEALING

Acts of stealing and willfully damaging District facilities or properties or those of other schools will result in suspension of at least two (2) weeks. Full payment must be completed before the athlete can return.

RESPONSIBILITY FOR EQUIPMENT

Athletes are responsible to secure all personal items. It is not the responsibility of the coach or Athletic Department if unsecured goods are stolen, lost or damaged.

QUITTING A TEAM

If athlete/participant is removed or quit an athletic team/club, he or she will be ineligible to participate in any sport/club until a parent conference is conducted with the athletic director/advisor and building principal. Following the parent conference, a decision regarding eligibility will be rendered by the building principal.

As a Chester Academy Athlete your first commitment is to your school team. Missing practices or contests due to other outside athletic activity is not acceptable. Your first responsibility is to your Chester Academy Team.

ACADEMIC ELIGIBILITY GUIDELINES

Students are evaluated at each five week progress report period and the end of each ten week marking period.

Academic Probation: A student failing one class will be placed on academic probation. While on academic probation, the student will be permitted to practice and participate in games or other events associated with the team or club. The student must complete eight study sessions. At the end of the eight study sessions, the student is reevaluated and the process is repeated only if the student continues to fail one class. If the student is now failing two or more classes, that student is elevated to academic restriction.

Academic Restriction: A student failing two or more classes will be placed on academic restriction. While on academic restriction, the student is eligible to practice, but is not eligible to participate in games or other events associated with the team or club. The student must complete eight study sessions. At the end of the eight study sessions, the student is reevaluated and the process is repeated only if the student continues to fail two or more classes. If the student is failing one class, that student is moved to academic probation.

At any point in the process, any unexcused absence from a study session will result in automatic elevation to academic restriction. If a student fails a class for the 4th marking period, but passes that class for the year, that class will not count towards academic probation or academic restriction to start the following school year. Students can only start a new school year on academic probation.

Classified Students: Classified students will be reviewed to determine if the subject failure is a related manifestation of the student's handicapping condition. If it is suspected that a student's failure is related to his or her disability, an immediate referral should be made to the CSE for review and modifications to the IEP, if appropriate.

Half Day: To be eligible for any practice, game, or activity associated with a team or club, students must arrive at school no later than the end of fourth period.

SPORTSMANSHIP FOR ATHLETES

It is important for athletes to remember that participation is a privilege that is not to be abused by unsportsmanlike conduct.

The District athlete is to demonstrate self-control and respect for teammates, other athletes, officials, and spectators at all times.

District athletes are expected to treat opponents with respect before, during, and after competitions. Congratulations, shaking hands, and other acts of good sportsmanship are expected from the athlete.

SPORTSMANSHIP CODE

The athlete must understand and comply with the following Sportsmanship Code:

1. Follow the proper ideals of sportsmanship, ethical conduct, and fair play.
2. Eliminate all possibilities which tend to destroy the best values of the game.
3. Stress values derived from playing a game fairly.
4. Show cordiality and courtesy to visiting teams and officials.
5. Establish positive relations with visiting teams and hosts.
6. Respect the integrity and judgment of game officials.
7. Follow the Section IX, NYSPHSAA, and the High School rules of eligibility.
8. Encourage leadership, use of initiative, and good judgment by teammates.
9. Recognize that the purpose of athletics is to promote the physical, moral, social, and emotional wellbeing of the individual player.
10. Remember that an athletic contest is ONLY A GAME, not a matter of life or death, for any athlete, coach, school, spectator, or community.

CHESTER SPORTSMANSHIP CODE FOR SPECTATORS

Spectators are an important aspect of the District's athletic program and enhance the accomplishments of the individual athletes. Spectators are expected to conform to the accepted standards of sportsmanship and may never distract from the accomplishments of the District's athletes. Spectators are capable of creating a negative impression of the District's athletic program and embarrassing District athletes. The following rules of conduct must be followed by all spectators.

The following types of behavior are not acceptable:

1. Lack of respect during the playing or singing of the National Anthem or the saying of the Pledge of Allegiance.
2. Swearing and/or making derogatory remarks.
3. Throwing of any substances onto the gym floor or in the stands. If substances are thrown during the course of an athletic contest, the individuals will be asked to leave the premises, and forfeiture may be declared by the officials.
4. Bringing alcoholic beverages or other controlled substances onto school grounds.
5. Smelling of, or acting as if, under the influence of alcohol or other controlled substances.
6. Bringing food or beverage into the gym.
7. Not remaining seated while the contest is in progress.
8. Using noisemakers such as horns, bells, whistles, etc.
9. Booing, whistling, stamping of feet, disrespectful remarks, and obscene gestures must be avoided and will not be tolerated.
10. During a free throw in basketball, all courtesies should be extended.
11. Absolutely no comment of a personal nature may be made toward a visiting player, coach, or official.
12. All spectators must refrain from making derogatory comments toward any District player, coach, or spectator.

13. Respect officials, visiting coaches, visiting players, visiting cheerleaders, and visiting spectators. Treat all visitors as guests to our community and extend all courtesies to our visitors.
14. Pep bands or school bands under the supervision of school personnel may play during time outs, between periods, or at half time. Bands must coordinate their play so as not to interfere with a cheerleading squad on the floor or field.
15. Spectators will respect and obey all school officials and supervisors at athletic contests.
16. Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to the school authorities.

Additional Guidelines Which Will Be Followed At Chester:

1. Students who leave the building before the contest is over will not be allowed to return.
2. Students should have rides waiting for them at the school when the contest is over. Students should anticipate that home basketball games should conclude between 9:15 and 9:30 p.m.
3. Fans at athletic contests should realize that there is a difference between sportsmanship and rowdiness. Spectators are encouraged to support our teams and help bring about the type of school spirit we can all be proud of.

Violators of these expectations will be removed from the contest and prohibited from attendance in other Chester Athletic contests at the discretion of the Athletic Director.

NO SMOKING POLICY

To comply with Federal and State law, smoking and vaping is prohibited on school grounds and near contests that are off site. Violators of this conduct may be removed or banned from contests.

DISCIPLINARY PROCEDURES

The principal will be responsible for determining the nature of any offense of this code and assigning disciplinary action in connection with suspension or expulsion from the team.

The student athlete and his/her parents/guardians will be given the opportunity to discuss the charges and proposed disciplinary action with the principal / athletic director or another designated administrator.

Notwithstanding the above, these procedures shall not supersede the statutory powers of the Superintendent of Schools and Building Principal to suspend or otherwise discipline a student pursuant to the District's Code of Conduct.

Each parent and participating student must sign and return the Athletic & Co-Curricular Contract indicating that they have read and fully understand the contents of this letter before the start of the season of activity.

SAMPLE

INTERSCHOLASTIC ATHLETIC PLEDGE PERMISSION SLIP

Athlete Name _____

Address _____

Grade _____ Age _____ Date of Birth _____

EMERGENCY PHONE #

NAME _____ PHONE# _____

NAME _____ PHONE# _____

FAMILY DOCTOR _____ PHONE# _____

Allergies to Medication _____

Special Requirements for Athlete (Epi-Pen, inhaler, etc.): _____

I give permission for my son/daughter to participate in the following
(Circle those you are granting permission for)

CHESTER HS INTERSCHOLASTIC ATHLETICS:

	<i><u>FALL</u></i>	<i><u>WINTER</u></i>	<i><u>SPRING</u></i>
<i>BOYS</i>	<i>SOCCER</i> <i>FOOTBALL</i>	<i>BASKETBALL</i>	<i>BASEBALL</i>
<i>GIRLS</i>	<i>SOCCER</i> <i>VOLLEYBALL</i>	<i>BASKETBALL</i>	<i>SOFTBALL</i> <i>LACROSSE</i>
<i>CO-ED</i>		<i>TRACK</i> <i>TRACK</i> <i>WRESTLING</i>	

PLEASE NOTE: BY SIGNING THE NEXT PAGE YOU ARE GRANTING PERMISSION FOR YOUR ATHLETE TO PARTICIPATE IN THE CHESTER INTERSCHOLASTIC ATHLETIC PROGRAM AND YOU AND YOUR ATHLETE ARE

ENDORISING THAT HE/SHE WILL ABIDE BY THE ATHLETE'S PLEDGE OR ACCEPT THE OUTLINED CONSEQUENCES.

***CHESTER UNION FREE SCHOOL DISTRICT
ATHLETE'S PLEDGE***

As a Chester Union Free School District Athlete I understand that:

1. Participating in any athletic sport requires a commitment to the highest standards of mental and physical fitness.
2. Insuring the highest level of performance in any sport requires a year-round commitment to these standards of mental and physical fitness.
3. Engaging in the use of alcohol, tobacco or other drugs is inconsistent with maintaining these high standards of mental and physical fitness and will result in punishment.

Understanding the foregoing statements and having read and understand the Rules and Practices of the Athletic Program, particularly the PARTY RULE, I will abide by all the Rules and Practices of the Athletic Program for the 2018-2019 season.

I will refrain from the purchase, possession, consumption or sale of alcohol, tobacco or other drugs (except for legitimate medical reasons) from the first day of practice through the last day of the season.

I understand that failure to abide by this pledge will result in forfeiting my privilege of participating in any athletic program for the period specified in the Athletic Code.

I do hereby consent to the disclosure of information of a personal nature pertaining to me and concerning any police or law enforcement agency records relating to my attendance at gatherings of groups of students or parties where alcohol was being consumed or illegal drugs were being used, to the Chester Union Free School District for its use in implementing and enforcing the Rules and Regulations of the Athletic Program of the Chester Union Free School District.

Student Signature _____ Date _____

Parent/GuardianSignature
_____ Date _____

CHESTER ACADEMY EXTRACURRICULAR ACTIVITIES

CLUBS AND ACTIVITIES

Teachers and students are encouraged to organize clubs and activities, which are educationally and socially appropriate. New clubs wishing to organize must receive prior approval from the building administrator and the Board of Education.

1. ANIME CLUB

The Anime Club gives students the opportunity to talk about their favorite anime with like minded students, to draw anime characters, make Japanese lanterns, and make up their own anime stories.

2. ART CLUB

As an alternative to a competitive after school activity, art club allows students to further their art abilities and to be a part of the larger school community. Students use the skills they have in creating art to increase the aesthetic of our working environment while increasing their skill in painting. Art club's hands-on experience also helps students who are seeking to enroll in college for the visual arts.

3. BANDS

Performing bands provide the opportunity for students to promote cultural enjoyment of the school and community. Preparation for concerts and other special events by the performing groups will grow naturally out of the regular class work. The class work, however, is not built specifically around such programs. There are two performing groups, Middle School Band and High School Band. Marching band, stage band, and ensembles complement our music program.

4. BUILDER'S CLUB

The Mission of the Builders Club, as an extension and affiliate of Kiwanis International, is to provide a middle school community service organization with the following goals:

1. To provide opportunities for working together in service to school and community.
2. To develop leadership potential.
3. To foster the development of strong moral character.
4. To encourage loyalty to school, community and nation.

5. CHORUS

Interested students are invited to participate in the Middle School Chorus or High School Chorus.

6. CODING CLUB

Coding Club is for students who are interested in learning more about computers and writing computer code. It is also a place where students who are interested in computers and programming can meet to share their interest and knowledge with other students who have those same interests.

7. COOKING CLUB

Interested students meet every week with their advisor to create healthful and culturally diverse

culinary delights to share with club members. Students work in a cooperative environment, planning and discussing food creations that help to enrich and unify the club members. Guest 'chefs' and special assignments help make this club a great experience for students in grades 7-12.

8. **DRAMA CLUB**

Each year, members of the Drama Club present a production for the school and the community. As a result of the time devoted to this experience, the students gain acting experience and insights into the complexity of producing a dramatic production. In addition to the acting, students also learn the technical aspects of the theater.

9. **GARDEN CLUB**

The Garden Club is for any student in grades 6-12 that would like to explore their shared interest in gardening, gardens and plants with other students. The Chester Academy garden is a productive resource and often provides food for our school cafeteria, as well as local soup kitchens. All students are welcome to join!

10. **FOREIGN LANGUAGE (MULTI CULTURAL) CLUB**

Foreign Language / Multi Cultural Club is a club that promotes the cultural diversity existing in our school and community. Students will learn about other cultures including their ways of life, traditions, history, holidays, and languages. If you are interested in sharing your cultural heritage and learning about others the Foreign Language / Multi Cultural Club is for you!

11. **INTRAMURALS**

Chester Academy Intramurals, as an outgrowth of the physical education curriculum, will provide an opportunity for sixth grade students to participate in competitive sport and recreational activities in a safe and professionally supervised environment regardless of their performance skill level or physical ability. Intramurals will provide students with activities that will encourage active and healthy choices as part of their leisure time.

Chester Elementary Intramurals is a program designed to provide a safe and fun opportunity for students to participate and grow physically, socially, mentally, and emotionally through participation in athletics.

12. **JAZZ BAND**

The Chester Jazz Ensemble is a performance-oriented ensemble specifically designed for the student interested in furthering his/her involvement in the music program. The primary goal and function of the Jazz Band is to introduce and provide basic knowledge to students of a wide array of jazz literature. The Jazz Band will perform in concert twice yearly.

13. **KEY CLUB**

The Key Club is a community service organization affiliated with the Kiwanis Club. Kiwanis is an international organization; Key Club is sponsored by the Chester Kiwanis. Key Club members participate in community service projects (e.g., blood drives, food drives, fund raisers for charity) and provides opportunities for members to help others and develop initiative and leadership.

14. **MOCK TRIAL**

The members of this club participate in a county-wide competition involving a simulated trial that is judged by local and county legal professionals.

15. **SAGA**

Sexuality and Gender Alliance (SAGA) is a club open to all High School aged students. The club aims to promote dignity for all students and aims to create a safe space and support system for all students within the LGBTQ spectrum. The club will work throughout the year to create an atmosphere of inclusion, respect and tolerance for all students.

16. **STUDENT COUNCIL**

The Student Council has a highly active role. Its purpose is not to govern the students but to serve as a liaison between the student body and the administration. It is a forum for problems or questions arising from either the students or the administration. Students can assume much of the responsibility for organizing high school activities.

The Student Council's principal purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school
2. To aid in the internal administration of the school
3. To teach the student the values of working in a democracy
4. To recommend scheduling for extracurricular activities
5. To coordinate a student guide system
6. To promote communications between the student body and the school staff
7. To promote interest in all school activities

17. **VARSITY CLUB**

Those students who participate in any varsity sport and remain in good academic standing are eligible for the Varsity Club. This organization promotes Chester athletics throughout the District and County.

18. **YEARBOOK**

The members of the student body work throughout the year to publish an annual yearbook. Attempts are made to provide coverage for all of the activities and classes in the school. Members of the yearbook staff gain valuable experience as a result of their efforts to produce the yearbook.

19. **YOUTH-IN-GOVERNMENT**

This organization is open to Middle/Senior High School students who wish to gain better understanding of American politics by actually taking part in a two-party political campaign on the local and county level. The People's Party and the Citizens' Party hold conventions, wage a lively campaign, and hold mock elections for local, State, County, and national offices. The Social Studies Department provides advisors for the project.

CHESTER UNION FREE SCHOOL DISTRICT DISTRICT CODE OF CONDUCT

INTRODUCTION

The Chester Union Free School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and discipline are essential to being educated effectively, the District is also committed to creating and maintaining high behavioral standards and expectations. A safe orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of discipline that clearly defines individual responsibilities, describes unacceptable behavior, and provides for appropriate disciplinary options and responses.

The District believes that order and discipline must be a shared responsibility between school, home, and community. This Code of Conduct was developed in collaboration with student, teacher, administrator, and parent organizations, law enforcement personnel, and other Board-approved school personnel. Finally, it is our belief that, to be effective, such a code must:

- identify, recognize and emphasize acceptable behavior;
- identify, recognize and prevent unacceptable behavior;
- promote self-discipline;
- consider the welfare of the individual, as well as that of the school community as a whole;
- promote a close working relationship between parents/guardians and the school staff;
- distinguish between minor and serious offenses, as well as between first time and repeated offenses;
- provide disciplinary responses that are appropriate to the misbehavior;
- outline procedures to ensure that it is administered in a way that is fair, firm, reasonable, and consistent;
- encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct;
- Comply with the provisions of federal, state, and local laws, as well as the guidelines and directives of the New York State Department of Education and the Board of Regents.

A school's primary concern in establishing a code of discipline is to enable our young people to become responsible, respectful, and caring citizens within the school and community settings. The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of the students. Administrative regulations are developed and enforced by the school administration and staff.

The parent/guardian is expected to assume primary responsibility for control of his or her child and actively cooperate with the school in providing the necessary structure to promote his or her

child's social and educational growth. To this end, a high degree of parent-school communication is fostered by the school.

A continuum of disciplinary measures available to the administration of each school building include informal/formal classroom management techniques provided by the student's teacher, including positive behavioral supports, conferences, detention, in-school suspension, out-of-school suspension, and administrative hearings with the designated Hearing Officer. Administrative hearings can result in out-of-school suspensions of more than five days, and in particularly serious cases, a student may be permanently suspended from school.

DEFINITIONS

For the purposes of this Code, the following definitions apply:

Disruptive Student - an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Nexus - probable relationship between the student's behavior and the student's disability.

Parent - the parent, guardian, or person in parental relation to a student.

Removal - the act of a teacher in discontinuing the presence of the student in his/her classroom after the teacher's interventions and discipline plan have been exhausted.

School Property - in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of property owned by the school district, or in or on a school bus as defined in §142 of the New York State Vehicle and Traffic Law.

School Function - any school sponsored extra-curricular, co-curricular, or other event or activity.

Suspension - the act of a building Principal (or acting building Principal), Superintendent of Schools, District Superintendent, or Board of Education in discontinuing the presence of a student from his/her regular classes.

Violent Student - a student under the age of 21 who:

- commits an act of violence upon a school employee, or attempts to do so;
- 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 a school function, or attempts to do so;
- possesses, while on school property or at a school function, a weapon;
- displays, while on school property or at a school function, what appears to be a weapon;
- threatens, while on school property or at a school function, to use a weapon;
- 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;
- knowingly and intentionally damages or destroys school district property.

Weapon - a firearm as defined in the Gun-Free Schools Act (18 USC §921) (any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm; any firearm muffler or silencer; or any destructive device, as well as 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 cutter, 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.

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

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

School Function means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

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

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).

Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

Gender means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).

Race means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

Color means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

Weight means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

National Origin means a person's country of birth or ancestor's country of birth.

Ethnic Group means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

Religion means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

Religious Practice means a term including practices and observances such as attending

worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

Sex means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".)

Gender means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender".)

Sexual orientation means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

Disability means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The Chester Union Free School District believes in the right of each child, between the ages of 4 and 21 years or until the child receives a high school diploma, whichever comes first, to receive a free and appropriate education. All students in this state between the ages of 6 and the school year through which he or she becomes 16 are required by law to regularly attend school, either in the public schools, non-public schools that are approved for equivalency of instruction by the appropriate school authorities, or in the home in accordance with the Regulations of the Commissioner of Education.

The right to a free public school education extends to all students, including those with disabilities. However, this right is not unconditional. As long as due process of law requirements are met, a student may be removed from the classroom, suspended temporarily, or suspended permanently from school. Only students within the compulsory education ages (age 6 through the school year in which the student turns 16) are entitled to alternative, equivalent instruction following suspension.

RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, intimidation, and fear;
- to participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability, or sexual orientation;

- to be informed of all school rules;
- to be guided by a discipline policy which is fairly and consistently implemented.
- to be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

In addition, students in this District are afforded the following rights:

1. **Student Expression** - Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the federal and state constitutions. However, a student's freedom is subject to limitation in that the constitutional protections will not extend to libelous, slanderous, vulgar, lewd, indecent or obscene words or images or to words or images which by their very use incite others to damage property or physically injure persons. Furthermore, speech which materially and substantially disrupts the work and discipline of the school may be subject to limitation.
2. **Symbolic Expression** - Students, in light of constitutionally protected free speech rights, may wear political buttons, arm bands, or badges of symbolic expression so long as the same conform to the limits set forth herein under "school newspaper" and "dress code".
3. **School Newspaper(s):** the official school newspaper(s) affords students an opportunity to participate in the activity of learning how to report the news events of the school and for the sincere expression of all facets of student opinion. The following guidelines shall apply to materials published in school newspaper(s):
 - a. all materials shall be subject to prior review by the official advisor of the school newspaper(s) and by the principal of the building where the newspaper is published whose decisions regarding publication shall be made within two (2) days.
 - b. either the advisor to the school newspaper(s) or the building principal, as well as the superintendent of schools or Board of Education, may prohibit the publication of school newspaper materials or articles to the extent that they:
 - clearly endanger the health, safety, or welfare of students.
 - imminently threaten to disrupt the educational process of the school.
 - constitute libelous or obscene writing.
 - threaten any person or group in the school or advocate discrimination on the basis of race, religion, age, sex, sexual orientation, marital status, or national origin.
 - c. Appeals Procedure: in the event that the newspaper(s) advisor or another school official renders a decision that certain materials shall not be printed in the school newspaper(s), the student shall be entitled to a review of that decision by the superintendent of schools, whose decision shall be final in this matter and shall be rendered within three (3) days of the initial decision to prohibit such publication.
4. **Student Activities** - All pupils shall enjoy equal access to the extent of their capabilities for

participation in the various extra-curricular and co-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the student Code of Conduct and any rules promulgated specifically for participation in extra and/or extracurricular activities.

5. **Student Government** - Students are encouraged to participate in the various student governmental bodies, which have been or may be established in our schools. It shall be the duty of the student governmental body to establish reasonable standards for qualification of candidates to serve in offices of the government. Elections for student government shall be conducted in accordance with the principles of our democracy, and elected student representatives shall work with the faculty, administration, and student body in identifying cooperatively those areas of appropriate student responsibility. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution which the students shall participate in formulating.
6. **Student Clubs and Other Student Organizations** - The District encourages students to participate in curriculum related extra-curricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-curriculum related clubs or organizations, the same shall be subject to the constitution of the student government and shall be conducted in accordance with any applicable federal or state law, as well as Board of Education policy or regulations.
7. **Privacy Rights (Search and Seizure)** - Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. Police will be notified when there is reason to believe the student possesses an illegal substance or a dangerous weapon. In light of these protections, no student's person or property shall be searched for illegal substances or materials unless the school authorities conducting the search have reasonable suspicion to do so. Lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and shared with the student.
8. **Pregnant Students** - During pregnancy and the period of pregnancy related disability which follows childbirth, a student shall be entitled to home instruction, upon request. Pregnant students who desire to attend their regularly scheduled classes prior to the time of childbirth may do so to the extent that their physician approves of such attendance.
9. **Student Grievances and Complaints** - If a student has a grievance or a complaint about a school-related matter, a school employee, or other school official, he/she may have a conference with the principal or submit it, in writing, to the Principal of the school who shall respond within ten (10) school days with a written answer or proposed resolution. Grievances or complaints may be appealed in writing to the Superintendent of Schools if the Principal's answer or proposed resolution is not deemed satisfactory by the student. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of the written appeal document.

RESPONSIBILITIES OF STUDENTS

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- to accept responsibility for his/her actions;
- to respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- to attend school on a regular and punctual basis;
- to complete class assignments and other school responsibilities by established deadlines;
- to show evidence of appropriate progress toward meeting course and/or diploma requirements;
- to respect school property, e.g. lockers, and help to keep it free from damage;
- to obey school regulations and rules made by school authorities and by the student governing body;
- to recognize that teachers assume the role of in loco parentis in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
- to contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- to become familiar with this code and seek interpretation of parts not understood;
- to actively discourage inappropriate behavior of other students and report the incidents to the administration, teacher, or staff member who, in turn, will report the behavior to administration;
- to communicate regularly with their parent/guardian regarding his/her educational program and/or progress and to seek assistance with the same whenever necessary.
- To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

THE ROLE OF PARENTS

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:

- to show an enthusiastic and supportive attitude toward school and education;
- to build a good working relationship between themselves and their child;
- to teach their child self-respect, respect for others, respect for the law and for public property at all school sponsored activities, and on all school district property;
- to insist on prompt and regular attendance;
- to listen to the views and observations of all parties concerned;
- to recognize that teachers merit the same consideration and respect that parents expect from their child;

- to encourage their child to take pride in his/her appearance;
- to insist that their child promptly bring home all communications from school;
- to respond to any communication or directive from the school in a timely fashion;
- to cooperate with the school in jointly resolving any school related problem;
- to set realistic standards of behavior for their child and resolve to remain firm and consistent;
- to help their child learn to deal effectively with negative peer pressure;
- to provide a place conducive for study and completion of homework assignments;
- to demonstrate desirable standards of behavior through personal example;
- to foster a feeling of pride in their child for their school;
- to provide support and positive reinforcement to their child;
- to communicate regularly with their child's teacher regarding emotional issues, particularly if a situation arises at home which may impact the child's ability to perform in school.
- Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

THE ROLE OF SCHOOL PERSONNEL

School personnel play an important role in the education of students. In view of this responsibility, school personnel must:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- reinforce the common courtesies by instruction and example;
- treat students in an ethical and responsible manner;
- help students to reach their maximum potential;
- demonstrate desirable standards of behavior through personal example;
- report violations of the Code of Conduct to the building Principal or acting building Principal;
- immediately report and refer violent students to the Principal or Superintendent of Schools;
- Maintain and encourage 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/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with

the Dignity Act Coordinator (DAC).

THE ROLE OF TEACHERS

Every teacher knows that he/she works every day with this nation's most precious resource - the future generation. In view of this responsibility, the teacher must:

- 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/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn;
- plan and conduct a program of instruction that will make learning challenging and stimulating;
- recognize that some disciplinary problems are caused by a student's personal and academic frustrations;
- utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility;
- seek to develop close cooperative relationships with parents for the educational benefit of the student;
- distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
- teach and reinforce the common courtesies by instruction and example;
- handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- help students cope with and learn to deal with negative peer pressure;
- identify changing student behavior patterns and notify appropriate personnel;
- enable students to discuss their problems with them;
- send communications home promptly;
- report to the Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
- treat students in an ethical and responsible manner;
- help students to reach their maximum potential in and outside the classroom;
- serve in loco parentis in matters of behavior and discipline in accordance with New York State School Law;
- provide positive behavioral supports to encourage academic success and emotional well-being;
- explain and interpret the discipline code to students;
- enforce the code in all areas of the school;
- demonstrate desirable standards of behavior through personal example;
- know the support services available to students and refer students who are in need of such services;
- comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse to proper authorities;
- inform the student and the Principal of the reason for the removal from class;
- immediately report and refer violent students to the Principal or Superintendent of

- Schools;
- Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function;
 - Address personal biases that may prevent equal treatment of all students in the school or classroom setting;
 - Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

THE ROLE OF BUILDING ADMINISTRATORS

As the educational leaders of the school, the Principal and his/her assistant(s) set the disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

- seek to develop a sound and healthful atmosphere of mutual respect;
- evaluate the program of instruction in their school to achieve a meaningful educational program;
- help their staff self-evaluate their procedures and attitudes in relation to the interactions within their classrooms;
- develop procedures which reduce the likelihood of student misconduct;
- provide the opportunity for students and staff to approach the Principal directly for redress of grievances;
- work with students and staff to formulate school regulations;
- assist staff members to resolve problems which may occur;
- work closely with parents to establish a wholesome relationship between home and school;
- utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
- establish necessary building security;
- assume responsibility for the dissemination and enforcement of the “Discipline Code” and ensure that all discipline cases referred are resolved promptly;
- ensure that students are provided with fair, reasonable, and consistent discipline;
- comply with pertinent state laws governing hearings, suspensions, and student rights;
- develop behavior guidelines and appeals procedures specific to each assigned school in harmony with this “Code of Student Conduct and Responsibilities”;
- demonstrate desirable standards of behavior through personal example;
- Maintain and encourage 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/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

THE ROLE OF DISTRICT ADMINISTRATORS

As the educational leaders of the school system, the Superintendent of Schools and central administrators must:

- Promote a safe, orderly, respectful and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning;
- reinforce and extend the indicated responsibilities of the Principals and make them applicable to the school system for grades K-12;
- recommend to the Board of Education appropriate policy, regulations, and actions to achieve optimum conditions for positive learning;
- develop and implement an effective “Code of Conduct” supportable by students, parents, staff, and community;
- demonstrate desirable standards of behavior through personal example;
- provide each teacher with a copy of the Code of Conduct.

THE ROLE OF THE BOARD OF EDUCATION

As the elected officials in charge of our schools, the Board of Education:

- adopts the policies governing the District, including this Code of Conduct;
- ensures that the Code of Conduct contains clear behavioral expectations and disciplinary consequences for students, staff, and visitors;
- ensures that the Code of Conduct is clearly communicated to students, parents, staff, and the school community;
- ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair and equitable manner;
- annually reviews the Code of Conduct and updates it as necessary
- Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

CONDUCT OF VISITORS

In an effort to maintain a safe, orderly, and healthy educational environment, all visitors to the District must sign-in at the Main Office of the building visited and obtain a visitor’s pass that is to remain visible at all times. Visitors are expected to comport themselves in a manner that does not disrupt the academic process and in accordance with the law and this Code of Conduct and at all school sponsored events and on all school district property.

REPORTING CODE VIOLATIONS

1. To School District Personnel

Students, teachers, and other District personnel are encouraged to report any violation of the Code of Conduct to the Principal or, in his/her absence, the acting Principal. Teachers and other District personnel shall immediately report violent students to the Principal or Superintendent of Schools.

2. To Local Law Enforcement Agencies

The District will report any acts of violence against persons that may constitute a felony or misdemeanor and other violations of the Code of Conduct which may constitute a felony to the appropriate local law enforcement agency when the actor is over the age of 16. When necessary, the District will file a complaint in criminal court against the offender.

3. To Human Services Agencies

The District will report any violations of the Code of Conduct which constitute a crime when the offender is under the age of 18 to the appropriate human services agencies and may report the same to the local law enforcement agency. When necessary, the District will file a juvenile delinquency petition or a Person in Need of Supervision (PINS) petition in Family Court.

REMOVAL OF A STUDENT FROM THE CLASSROOM

The School District has determined that certain acts of misconduct interfere with instruction and/or the safety and welfare of students and staff. Although some incidents of misconduct may require removal from the classroom or suspension from school, effort will be made to deal with misconduct without removal from the classroom or suspension from school. This is in keeping with the District goal of avoiding consequences that interrupt or interfere with learning. However, no child will be allowed to continue disrupting the instruction of the class or interfering with the safety of the school, its staff, students, and visitors.

Teachers shall have the authority to remove a student from their classrooms whenever the student substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom. "Substantially disruptive" shall mean that the course of instruction has to be discontinued more than momentarily such that it breaks the continuity of the lesson, to address the disruptive conduct of the student. "Substantially interferes" with the teacher's authority over the classroom shall mean that the student has been insubordinate to the teacher in the presence of the class and has failed to obey the teacher's directives to cease and desist (e.g., at least two directives).

A teacher may remove a student for the remainder of the class upon the first event and for two days of class upon the second or third event. Upon the occurrence of a fourth event, a Principal's suspension shall occur.

Notwithstanding the above, in light of circumstances that warrant suspension, a Principal's suspension for substantially disruptive behavior may be implemented in addition to or in lieu of removal of the student from the classroom by the teacher.

Once the teacher determines that the student has been substantially disruptive or substantially interferes with the teacher's authority over the classroom:

- the teacher must advise the student in class (or within 24 hours of removal where the student is unmanageable at the time of initial removal) to inform the student of the reason(s) for the removal;
- prior to removal from the classroom (or within 24 hours of removal where the student presents an ongoing threat of disruption or a continuing danger at the time of removal), the teacher shall inform the student of the basis for the removal and allow the student to informally present his/her version of the relevant events;
- the Principal or designee must be notified immediately, in writing, by the teacher of the student's removal from the teacher's class;
- the Principal or designee must inform the student's parent of the removal and the reasons therefore within 24 hours of the student's removal;
- upon request, the student and his/her parent must be given an opportunity for an informal conference with the Principal or designee to discuss the reasons for removal. If the student denies the charge(s), the Principal or designee must provide an explanation of the basis for the removal and allow the student and/or his/her parent an opportunity to present the student's version of the relevant events within 48 hours of the student's removal.
- the Principal or designee may not set aside the removal unless he/she finds that the charges against the student are not supported by substantial evidence, or the student's removal otherwise violates law, or the conduct warrants suspension from school and a suspension will be imposed.
- the Principal's/designee's determination on whether or not to support the teacher's removal of the student shall be made by the close of business on the day succeeding the 48-hour period for the informal Principal's removal conference. The teacher who causes the removal may be required to attend the Principal's conference at the Principal's discretion.

The District shall provide continued educational programming and activities for students who are removed from their classrooms.

An appeal brought by the parent or student over the age of 18 of a Principal's removal decision must be presented to the Superintendent of Schools in writing prior to any further appeal.

(Refer to "Suspension of Students with Disabilities" for specifics of discipline for special education students)

STUDENT SUSPENSION PROCESS

The Board of Education, District Superintendent, Superintendent of Schools, a Principal or in his/her absence, an acting Principal, may suspend a student from school where it is determined that the student:

- is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others; or
- exhibits a physical or mental condition(s) which endangers the health, safety, or morals of himself/herself or of other students; or

- is removed from a classroom for substantially disrupting the educational process or substantially interfering with the teacher's authority in the classroom four or more times in one semester.

In addition to the statutory grounds for suspension from school for conduct or health condition, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed below.

A. Pre-Suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If 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, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the informal Principal's conference, unless waived, as described in paragraph "C", below.

B. Short-Term Suspension Process

Prior to a proposed suspension from school for between 1 and 5 days by a Principal or an acting Principal in the absence of the Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service, and by telephone, if possible, within 24 hours of the decision to propose suspension. Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the Principal at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened as soon as possible, at which time the evidence, including the witness(es) relied upon by the Principal in making the suspension determination, may be questioned by the parent or guardian. If a student is to become a witness, the student's parent will be informed and may be present prior to testifying.) The right to an informal conference with the Principal shall also extend to a student of 18 years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the

parent. If 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, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

Any appeal brought by the parent or student over the age of 18 of a Principal's suspension must be presented to the Board of Education prior to filing any further appeal.

C. The Long-Term Suspension Process: Suspension for More than Five Days

Any suspension from school in excess of 5 school days shall be considered a long-term suspension. Unless there is an agreement between the person requesting the suspension and the parent, a long-term suspension may be done only after the Superintendent of Schools or the Board of Education has conducted a hearing.

When a student is subject to a long-term suspension, a hearing shall be conducted by the Superintendent if the Principal, acting Principal, or the Superintendent has made the original suspension, or before the Board where that body has made the original suspension. The Superintendent of Schools or Board of Education may designate a Hearing Officer to make findings of fact with respect to the charges of infractions under this Code of Conduct, as well as penalty recommendation pursuant to the penalty parameters described herein.

D. Hearing Procedures

Notice of Hearing

In the event of the suspension of a student under the age of 18 years, the notice of suspension will be mailed or delivered to the parent, who shall have a minimum of 48 hours' notice of the time and place of the hearing, as well as the nature of the charge(s) and the facts, sufficiently stated, so that a proper defense may be placed upon the record on behalf of the student.

In the event of the suspension of a student over the age of 18, the notice, as described above, shall be delivered or mailed to the student, as well as to the student's parent(s), if any. Emancipated minors shall be entitled to the same notice rights as a student beyond the age of 18 years.

All notices of long-term suspension hearings shall contain provisions indicating that the student has the right to be represented by an attorney or lay counsel, that a transcript of the hearing will be prepared (tape recording or stenographic record), and that the student has the right to subpoena witnesses or otherwise present witnesses in his/her defense. The time, date, and location of the hearing shall also be prominently set forth in the notice.

If the student is 18 years of age or older, the letter described above will be mailed to the student as well as his/her parent.

The Long-Term Suspension Hearing

The hearing shall be conducted by the Superintendent or a designated Hearing Officer in the event of a suspension by a Principal, acting building Principal, or the Superintendent. The hearing shall be conducted by the Board or its designated Hearing Officer in the event that the suspension originated by Board action.

At the beginning of the hearing, the Hearing Officer shall inform the student and the student's representative(s):

- that the District's and the student's representatives shall have the right to examine and cross-examine witnesses;
- that the student has the privilege against self-incrimination but, that if the student does testify, he/she shall be subject to cross-examination;
- that the District has the burden of proving the charges by a preponderance of the credible evidence;
- that a transcript of the proceedings shall be maintained and made available to the student's representative upon request; and
- that the hearing shall be private or open to the public, as determined by the student's representative.
- The person conducting the hearing shall not have intimate knowledge of the details of the charges to assure an impartial, unbiased hearing of the case.

The Hearing Officer shall inform the parties:

- that the case will proceed by having the District present its evidence through witnesses and other evidence first;
- that the District's witnesses shall be subject to cross-examination by the student's representative; and
- that the student will then have the opportunity to present witnesses on his/her behalf, subject to cross-examination by the District's representative.

Following the conclusion of the testimony and the introduction of other evidence matters, the parties shall be afforded the opportunity to present oral arguments to the Hearing Officer indicating the reasons why the charges should be sustained or dismissed. The Hearing Officer shall then reach findings of fact upon the charges.

In the event that one or more of the charges is sustained, the Hearing Officer shall then entertain statements from the parties regarding the appropriate penalty outcome. In the event that the parent and/or the student, in an appropriate case, have been served with a copy of the student's past disciplinary anecdotal record in a timely fashion (at least 48 hours before the hearing), for consideration at the hearing, such record may be considered by the Hearing Officer in determining an appropriate penalty. The incidents contained within the past anecdotal record shall be subject to proof to the extent that they are denied by the student, as expressed by the student's representative.

The Hearing Officer, upon the conclusion of the portion of the proceedings dealing with penalty determinations, shall make findings of fact and penalty recommendations, if any, to the person or body which designated him/her immediately upon the conclusion of the long-term suspension hearing.

The Superintendent or Board, whichever designated the Hearing Officer, shall make its own findings of fact and penalty decision, by adopting those of the designated Hearing Officer, where applicable, in whole or in part, or by reaching independent findings of fact and penalty determinations. This process shall be concluded within the 5 school day period from the time of the initial suspension if the student is to be continuously suspended. The decision may be communicated to the student's representative and/or student (where over the age of 18) beyond the 5 school day period in cases where the student has been reinstated to attendance in school pending the final determination on the charges and penalty by the Superintendent or the Board, in cases to be decided by them, respectively.

Alternative Instruction

Pursuant to the Education Law, no student shall be suspended from school in his/her regularly scheduled classes without being provided alternative equivalent instruction, either in the form of home instruction or instruction in an alternative setting. Such instruction shall be of an equivalent nature to that provided in the student's regularly scheduled classes. A good faith effort shall be made to provide such alternative instruction immediately.

In the event that a student within the compulsory education ages of 6 and the school year in which he/she becomes 16 is suspended from school in excess of 5 school days, alternative equivalent instruction shall be provided for the duration of the period of suspension.

Appeals Process

The decision of the Superintendent with respect to the findings of fact sustaining charges in a long-term suspension hearing and/or penalty determination shall be subject to appeal [or may be appealed] to the Board of Education. The Board shall review the record of the proceedings before the Superintendent or his/her designated Hearing Officer, including a review of the transcript of the proceedings, documentary evidence, and written arguments of the representatives of the respective parties, if any. The Board does not provide the representatives of the respective parties with the opportunity either to present evidence not previously in the record or to make arguments in person before the Board.

In the event that the initial long-term suspension hearing was conducted by the Board or its designated Hearing Officer, or where the Board has ruled on an appeal from a Superintendent's long-term suspension hearing, the matter may be further appealed to the Commissioner of Education or the courts.

OFF-CAMPUS MISCONDUCT

A student may be subject to discipline for conduct which is committed off of school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare, or morals of the student and/or others in our schools.

DRESS AND GROOMING

Staff is expected to dress and be groomed in a professional manner. Students are expected to dress and be groomed in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories, and home and careers skills classes.

If a student's attire or grooming violates the dress code, he/she will be required to change to acceptable attire. The school will provide **laundered** loaner clothing. Our objective is to have the student realize the problem and return to their formal classes as soon as possible.

The following are considered to be inappropriate dress, grooming, and appearance and are prohibited in school or at school functions:

- any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- any dress or appearance which is (or implies) vulgar, lewd, obscene, indecent or profane or which exposes to sight the private parts of the body, torso, or underwear (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors, see-through garments, extremely plunging necklines or waistlines);
 - any phrasing that draws attention to a private body part;
 - any dress or appearance which encourages or advocates use of illegal drugs, alcohol and/or tobacco;
 - any dress or appearance which advocates or encourages other illegal or violent activities;
 - any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
 - the wearing of hoods as they interfere with the ability to identify individuals for safety purposes, or may conceal listening devices which interfere with instruction.
- any dress or appearance which constitutes a disruption to the educational process.
- specifically, midriffs (exposing the stomach), short shorts, short skirts (when the student's hand is at the side, the tips of the fingers should not be longer than the skirt), skorts or shorts worn under a skirt, athletic tops exposing the chest, excessively tight or baggy clothing, strapless tops, one strap tops, tube tops, halter tops, sheer or open knit clothing where undergarments or cleavage are visible, attire or accessories that, in writing or pictorial depiction, are lewd, vulgar, indecent, or promote matters otherwise prohibited at school (e.g. indecent sexual matters, promoting use of or advertising tobacco, alcohol, or illegal substances).

Hats or any other headgear (such as do-rags, sun visors, etc.) should not be worn in the building and will be confiscated. **Pants must be worn so that they remain above the hips without undergarments exposed.** Unless special permission is granted, students may not wear their pajamas to school. Students may not wear attire that is likely to cause damage to school or students' property or persons (e.g. cleated shoes, spike bracelets, long hanging chains). Students are expected to abide by this dress code at concerts, class trips, dances, plays, assemblies, etc.

When a dress code violation occurs, the following procedures will occur.

Elementary School

- School staff will notify the nurse that a student is in violation of the dress code;
- The nurse will call the student down*;
- The nurse will make the final determination if the student is in violation;
- If a violation has occurred, the nurse will provide laundered clothing to amend the violation;
- If a student is reported to the nurse a second time in one day, the student will be referred to the Principal for disciplinary action;
- A phone call will be made to the parent.

Chester Academy

- School staff will notify nurse that a student is in violation of the dress code;
- Principal will call the student down*;
- The Principal will make the final determination if the student is in violation;
- If a violation has occurred, the Nurse will provide laundered clothing to amend the violation;
- If a student is reported to the Principal a second time in one day, student will be referred for further disciplinary action.

*The Nurse will document dress code violations.

COMPUTER AND INTERNET USE

The following prohibited use of District-owned computer drives, network facilities, and Internet links may give rise to disciplinary action against users of such equipment and/or facilities:

1. E-mail originating from the school premises or received at the school premises that a student user creates that:
 - is lewd, vulgar, obscene, indecent, or inappropriate for student recipients of certain ages;
 - conveys an imminent threat of violence, including sexual violence, to a specific individual or individuals;
 - constitutes a state and/or federal crime;
 - is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s);

- attributes the text of email to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials;
- 2. Internet use that circumvents access restrictions placed upon the District’s computer systems by the Board of Education or its administrative designee(s).
- 3. Computer and/or Internet use that is not school related or is unauthorized, including the use of Instant Messaging.
- 4. Permitting the use of a student’s computer access code by any other person and such student shall assume responsibility for occurrences in violation of this Code of Conduct that occurs under the student’s access code number.
- 5. The school district has an “acceptable use policy” for computer use that all students and parents must consider.
- 6. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- 7. Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

Student Use of Electronic Communication Devices

Students are prohibited from using or having on or in an operational mode any cell telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

BUS RULES

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated. First Student Bus Company has established the following rules for riding the bus.

- 1. Observe classroom conduct.**
- 2. Be courteous, use no profane language.**
- 3. Do not eat or drink on the bus.**

4. **Keep the bus clean.**
5. **Cooperate with the driver.**
6. **Do not smoke.**
7. **Do not damage bus or equipment.**
8. **Stay in your seat.**
9. **Keep head, hands, and feet inside bus.**
10. **Do not fight, push, or shove.**
11. **Do not tamper with bus equipment.**
12. **Do not bring pets on the bus.**
13. **Do not bring flammable material on the bus.**
14. **The bus driver is authorized to assign seats.**
15. **Have a safe trip.**

Suspension from Transportation Service

Students may be suspended from transportation services for an infraction or infractions listed herein upon the conducting of an informal hearing by the Superintendent of Schools or his/her designee, at which time the student's parent/guardian or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service. (If a student is to become a witness, the student's parent will be informed and may be present prior to testifying). If such informal hearing is conducted before the Superintendent's designee, the designee shall make a recommendation to the Superintendent as to the action to be taken.

SUSPENSION FROM EXTRA-CURRICULAR, CO-CURRICULAR ACTIVITIES, AND SCHOOL FUNCTIONS

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating a Code of Conduct issued to participants in the activity by the activity supervisor or for fighting at games. Upon the request of the student's parent/guardian, the building Principal shall allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity.

If a student is suspended from school pursuant to §3214 of the Education Law, he/she shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as any other school events or activities which take place on the days of suspension (including intervening weekends).

SUSPENSION OF STUDENTS WITH DISABILITIES

In the event that a student has a known disability or when school officials can be deemed to know, in accordance with law, that a student has a disability, the District will first proceed to conduct a §3214 disciplinary proceeding for any suspension of more than 5 days. The §3214 disciplinary proceeding will be held in two parts, first to determine the student's guilt or innocence on the charges and the second to determine the penalty.

If guilt is determined, before a penalty may be imposed, the following rules shall apply:

Section (§) 504/Title II ADA Disability

Before discipline may be meted out for a student with a disability or suspected disability founded solely under §504 of the Rehabilitation Act of 1973 (hereinafter §504)/Title II of the Americans with Disabilities Act (hereinafter the “ADA”), the §504 multi-disciplinary committee (hereinafter the “§504 Committee”) must make a determination of whether the conduct underlying the charge(s) was a manifestation of the disability.

1. If a nexus is found between the disability and the conduct underlying the charges, the §3214 proceeding must be discontinued and the matter placed under the jurisdiction of the §504 Committee for any further consideration. The §504 Committee must register a referral and bring about an evaluation of a student with a suspected disability or, if the student is already eligible under §504, it must consider possible program modification and disposition on a non-disciplinary basis.
2. If no nexus is found, yet a disability is indicated or has been identified, discipline may be imposed upon remand to the §3214 Hearing Officer. Students whose sole disabilities are founded under §504 and for whom no nexus is found shall be disciplined in the same manner as their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school as required by the regulations implementing §504 (34 CFR 104 et. seq.) until the end of the school year in which the student reaches the age of 21.

IDEA Disability

Before discipline may be meted out for a student classified or deemed to be known as having a disability under the Individuals with Disabilities Education Act (hereinafter “IDEA”) [a student with an educational disability], the Committee on Special Education (hereinafter the “CSE”) must make a determination of whether the conduct underlying the charges was a manifestation of the disability:

1. If a nexus is found between the disability and the conduct, the §3214 proceeding must be discontinued (except for weapons, drugs and dangerous behavior) and the matter placed under the jurisdiction of the CSE for any further consideration. The CSE must register a referral and bring about an evaluation in the case of a student who may be deemed to be known as having a disability or, if the student is already classified under IDEA, it must consider possible program modification and disposition on a non-disciplinary basis.

2. If no nexus is found, yet nonetheless a disability is indicated or has been identified, discipline may be imposed upon remand to the §3214 Hearing Officer. The relevant disciplinary procedures applicable to children without disabilities may be applied in the same manner in which they would be applied to children without disabilities, as long as the child continues to receive a free appropriate public education during any such term of suspension.
3. Where no nexus is found and no suspected disability is determined to exist, the matter shall be remanded to the §3214 Hearing Officer for a determination of penalty.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school.

Suspensions Beyond Ten (10) School Days

A student with a disability or suspected disability founded solely under §504/Title II of the ADA may not be suspended for more than 10 school days unless the §504 Committee has conducted a nexus determination and found that the behaviors underlying the disciplinary charges were not a manifestation of the student's disability.

A student classified or deemed to be known as having an educational disability under IDEA may not be suspended for more than 10 school days unless:

1. The CSE has made a determination that the student's misconduct was not related to the student's disability;
2. The School District obtains a court order authorizing the suspension;
3. The disciplinary charges involve the carrying of a weapon to school or a school function or the knowing possession, use or sale of illegal drugs at school or a school function;
4. The parent or student 18 years of age or older gives their consent, in writing.

In determining a disciplinary outcome, a §3214 Hearing Officer and/or decision making authority may not consider incidents in the past anecdotal record of a student with a disability under §504/Title II ADA and/or IDEA, or suspected of being a disability unless there has been a negative manifestation determination regarding such incident(s) by the §504 Team or CSE, respectively.

Suspensions for Misconduct Involving Weapons and/or Drugs

A student classified or deemed to be known as having an educational disability under IDEA may be suspended and placed in an interim alternative educational setting for up to forty-five (45) days (less if the discipline for a non-disabled student would be less), if the student carries a weapon to school or a school function, or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.

1. In accordance with law, the term “weapon” means “a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches in length.”
2. In accordance with law, the term “illegal drugs” means controlled substances but not those legally possessed or used under the supervision of a licensed health care professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of Federal law. Controlled substances are drugs and other substances identified under schedules set forth in applicable Federal law provisions.

Before a student is suspended and placed in an interim alternative educational setting for up to 45 days for behavior involving weapons and/or drugs, the CSE must conduct a manifestation determination and a functional behavioral assessment, as well as implement a behavioral intervention plan that addresses the behavior underlying the disciplinary proceeding or review any such pre-existing plan for modification, if necessary.

1. Placement in an interim alternative educational setting as a result of conduct involving weapons and/or drugs is not contingent upon a CSE determination that the misconduct is not related to the student’s disability.
2. It is up to the CSE to determine what would constitute an interim alternative educational setting that would meet the requirements of the student’s IEP and enable the student to participate in the general curriculum (although in another setting).

The exception allowed for the suspension/removal of students with educational disabilities for up to 45 days for conduct involving weapons and/or drugs does not apply to students whose disabilities are founded solely upon §504/Title II ADA.

Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

Dangerous Students

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than 10 school days, the School District may initiate a hearing before a special education Impartial Hearing Officer who can order the placement of the student in an interim alternative setting for up to 45 days.

1. The CSE must conduct a nexus determination within 10 school days of the initial disciplinary action. Placement in an interim alternative educational setting as a result of dangerous behavior is not contingent upon a CSE determination that the misconduct is not related to the student's disability.
2. It is up to the CSE to determine what would constitute an interim alternative educational setting.
3. The hearing officer may grant such if maintaining the student in the current placement is substantially likely to result in injury to the student and/or others, and the School District has made reasonable efforts to minimize the risk of harm in the current placement. The Hearing Officer must also consider the appropriateness of the student's current placement and whether the interim alternative educational setting meets all the requirements of the student's IEP, including continued participation in the general curriculum (although in another setting) with an appropriate behavioral component.

Such an interim alternative educational setting shall be deemed the student's "stay put" placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

Declassified Students

In accordance with law, the CSE must conduct a manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

DISCIPLINE CODE GRADES K-12

The Chester Discipline Code for students in grades K-12 is on the next two pages titled "Disciplinary Measures" and "Infractions with Range of Penalty References". Administrators are authorized to impose the consequences listed.

Disciplinary Measures

1. Warnings (oral or written)
2. Parent Notification
3. Parent Conference
4. Referral to Counselor
5. Detention
6. Loss of student privileges
7. Restriction of Bus Privileges
8. Teacher Removal
9. Removal to Alternate Location
10. Community Service
11. Restitution
12. Social Probation
13. In-school Suspension
14. Out-of-school Suspension (1-5 days)
15. Referral to Police
16. PINS Petition
17. Superintendent's Hearing (> 5 days)
18. Alternative Education up to 45 days
19. Mandatory Year long Suspension – Superintendent
20. Expulsion
21. Other

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education recognizes that the primary purpose of the School District is to provide a superior atmosphere for learning and education. Any action by an individual or group(s) aimed at disrupting, interfering with or delaying the education process or having such effect, is prohibited. The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, parents, faculty and other staff, other visitors, licensees, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs and activities, whether or not conducted on school premises.

Prohibited Conduct

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

- 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/she has a lawful right to do, or to do any act which he/she has a lawful right not to do;
- engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being;
 - intimidate, harass, or discriminate against any person on the basis of race, creed, color, national origin, religion, gender, age, marital status, sexual orientation or disability;
 - physically restrain or detain any other person, or remove such person from any place where he/she is authorized to remain;
 - willfully damage or destroy property of the District or under its jurisdiction, or remove or use such property without authorization;
 - without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
 - enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
 - without authorization, remain in any building or facility after it is normally closed;
 - refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member, or member of the Board of Education;
 - obstruct the free movement of persons and vehicles in any place to which these rules apply;
 - deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
 - knowingly have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the chief administrative officer, whether or not licensed to possess the same has been issued to such person;
 - willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so;
 - smoking, vaping or other tobacco or nicotine products use on campus or at school functions;
 - possession of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, drug paraphernalia or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions;
 - use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, drug paraphernalia or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions;
 - sale or other distribution of illegal drugs, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions.
 - Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).

- Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
- Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- Selling, using, possessing or distributing obscene material.

Penalties and Procedures

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

- If a licensee or invitee, his/her authorization to remain upon the grounds or other property shall be withdrawn and he/she shall be directed to leave the premises. In the event of failure to do so, he/she shall be subject to ejection.
- If trespasser or visitor without specific license or invitation, he/she shall be subject to ejection and/or arrest.
- If he/she is a student, he/she shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by §3214 of the Education Law and the student Code of Conduct.
- If a faculty member, he/she shall be subject to disciplinary action as prescribed by and in accordance with procedures of the Education Law and the collectively negotiated agreement.

- If a staff member in the classified service of the civil service, described in §75 of the Civil Service Law, he/she shall be guilty of misconduct and subject to the penalties and procedures prescribed in said section and be subject to ejection.
- If a staff member other than one described above, he/she shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement.

ENFORCEMENT PROGRAM

1. The Superintendent of Schools shall be responsible for the enforcement of these rules, and he/she shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
2. In the case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for resolution of any issues which may be presented. In doing, so such officer shall warn such persons of the consequences or persistence in the prohibited conduct, including their ejection from any district properties where their continued presence and conduct is in violation of these rules.
3. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the Superintendent or his/her designee shall cause the ejection of the violator from any premises, which he/she occupies in such violation and shall initiate disciplinary action hereinbefore provided.
4. The Superintendent or his/her designee may request aid from the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and he/she may request the Board's Counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.
5. The Superintendent may permanently eject any person from school property who engages in egregious conduct, such as repeated use of profanity; threats of physical assault; assaulting another individual; use of a weapon; use of or sale of alcohol, drugs, or illegal substances, etc.

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

Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

- 1) Providing a public hearing prior to Board approval.
- 2) Providing copies of a summary of the Code to all students.

- 3) Making copies of the Code available to all parents at the beginning of the school year.
- 4) Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the code as soon as practicable after adoption.
- 5) Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- 6) Making copies of the Code available for review by students, parents and other community members and provide opportunities to review and discuss this Code with the appropriate personnel.

The Board will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

INFRACTIONS WITH RANGE OF PENALTY REFERENCES

DISCIPLINARY MEASURES							
INFRACTIONS	Elementary	Chester Academy					
		Range	Level 1	Level 2	Level 3	Level 4	Level 15
Absent - no note		2,10,12	2,5		3,4,13		
Abusive language - major		1-6,8,10,12-13	2,6,13	3,4,12,13	3,4,12,14	3,12,14	
Abusive language - minor		1,10,12	1,2,5	2,5,6	3,6,13		
Abusive language or gestures to staff		2,3,10,12-14	3,4,14	3,14,17			
Arson		2,3,14,10,12,15,17	3,15,17				
Bus incident		21	2,5	3,5	3,5,7	3,7,13	
Bullying		2,5,6,13,14	2,5,6	2,12,13	2,4,12,14		
Carelessness in following rules		1,2,3,10,12	1,2,5	2,5	2,5,6		
Cell phone		Confiscation	Confiscation	Confiscation +2	Confiscation +3		
Cheating		1-3,10,12-14	2,4,13	3,4,13	3,4,14		
Cigarettes - possession or use		2,3,10,12,13-14	1,2,5	2,4,5	3,13		
Computer use violation policy		1-6,10,12,13	1,2,6	2,5,6	3,4,6,13		
Cut class		2,5,10,12	2,13	2,4,13,6	3,4,6,13		
Cut detention		2,5,10,12	1,2,5	3,6,13	3,12,13		
Dangerous mental or physical cond.		3,4,14,17	3,4,14,17				
Defacing school property (vandalism)		1-5,10,12	2,10,12,13	3,4,10,12,14	3,10,14,17		
Disrespectful behavior - major		2,13	2,13	3,12,13	4,3,14	4,3,14,17	
Disrespectful behavior - minor		2,5	2,5	2,12,13	3,13		
Disruptive behavior		1-6,8-14	1,2,5	5,12	3,4,6,13	3,6,9,13	3,6,9,14
Dress or grooming - inappropriate		1-3,6,10,12	2,13	3,13	3,5,9	3,13	3,6,13
Driving recklessly		N/A	1,2,6,(13)	3,6,13			
Eating outside lunchroom		N/A	1	1,2,5	2,5,6	3,13	
Extortion		1-5,10-12	2,4,13	3,4,14	3,4,14,17		
False alarm or bomb threat		2,4,10,12,13,14,15	3,14,15,17				
Felony		2,3,10,12,14,15,17	3,14,15,17				
Fighting		2,3,4,6,8-10,12,13,14,15,17	3,4,12,13,14,15	3,12,13,14,15,17			
Fighting - verbal		1-5,10,12,13	2,5,6	3,4,13	3,4,12,13	3,4,12,14	
Fighting major - weapon or threat of		2,3,10,12,14,15	3,14,15,19				
Forgery or fraud		2,5,6,10,12	2,5,6	3,6,13	3,6,14		
Gambling		2,3,10,12,14,15,17	2,5	2,4,5,12,13			
Harassment - physical student		2-6,8-10,13,14	3,4,13,(14)	3,4,12,14	3,4,14,17		
Harassment - verbal student		1-6,10,12,13	1,2,5	3,4,12,13	3,4,6,14		
Hazing		2,3,10,12,14,15,17	3,12,13-14	3,4,14			
Inappropriate racial remarks		2,3,4,13,14	2,3,4,13	2,3,4,13	2,3,4,14		
Insubordination/not following school rules		1-3,10,12-14	3,4,12,13	3,12,14	3,4,14,17		
Intentional destruction of school property		2-6,10,12	3,4,11,12,14	3,10,14,17			
Intimidation or coercion (threatening)		2-6,8-10,13,14	2,5,6	3,12,13	3,12,14		
Leaving campus		2-5,10,12	2,6,13	3,6,13	3,12,14		
Lewd behavior		1-5,10,12	3,4,14	3,4,14,17			
Misdemeanor commission on school property		2,3,10,12,14,15,17	3,14,15,17				
Misuse of pass		1-3,5,6,10,12	1,2,5	2,5,6	3,4,6,12,13	3,13	3,14
Misuse of technology		2,5,10,12	2,13	2,4,6,13	3,4,6,13		
Parking in unauthorized areas		N/A	1,2,5	3,6,13	3,6,12,13		
Plagiarism		1-3,6,10,12	2,13,21	3,14,21			
Possession of alcohol or drugs		2,3,10,12,14,15,17	3,12,14,15,17				
Possession of dangerous weapon		2,3,10,12,14,15,17,19	3,12,14,15,17,19				
Possession of fireworks		2,3,10,12,14,15,17	3,12,14	3,14,17			
Possession of obscene materials		2,3,10,12,13,14	3,4,13	3,4,12,13	3,12,14	3,12,14,17	
Promoting a fight		2,3,10,12,14,15	3,14	3,14,15,17			
Public displays of affection		2,10,12	1	2,5	3,4,5	3,4,13	
Reported by substitute (disciplinary referral)		1,2,3,10,12	1,2,5	1,2,5,6	3,13	3,12,13	
Safety hazard		2,4,10,12	1,2,4,5	3,4,5,6	3,12,13		
Sale of alcohol or other drugs		2,3,10,12,14,15,17	3,4,12,15,17				
Sexual Harassment		2,3,4,6,14,15,17	2,3,4,6,14,15	2,3,4,6,14,15,17			
Smoking/vaping		2,3,10,12,13,14	2,3,4,13,14	3,12,14			
Tardiness to class		1,2,3,4,5,10,12	2,5	2,5,6	3,4,5,6	3,6,13	
Tardiness to school		1,2,3,4,5,10,12,16	1,2,5	2,5	2,4,5	3,12,13	
Theft of personal property		2-6,10,12,14	3,11,12,14,15	3,14,15,17			
Theft of school property		2-6,10,12,14	3,10,11,12,14,15-17				

Threatening another person		2,3,10,12,14,15,17	3,14,15,17				
Trespassing while suspended		2,10,12	1,14,15	12			
Truant		2,3,10,12,16	3,4,13	3,4,13	3,12,13,16		
Use of alcohol or other drugs		2,3,10,12,14,15,17	3,12,14,15,17				
Use of electronic devices		2,6,10,12	1,21	2,5,21	2,13,21		
Use of fireworks		2,3,10,12,14,15,17	3,14,17				
Violent act against a student		2,3,10,12,14,15,17	3,12,14,15,17				
Violent act against Tchr/staff--verbal		2,3,10,12,14,15,17	3,12,14,15,17				
Violent act against Tchr/staff-physical		2,3,10,12,14,15,17	3,12,14,15,17				

* Severe Clause - The principal reserves the right to include immediate suspension and any other disciplinary measures deemed necessary for a given incident.

Disciplinary measure 17 may include 18, 19, 20 & 21.

Chronic offenders will receive additional, individualized interventions.





Chester Hambletonians

STUDENT HANDBOOK

2023-2024