

# **Whitesboro Middle School Campus**

75 Oriskany Blvd., Whitesboro, NY 13492  
Mr. John Egresits, Principal  
[www.wboro.org](http://www.wboro.org)

## **2023-2024 Student Planner**

This planner belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

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## **TO ALL STUDENTS**

Welcome to the Whitesboro Middle School Campus. The Middle School Campus includes Parkway, the sixth grade building, and the Middle School, seventh and eighth grade building.

This should prove to be an exciting time of your life as you begin to make choices that will help determine the direction you will be taking in future years. We encourage you to explore the many extracurricular programs that are available to you. These programs, combined with the outstanding academic programs you will be taking, will provide you with a strong foundation. Remember, to reach your maximum potential, you must give your best effort to whatever you do.

We hope that your upcoming school year proves to be a successful and rewarding one for you.

## **WHITESBORO MISSION STATEMENT**

The mission of the Whitesboro Central School District is: to inspire, cultivate and empower all learners to maximize their potential.

### **Inspire – Cultivate - Empower**

#### **GENERAL INFORMATION**

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students take classes in English, Social Studies, Science, Math, Physical Education, Art and Music. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students take Family and Consumer Science, Technology, and a language other than English. Sixth grade students study health education. In addition, all sixth grade students take a Math/ELA strategies class. These offer the students a curriculum that complies with NYS Education requirements. Our teachers are more than willing to assist you with any problems you might have with your studies. Don't be afraid to ask for help.

There may also be times when you may need help with problems unrelated to the class. You can direct your concerns to a teacher, principal, assistant principal, nurse, school counselor, social worker or other staff member. It's best to see someone as soon as you believe that a problem might exist. We're here to help.

## 2023-2024 Student Calendar

Sept. 4	Labor Day
Sept 5 & 6	Sup. Conf. Days
Sept. 7	First Day of School
Oct. 6	Superintendent's Conf. Day
Oct. 9	Columbus Day
Nov. 10	Veterans Day
Nov. 22-24	Thanksgiving Recess
Dec. 22-Jan. 1	Winter Recess
Jan. 15	Martin L. King Day
February 19-23	Mid-Winter Recess
March 15	Superintendent's Conf. Day
March 29	Good Friday
April 1	Easter
April 22-26	Spring Recess
May 27	Memorial Day
June 19	Juneteenth
June 17-26	Regents Exams
June 26	Last Day of School

## Bell Schedule

### REGULAR DAY

8:08 - 8:16	HOMEROOM
8:19 - 8:59	Period 1
9:02 - 9:42	Period 2
9:45 - 10:25	Period 3
10:28 - 11:08	Period 4
11:11 - 11:51	Period 5
11:54 - 12:34	Period 6
12:37 - 1:17	Period 7
1:20 - 2:00	Period 8
2:03 - 2:45	Period 9

## Contacts:

**Bus Garage** 315-768-9740

### Main Offices:

Middle School 315-266-3110  
Parkway (6<sup>th</sup>) 315-266-3176

### Attendance:

**\*Please email absence notes\***

Middle School 315-266-3118  
[msattendance@wboro.org](mailto:msattendance@wboro.org)

Parkway (6<sup>th</sup>) 315-266-3176  
[pkattendance@wboro.org](mailto:pkattendance@wboro.org)

### FAX:

Middle School 315-266-3198  
Parkway (6<sup>th</sup>) 315-768-9882

### Nurse:

Middle School 315-266-3114  
**FAX:** 315-266-3145

Parkway (6<sup>th</sup>) 315-266-3164  
**FAX:** 315-266-3128

**\*MS Guidance Secretary:**

315-266-3112

[msguidance@wboro.org](mailto:msguidance@wboro.org)

(including questions about Parent Portal and Student Portal)

**\*Morning Hours only - P/T**

### Middle School Campus Counselors:

6<sup>th</sup> Grade 315-266-3113  
[bkuhn@wboro.org](mailto:bkuhn@wboro.org)

7<sup>th</sup> Grade 315-266-3115  
[emilitano@wboro.org](mailto:emilitano@wboro.org)

8<sup>th</sup> Grade 315-266-3165  
[acasler@wboro.org](mailto:acasler@wboro.org)

## STAYING AFTER TELEPHONE

Students are required to notify a parent when they are planning to stay after school. Phones are available for student use in the Main Office of each building.

**CELL PHONES AND OTHER ELECTRONIC DEVICES MAY NOT BE USED IN THE BUILDING FROM 8:00- 2:45 DAILY. ALL CELL PHONES SHOULD BE LOCKED IN STUDENT'S LOCKERS DURING THE SCHOOL DAY.**

## LOST AND FOUND

Lost articles are taken to the Cafeteria in both buildings. Check those places if you have lost something.

## SCHOOL COUNSELORS

The School Counselors assist individual students with their academic growth. They meet with students individually and in groups to help students set goals, assist with career planning and offer information and skills that benefit our students. Our counselors also administer and help interpret assessment tools such as achievement tests, ability tests, aptitude tests, state tests and interest inventory surveys.

They assist with maintaining lines of communication among and between students, teachers, parents and administration. Students and parents are encouraged to share concerns in order to make the most of their school experience. Team meetings, parent conferences and individual sessions are used as methods to help seek solutions to problems and offer a smooth passage for our students.

Grade 6 – Mrs. Kuhn	315-266-3113 – <a href="mailto:bkuhn@wboro.org">bkuhn@wboro.org</a>
Grade 7 – Ms. Militano	315-266-3115 – <a href="mailto:emilitano@wboro.org">emilitano@wboro.org</a>
Grade 8 – Mrs. Casler	315-266-3165 – <a href="mailto:acasler@wboro.org">acasler@wboro.org</a>

## HALL/PROJECT PASSES

Hall passes are located in this planner and are to be filled out by the student and signed by a teacher.

The passes are to be used for the bathroom, library, computer lab, locker, phone/office, nurse and guidance.

Project passes are to be used for subject area projects that involve using the computer lab and library during a study hall or after school.

The teacher, school counselor, social worker and/or nurse may use permanent passes to allow students to meet with them on a regular basis.

**Students need to have their planners with them at all times.**

If the planner is lost, students must purchase a new planner at the Main Office. The cost of the replacement planner is \$5.00.

## LOCKS/LOCKERS

Locks/lockers are assigned to students in the beginning of the school year. Only locks issued by the Whitesboro School District will be allowed on student lockers. Locks issued are the responsibility of the student. A fee of \$4.00 for a lost lock or any lock not turned in at the end of the year will be issued. New locks can be purchased in the Main Office of Parkway or the Guidance Office at the 7/8 grade building.

For safety purposes, students are not allowed to carry backpacks during the school day. All backpacks should be placed in the students' locker as they arrive to school daily.

**The Whitesboro Central School District is not responsible for *valuables that are lost or stolen.***

### Introduction

Welcome to the Whitesboro Middle School Campus. We have a fine tradition of academic and co-curricular excellence. This handbook has been developed to familiarize you and your parents of the rules and regulations that govern our school community. It will also serve as a guide to help you answer any questions you may have concerning our educational program. Our staff also is very willing and able to answer any questions you may still have. Enjoy your year at the Whitesboro Middle School Campus and make the most of the opportunities offered to you. Strive to become all that you are capable of being.

The focus of the Whitesboro Middle School Campus learning community is to educate the whole person, physically, mentally, and socially, so that all individuals may develop their many talents to their fullest extent. The goal is to help students become effective, productive citizens by developing:

- the ability to be responsible for one's own learning
- the understanding that it is essential for human beings to work together
- the ability to be involved in complex thinking and problem solving
- the attitude to respect others, to learn, to respect self, and to celebrate success

It is therefore essential that the students, parents, community and staff of the Whitesboro Middle School Campus become involved and accept the shared responsibility of attaining this goal, since learning is a lifelong process.

### Academic Section

#### Academic Philosophy

The primary purpose of any students who attend the Whitesboro Middle School Campus is to learn as much as possible. The learning environment here is all-inclusive and very nurturing. Students should avail themselves of all there is to offer in the learning process. Attendance, diligence to homework and conscientious attention in class are all primary and fundamental ways by which a student will excel. We expect this from all of our students.

#### Home Tutoring

In the case of extended illness, parents should communicate with the school nurse. Although all classes have Google Classrooms, where students may keep up with work in real time, it may be necessary to request home teaching by contacting the School

Counseling Department. However, even if home teaching is not necessary, students, parents and teachers should communicate so that work is kept up to date during periods of illness.

### **Homework Guidelines**

(policy 8306)

Homework is an integral part of the educational process. When effectively planned, assigned, and evaluated, it encourages and measures the development of basic skills, self-discipline, and associated good work habits.

Homework can be assigned to a group or an individual; it may be required or voluntary and should serve one or more of the four purposes:

- Practice to help students master specific skills (limited to materials presented in class)
- Preparation for future lessons
- Extension to help determine if students can transfer specific skills or concepts to new situations
- Assignments, involving creativity, to integrate many skills and concepts

### **Makeup Work**

Refer to Google Classroom for all classes.

### **Attendance Philosophy**

There is a positive correlation between regular attendance at school and academic success. Our school has an obligation to expect regular attendance and punctuality from our students in school and class. Students have a responsibility to come to school regularly and to be on time to school and to all their classes. Parents have a responsibility to see that their children meet these requirements. Medical documentation will need to be provided in the case of an extended absence.

Excessive absences and/or tardiness will be addressed through written and verbal communication. Parent/guardians, social worker, school counselor and administrator involvement may be necessary if the problem persists.

Letters will be sent home at 5, 10, 15, 20 and 25 days. Students chronically late to school or classes will be referred to the Main Office.

**If a student arrives late to school, the parent/guardian MUST sign at the Main Office.**

### **Classroom Attendance**

Students are expected to attend their classes regularly and to be on time. There is a three-minute passing time between classes which allows for movement to any section of the building. If you remain after class and it appears you will not make it to your next class on time, please obtain a pass from the teacher to be admitted to your next class without being marked tardy.



## **Whitesboro Middle School Campus Policy On School Discipline (policy 1102)**

The following discipline guidelines are based on the Whitesboro School District discipline policy as determined by the Whitesboro School District's Board of Education. These policies are available in the Whitesboro Central Offices located at 65 Oriskany Blvd., Whitesboro and in the Main Office's on the Middle School Campus.

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

### **POLICY ON SCHOOL DISCIPLINE**

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

It is the policy of the Board of Education of the Whitesboro Central School District that students shall have the attached Bill of Rights and Responsibilities. Said Bills of Rights shall be published and explained to all students annually. The Board of Education also directs the administration to develop a discipline code for student behavior which also shall be publicized to all students and provided in writing to parents annually. This code of conduct has been developed consistent with the Safe Schools Against Violence in Education Act and the District Code of Conduct. Copies of the code of conduct are available in the Main Office/Administrators' Offices or online at [www.wboro.org](http://www.wboro.org) (Chapter 18 of the Laws of 2000 and Section 100.2 of the implementing "Commissioner" Regulations).

The Board directs the administration to use appropriate school personnel and other resources separately, or in combination, in identifying and resolving discipline problems. The following is a list of people and resources that would be appropriate:

##### **1. People Involved**

- (a) Students
- (b) Parents
- (c) Principal or Assistant Principal, Pupil Personnel Service Group (including Counselor)
- (d) Superintendent
- (e) Board of Education

##### **2. School Resources**

- (a) Psychological evaluation
- (b) Psychiatric consultation
- (c) Designated period of counseling with counselor and/or social worker and/or Psychologist
- (d) Alternate instruction, tutor in or out of school
- (e) Functional Behavioral Assessment

##### **3. Community Resources**

- (a) Counseling from community agency
- (b) Voluntary intake at Probation in Oneida County
- (c) Formal PINS petition at Oneida County Family Court

#### **STAFF DEVELOPMENT**

It is recognized that professional growth, on the part of the entire staff, will increase the effectiveness and success of the Discipline Policy. In-service programs will be offered annually to familiarize the professional staff with the provisions and processes of the policy.

The professional staff will be encouraged to make use of these in-service opportunities which may include: faculty meetings, after-school workshops, Superintendent's Conference Days, department meetings, school visitations, attendance at professional conferences and workshops, etc.

## **SCHOOL CONDUCT AND DISCIPLINE CODE**

It is our belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school administration will assist each student in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others and, consistently, applied in the classrooms and throughout the school. Students who cannot accept this responsibility and who violate school rules will be required to accept the consequences.

**Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use their classroom management skills to create a change of behavior. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken.**

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

This discipline code applies to student conduct in the school building, on school property, on a bus going to or from a school function, or while attending school-sponsored functions.

## **DISCIPLINE RESPONSIBILITIES**

To meet the philosophy of student discipline, the administration and faculty:

- 1.) set reasonable rules as a guide to expected student behavior and
- 2.) enforce procedures to direct the outcome of a pupil's failure to follow the rules.

The rules and procedures are published to make them clear to administrators, faculty, parents, students and the community.

The **Board of Education** has the responsibility to adopt a discipline policy for the students at Whitesboro Central School and oversee its implementation by the administration, faculty and students.

*The student has the following discipline rights:*

1. To seek help in solving problems that might lead to disciplinary problems.
2. To pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
3. To enroll in a particular course of study which best meet his/her needs.
4. To be respected on the merits of his/her attributes as individuals.
5. To be guaranteed procedural due process, guaranteed by the United States Constitution and New York State Education Law, prior to disciplinary action taken against them.
6. To be granted freedom of speech and expression which does not interfere with the educational process or infringe upon the right of others.
7. To be granted freedom from discrimination relative to participation in curriculum offerings, athletics, and extracurricular activities.

As it is impossible to list all student responsibilities, it is emphasized that lack of responsibility means the weakening of rights. Neither the rights nor responsibilities listed in this document shall be construed to deny other rights and responsibilities retained by students, on their own campus, in their capacity as members of the student body or as citizens. Students who feel that there is misapplication of any of these procedures have the right to assistance from parent(s), guidance counselors, administrators, or the Board of Education.

## **CORPORAL PUNISHMENT**

As outlined in the Rules of the Board of Regents, students shall not be subject to corporal punishment. The Regents define corporal punishment to mean, "any act of physical force upon a pupil for the purpose of punishing that pupil." Specifically excepted is the use of reasonable physical force for the following purposes if alternative procedures have not been successful.

- To protect oneself from physical injury
- To protect another pupil or teacher or any other person from physical injury
- To protect the property of the school or others
- To restrain or remove a pupil, whose behavior is interfering with the orderly performance of school district functions, if that pupil has refused to comply with a request to refrain from further disruptive acts.

## **POLICY ON ATTIRE K-12**

In the interest of promoting a learning environment free from disruption and one that adheres to New York State's standards regarding health and safety, the following guidelines will apply to the entire Whitesboro Central School student body.

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

A student's dress, grooming and appearance, including accessories, shall:

- a. Be safe, appropriate and not disrupt or interfere with the educational process.
- b. Cover the midriff, lower abdominal area, gluteal area or chest, and students may not wear clothing through which these areas of the body are visible.
- c. Ensure that underwear is completely covered with outer clothing.
- d. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- e. Not include items that are vulgar, obscene, libelous or denigrate others on the account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- f. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- g. Not include the wearing of hats or other headgear in the building during regular school hours except for medical or religious purposes.

If the manner of dress is such that it violates these standards, the student will be asked to make a change of clothing. If necessary, the parent will be called to bring in a change of clothing. Students will be responsible for any work missed as a result of missing class. Students previously warned or repeating the same offense will be found to be insubordinate. (Level B of Discipline Code)

**As a general rule, if there is any doubt about clothing being appropriate, it should not be worn.**

Nothing in this Dress Code will be construed to limit the ability of students to dress and/or groom themselves in a way that allows them to express their gender identity, or to discipline students for doing so. Additionally, nothing in this Dress Code will be construed to limit the ability of students to wear certain protected hairstyles (including but not limited to braids, locks and twists) or to wear their hair in a particular texture, or to discipline students for doing so.

## **POLICY FOR SCHOOL DANCES**

**Dances are scheduled each year for Whitesboro Middle School students (7th & 8th Gr.) only. Sixth grade students are offered a Fall Fest in October. Students from other schools are not allowed to attend these events. All students must be picked up with fifteen minutes of the close of the event. Students not picked up within this timeframe will not be able to attend the next dance.**

All tickets are to be purchased during lunch hours; no tickets are available at the door. The tickets are numbered and each student must purchase and sign for his/her own ticket.

Students are expected to be at the event at opening unless they have made arrangements before the end of the school day with the Principal. Exceptions are made for participation in a regularly scheduled game or lesson. Students may leave the event early only if they have a note from their parent/guardian. Once students leave the event, they may not re-enter. Students are asked to make prior arrangements for transportation home, reminding parents of the dance ending time. Students are not permitted to walk home from dances.

**Students who have been assigned a detention, In-School Suspension, Out-Of-School Suspension, or who have had a Bus Suspension prior to an upcoming event, may not attend the event. In addition, if a student is brought to the Assistant Principal's Office for disciplinary action during the event, he/she will be sent home immediately and will not be allowed to attend the following month's event.**

## **DUE PROCESS RIGHTS**

The Supreme Court of the United States has established that each student has a constitutional right to due process. In line with this, the following procedures have been established:

- A. Pupils who are not following the rules and regulations will be given notice, either verbally or in writing, regarding the infraction.
- B. The pupils will be given the opportunity to explain their side of the story and/or problem.
- C. A written record of the incident will be kept by the administration.
- D. After hearing the pupil's side, the administration will make a determination as to the type of punishment the infraction would require based on the circumstances, number of previous problems, and intent.
- E. When the situation warrants immediate removal of a pupil from the buildings, parents will be notified immediately, and a due process hearing will be arranged as soon as possible.
- F. The Principal, after due process, may administer suspension up to five days and parent/guardian will be notified.

G. A conference with the Principal with parent/guardian will be arranged for any pupil.

H. Following a conference with the Principal and parent/ guardian, any pupil who continues to break rules and regulations will be granted a Superintendent's Hearing at which the pupil will have the right to legal representation. If the pupil chooses to be represented by legal counsel, the hearing officer may, at any time, reschedule the hearing. Following the formal hearing, the Superintendent of Schools will render a decision.

I. School lockers, desks, and other such equipment are not the private property of students but the property of the school district and, as such, **may be opened and subject to inspection by school officials.**

## **TYPES OF DISCIPLINARY ACTION**

The goal of the disciplinary program at Whitesboro is to affect positive change in students' behavior. It is an attempt to modify behaviors from unacceptable to acceptable levels. Consequently, there are several forms of actions that may result from inappropriate behavior or from violating school rules, regulations, or policies.

### **THESE ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

1. **Activity Suspension** - The student is suspended from attendance or participation in school-sponsored activities. Student is not suspended from class or from the building. Parent notified.

## **GUIDELINES TO PHASES OF DISCIPLINE**

*Dear Student and Parents,*

*The Whitesboro Middle School Campus Code of Conduct Guide provides you with this guide of the expectations we have of each person who impacts our campus. This guide demonstrates that we subscribe to progressive discipline to ensure that your education is provided for under supervised conditions. The consequences associated with the list of disciplinary infractions are used as a guide and demonstrate the minimal level of consequences that will be assigned for each level of infraction. It is important to understand that it is not possible to list every infraction or disciplinary measure in this document. This administration reserves the right to adjust the consequences listed based on the context of a situation, the level of disruption the infraction has made on the school day and the impact the infraction has had on the overall safety of all on campus.*

*It is also important for you to understand that, due to confidentiality laws, neither this administration, nor faculty or staff members are at liberty to discuss or identify any student's progress or involvement in a situation other than with the legal parent or guardian of the student involved. This means that consequences assigned to other students will not be shared with anyone not listed as a parent or guardian and may differ from those assigned to other students based on their involvement and the level or the number of infractions they have had during the school year.*

*Campus Administration*

The following discipline guidelines are based on the Whitesboro School District discipline policy as determined by the Whitesboro School District's Board of Education. These policies are available in the Whitesboro Central Offices located at 65 Oriskany Blvd., Whitesboro, and in the Main Offices on the Middle School Campus.

The definitions of misconduct within the Code of Conduct are not meant to be all inclusive. Any conduct not defined in this Code that violates any federal or New York State law, or any rule, regulation or established practice of the District, will be punishable by consequence to be imposed at the discretion of the appropriate District personnel.

The purpose of all discipline is to teach students appropriate and constructive behaviors. These are to respect learning, others, and self.

*Accept responsibility for the choices you make. These choices not only include what you do but what you might fail to do. Consider the consequences before you do something.*

Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

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

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

#### ***Classroom Infractions:***

**Dealing with routine classroom disciplinary problems such as disruptive behavior, negative influence, unexcused tardiness, academic misconduct, being unprepared for class, cheating, etc. The teacher represents the first line of authority in dealing with routine behavioral problems which interfere with the teaching/learning process.**

Teachers will develop a classroom plan to handle early signs of inappropriate behavior. This can include informing the parents that a problem exists and documenting this notification. In all classroom discipline plans, the administration should be used as the final step which is resorted to only after a thorough attempt on the part of the teacher to solve the problem. The result will be the teacher remaining in control of her/his classroom and having greater rapport with her/his students.

The teacher will:

- Make classroom rules known to the students
- Issue a warning
- Talk to or counsel the student as to what he/she has done wrong
- Refer to counseling
- Assign teacher detention
- Inform the parents
- Refer the student to the office using the online form

Note:

1. For any severe offenses, the above steps should be skipped and the administration involved immediately.
2. An administrator should be called immediately if a student is "out of control." "Out of control" is defined as a student's failure to refrain from prohibited behavior following teacher intervention.

### **Teacher Responsibilities for Reporting Violations of Established Discipline Rules and Policies Outside of the Classroom**

Teachers are to become familiar with the Policy on School Discipline: Student Rights and Responsibilities. Any teacher observing a violation of the established student discipline rules and/or policies has the responsibility to correct the student(s) involved and, if appropriate, report the violation to the administration. (Observed or suspected use or possession of drugs or alcohol must be reported.) Failure to meet this obligation represents the teacher's condoning of the behavior. This is detrimental to the individual and the educational atmosphere of the school.

### **Outside Classroom Infractions**

1. Failure to follow instructions
2. Neglect of safety rules
3. Violations of bus rules
4. Violation of study hall privilege
5. Abuse of hall, locker, or library privileges
6. Tardiness
7. Inappropriate language
8. Failure to bring in a note for absence from school
9. Taunting and/or teasing of others
10. School disruption
11. An inappropriate display of affection
12. Verbal altercation between two or more students
13. Littering or leaving removable graffiti in the building
14. Violation of the Library rules and regulations
15. Use of electronic devices such as cell phones and audio/video recording equipment (unless approved by the administration)
16. Inappropriate attire that is unsafe, revealing, or has a message that is socially offensive.

### **Procedures**

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken.
3. If misbehavior persists, the staff member confers with the principal or the principal's designee and arranges for parental contact.

### *Optional Disciplinary Responses*

- A. Verbal reprimand
- B. Seat change
- C. Behavioral contract
- D. Strict supervised study hall

- E. Restriction and/or loss of privileges
- F. Written apology or action plan for future decision-making
- G. Parental contact and/or conference
- H. Clean-up after school and/or payment of damages
- I. Detention
- J. Warning letter
- K. Referral to in-school or out of school agency
- L. Any combination of the above

A copy of such record shall be shared with the appropriate personnel.  
Procedures specific to certain situations:

Cheating:

- 1st offense-teacher contacts parent/guardian "0" on project, test
- 2nd offense- teacher contacts parent/guardian "0" on project, test
- 3rd offense-teacher contacts parent/guardian, ISS (2 days), "0" on project/test

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

1:01

Teacher referral for continued classroom disruption

- 1st offense-removal from class, detentions (2 days), parent notification
- 2nd offense-removal from class, ISS (1 day) and parent notification
- 3rd offense- ISS (2 days) and parent notification
- 4th offense-OSS (2 days), parent conference, possible for alternative setting

1.02

Gambling

- 1st offense- detentions (2 days) and parent notification
- 2nd offense- detentions (4 days) and parent notification

1.03.1

Failure to comply with directions of staff/faculty (insubordination) includes failure to stay for teacher detentions

- 1st offense- detentions (1-2 days) and parent notification
- 2nd offense-detentions (4 days) and parent notification
- 3rd offense- ISS (1-2 days) and parent notification
- 4th offense- ISS (2-3 days) and possible parent conference

1.04

Harassment/bullying of other students (verbal or written)

- 1st offense- detentions (2 days), mediation and parent notification
- 2nd offense-ISS (1 day) and parent notification
- 3rd offense- ISS (2 days) and parent notification
- 4th offense- OSS (1-3 days) and parent conference

1.05

Reckless Endangerment - causing an unsafe situation on school property

- 1st offense- detention (2-4 days) and parent notification



- 2nd offense- ISS (1 day) and parent notification
- 3rd offense- OSS (1-3 days) and parent conference
- 4th offense- OSS (4-5 days) and parent conference

#### 1.06

Use of profanity or obscenity

- 1st offense- detentions ( 2 days) and parent notification
- 2nd offense-ISS (1 day) and parent notification
- 3rd offense- ISS (2-3 days) and parent notification
- 4th offense – OSS (1-3 days) and parent conference

#### 1.07

Forgery of school related documents

- 1st offense- detentions (4 days) and parent notification
- 2nd offense-ISS (1 day) and parent notification
- 3rd offense- ISS (2-3 days) and parent notification

#### 1.08

Possession/distribution of obscene or pornographic materials

- 1st offense- ISS (1-3 days), parental notification, confiscation of materials
- 2nd offense-OSS (1-5 days), parent conference

#### 1.09

Use of electronic devices (such as cell phones and other mobile communication device, recording devices music and other sound devices and laser pointers)

- 1st offense –warning and device is taken from student and returned after 9th period
- 2nd offense- considered insubordination, device is taken and parent must pick it up – detentions (2 days)
- 3rd offense- insubordination –parents must pick up device and 4 detentions are assigned
- 4th offense – ISS one day – parent notification – parent picks up device

#### 1.10

Failure to stay for administrative detention

- 1st offense-ISS (1 day) and parent notification

**Level C - Severe acts directed against persons or property whose consequences may endanger the health and safety of others or self, or chronic offenses of a more serious nature from Level B.**

**The steps below are those indicated in the following disciplinary actions:**

**Step 1 -** ISS (1-3 days) and possible parent conference with the administrator.

**Step 2 -** OSS (1-5 days), principal's conference with the parent and possible police intervention.

**Step 3 -** Automatic 5 day out-of-school suspension (OSS), parent conference with principal, loss of co-curricular activities, possible recommendation to the Superintendent for a hearing, possible recommendation of a long-term suspension and possible police intervention.

#### 2.01

Vandalism or damage to school property or buildings

- 1st offense- Step 1 and either clean-up or restitution

2nd offense- Step 2 and either clean-up or restitution  
3rd offense- Step 3 and either clean-up or restitution

## 2.02

The sale, possession or use of any tobacco, nicotine including simulated product or lighter on school property or at school activities (including associated paraphernalia defined as lighters, matches, rolling papers, vaporizers, oils and other solutions intended for vaporizing etc.-policy 0021)

1st offense- Step 1  
2nd offense- Step 2  
3rd offense- Step 3

## 2.03

Involvement in a cafeteria disturbance/food fight

1st offense- Step 1, cleanup of cafeteria if needed, restriction of lunch hour privileges  
2nd offense- Step 2 and restriction of lunch hour privileges  
3rd offense- Step 3

## 2.04

Insubordination -the failure to comply with the reasonable request of a school official

1st offense- Step 1  
2<sup>nd</sup> offense- Step 2  
3rd offense- Step 3

## 2.05

Threatening behavior towards another student

1st offense- Step 1  
2nd offense- Step 2  
3rd offense- Step 3

### 2.05.1

Physical harassment towards another student

1st offense- Step 1  
2nd offense- Step 2  
3rd offense- Step 3

## 2.06

Extortion

1st offense- Step 1  
2nd offense- Step 2  
3rd offense- Step 3

## 2.08

Verbal Sexual Harassment of a student

1st offense- Step 1 and reporting the incident under Title IX requirements  
2nd offense- Step 2  
3rd offense- Step 3

## 2.09

Theft or possession of stolen materials

1st offense- Step 2  
2<sup>nd</sup> offense - Step 3

## 2.10

Fighting - a physical altercation with another student

- 1st offense- Step 2 and voluntary mediation
- 2nd offense- Step 3

2.11

Physical sexual harassment of a student

- 1st offense- Step 2 and reporting the incident under the Title IX requirements
- 2nd offense- Step 3

2.12

Threatening teachers/staff - serious acts of defiance

- 1st offense- Step 2
- 2nd offense- Step 3

2.13

Verbal abuse/harassment of a staff member

- 1st offense- Step 2
- 2nd offense- Step 3

2.13a

Inappropriate language toward a teacher/administrator or staff member

- 1st offense- Step 1
- 2nd offense- Step 2
- 3rd offense- Step 3

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

3.01

Public Lewdness/Indecent Exposure

- 1st offense -Step 2
- 2nd offense- Step 3

3.02

Assault with intent to cause physical injury

- 1st offense- Step 3

3.03

Tampering with a fire alarm or pulling a false alarm

- 1st offense- Step 3

3.04

Arson

- 1st offense- Step 3

3.06

Possession, use, and/or transfer of weapons or materials intended to create such, (including ammunition) on school property or at school-related activities.

- 1st offense- Step 3 and loss of co-curricular activities

3.07

Sale, use, possession, purchase, distribution or attempts to sell, possess, purchase, or distribute illegal chemical substances and/or alcohol on school property and/or at school sponsored activities

1st offense -Step 3 and loss of co-curricular activities

3.08

Making a bomb threat

1st offense - Step 3

Hate Crimes (incidents targeting individuals or groups with threats, ridicule or violence including verbal, written and electronically displayed ridicule)

1st offense- Step 2

2nd offense- Step 3

## ATTENDANCE

### Compulsory Education Law

According to the School Law of the State of New York, all children between the ages of 6 and 16 must be in attendance at school at all times during which the school is in session.

The following conditions make it possible for a student to be legally absent:

1. Illness of student
2. Severe storms or impassable roads
3. Death or severe illness in the immediate family. This does not provide for continual absences, however
4. Religious observances
5. Required presence in court
6. Educational visits
7. Military obligations
8. Medical or dental appointments

Whenever possible, medical and dental appointments are to be scheduled outside of school time. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time.

The reasons for absence listed below are considered by school authorities to be **illegal absences** within the meaning of the compulsory education law and will not be accepted.

1. Family trips or vacations
2. Employment - including paper routes and baby-sitting
3. Shopping
4. Job hunting
5. Truancy from school
6. Hunting, fishing, sports events, concerts, etc.
7. Missed the bus

**Under no circumstances should a student enter the school buildings before 8:00 a.m. unless accompanied by an adult. In addition, all students must be accompanied by an adult to remain in the building post-dismissal.**

## Early Release From School

To be excused from school for any reason, a student must bring a parent's or guardian's note from home on the day he/she wishes to be excused. This excuse should be given to the attendance office before first period. Students may not leave the school without prior permission from the school nurse, or an administrator, and from the attendance office. Students will only be released to their parent, guardian, or some other adult designated by their parent or guardian. Any person signing out a student prior to 2:45 p.m. must be on the students' contact list and **present valid ID** at the window before the student is released. To be released due to sickness during the school day, students must report to the school nurse to receive permission to leave. A student should receive permission from his/her teacher prior to reporting to the health office. Any student leaving school without permission is subject to disciplinary action.

## Procedures

To gain proper credit for daily attendance, the following procedure will be followed:

1. All students who attend Whitesboro Middle School Campus must be in homeroom by 8:08 a.m. Students who arrive after 8:08 are to report to the Attendance Office to receive a pass to class. Students will not be allowed into class without a pass.
2. Leaving school grounds is only permitted after permission has been granted by the Nurse, Attendance Office, or appropriate Assistant Principal. The Attendance Office will grant permission after the student has delivered a signed note containing a phone verification number from his or her parent or guardian. **BEFORE** leaving school grounds, all students **MUST SIGN OUT** at the Attendance Office. In the event a student feels ill during the school day, the student will be sent to the Nurse's Office for an evaluation and the Nurse may make the decision to send the student home. If this occurs, the parent or emergency contact person will be notified and arrangements made to send the student home. The parent or guardian will report to the Main Office in the Parkway building and to the Attendance Office in the 7/8 building and the nurse will be notified.
3. When a student is to be absent, the parent or guardian should **EMAIL** the school by 8 a.m. Please **EMAIL** the Attendance Office at [msattendance@wboro.org](mailto:msattendance@wboro.org) (Grades 7 & 8) or [pkattendance@wboro.org](mailto:pkattendance@wboro.org) (Grade 6).
4. Notes for Absence, Tardy, or Early Dismissal: Parent written notes (or emails) are required to excuse absences, tardiness to school, or early dismissal. Notes for absences are to be turned in to the Attendance Office. Notes for tardiness or early dismissal must be presented by the student directly to the Attendance Office. If absence notes are not handed in on the day the student returns to school, the student is to be reminded to do so on the following day. If the note is still not produced by the second day, the student is referred to the appropriate assistant principal per the discipline policy.

**All notes must include the following information and be handed in on the day the student returns to school:**

- Student's full name.
- Date(s) of absence, tardiness, or early dismissal.
- Specific reason for absence, tardy, or early dismissal per New York State regulations; i.e., illness, appointment, etc.
- Contact telephone number.
- Parent/Guardian's signature.
- Time of tardy or dismissal.

The Whitesboro Middle School Campus faculty and administration believe that good attendance is essential for success in school. Students with poor attendance miss valuable instructional time and time spent on classroom learning activities that support the instruction. As a result, a student's grades may be impacted when they are evaluated in the learning process. In an effort to change the behavior of students who show difficulty with school attendance, the following steps will be administered.

**A-1 Illegal Tardiness to School** - Students who arrive to homeroom after the 8:08 a.m. bell tone without a pass should be sent to the Attendance Office. An illegal tardiness occurs when the student does not provide a legal written excuse when signing in upon arrival. Illegal tardies are cumulative. Students illegally tardy to their first period class will be subject to the following discipline procedures:

1st offense- (3 tardies) - warning, parent notification  
2nd offense-(6 tardies) - detentions (2 days), parent notification  
3rd offense-(9 tardies) – detentions (4 days), parent notification  
4th offense- (12 tardies) - ISS (1 day), parent notification  
5th offense- (15 tardies) - ISS (2 days), parent notification, (possible contact by school social worker)

**A-2 Tardiness to class** as recorded by the teacher when the student arrives to class after the starting bell has sounded. The tardies are cumulative for the course. Students tardy to class for more than 10 minutes will be considered truant from class.

1st offense- detentions (2 days), parent notification  
2nd offense- detentions (4 days) assigned and parental notification  
3rd offense- ISS (1 day) and parent conference  
Subsequent illegal tardies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code.

**A-3 Truancy from school** - When a student is to be absent, the parent or guardian should EMAIL the school by 8 a.m.

1st offense- ISS (1day) and parent notification  
2nd offense - ISS (2 days) and parent notification  
Subsequent truancies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code.

**A-4 Truancy from class** - When a student illegally misses or cuts a class or is tardy to class for more than 10 minutes.

1st cut- detentions (2 days) and parent notification  
2nd cut- ISS (1 day) and parent notification  
3rd cut- ISS (2 days), parent notification and possible parent conference

Subsequent truancies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code.

**A-5 Failure to bring in an absentee note** - The note should be brought to the attendance office **on the day following the absence.**

1st offense - warning/reminder  
2nd offense - detentions (1 day) and parent notification  
3rd offense - detentions (2 days) and parent notification

## **Misconduct Committed Off District Property**

Students, staff and visitors may be disciplined for misconduct that is not committed on District Property or at a District Function if such misconduct (1) threatens the health, safety or welfare of a student, teacher or other member of the School district staff, or (2) is likely to interfere with the educational environment, or (3) constitutes sexual or another form of harassment that is likely to carry over to the educational environment.

## **General Administrative Procedures**

The Board of Education of the Whitesboro Central School District does, hereby, delegate to the Principal, the authority to suspend a minor for just cause and, after due process, for a period not to exceed five (5) days.

Lockers are provided by the school for student use and the administration has the right to search lockers. A student may have exclusive use of a locker as far as other students are concerned but he/she does not have such exclusivity over the locker as against the school authorities. For the health, safety, and welfare of the students and staff and in the case of suspected criminal activity, **the building administration reserves the right to inspect lockers without prior notice.**

For the health, safety, and welfare of the students and staff and for just cause, and to the extent permitted by law, the building administration reserves the right to modify its action in discipline cases due to extenuating circumstances involving individuals.

## **ADMINISTRATIVE AFTER-SCHOOL DETENTION RULES**

1. Students will arrive **before** the **2:55 PM** bell.
2. Students will be prepared to work the entire period.
3. The day the student is assigned is the day he/she must serve.
4. Students are not allowed to talk.
5. Students will be dismissed at 3:30 PM.

## **IN-SCHOOL SUSPENSION POLICY**

The Board of Education and Administration recognize the importance of school attendance. Therefore, suspension out-of-school is viewed as extremely serious. In this regard, the Whitesboro Central School District has established an in-school suspension program to be utilized prior to instituting out-of-school suspension, unless the offense is too serious that out-of-school suspension is required to maintain the health, safety, and welfare of the individual student and the student body in general.

## **IN-SCHOOL SUSPENSION — RULES AND REGULATIONS**

### **A. Objectives**

1. Provide an alternate to out-of-school suspension
2. Maintain educational opportunity to students while they are being disciplined.
3. Improve attendance
4. Provide counseling and other assistance to help students solve behavior and related problems

### **B. Description**

1. In-school suspension is a disciplinary method and may be issued for one to five

days in duration.

2. The student will be kept in school under the supervision of a designated staff member in a room established specifically for the program. The student is not afforded freedom and must stay in the room except for lunch and lavatory privileges.
  3. The student will be held responsible for assigned homework as well as any work which takes place in the classroom. This work, including exams, is to be done while in the suspension room.
  4. The student assigned in-school suspension reports to homeroom and immediately, thereafter, reports to the Assistant Principal's office. The suspension assignment will not be affected by absences, and will be reassigned if any days are missed.
- 
1. Students are not allowed to talk or communicate with others.
  2. Students are not allowed to get out of their seats without permission.
  3. Students are not allowed to eat except during lunchtime.
  4. Students will be allowed to get their lunch and eat under the supervision of the ISS teacher.
  5. Students must work on assignments given by their teachers.
  6. Students are allowed to use the lavatory facilities ONCE in the AM and ONCE in the PM.
  7. Students are not allowed to participate in any special school activities during the hours of ISS.
  8. Disruptions will result in additional time in ISS and the possibility of OUT-OF-SCHOOL SUSPENSION as well.
  9. Students are not allowed to attend any After School Activities

## **Appendix A**

### **Bus Discipline Procedures**

#### **Our Philosophy:**

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation.

#### **Our Bus Rules:**

Follow directions of the driver at all times.

Stay seated in your seat at all times.

Keep all parts of your body in the bus and to yourself.

No pushing, shoving or fighting at any time.

No eating, drinking, smoking or spitting.

Do not litter, write on, or damage the bus in any way.

Do not use profanity, rude gestures, tease or harass anyone on the bus.

#### **If a Student Chooses to Break a Rule:**

First Time: Driver verbally warns students and documents on daily log. Letter is sent to notify parents.

Second Time: Parents contacted by driver or bus garage personnel, documented on daily log form (probationary period begins).



Third Time: Bus Conduct Form issued, parents contacted by Building Administrator — 3 day off bus suspension plus suspension from all bus riding privileges for that period.  
Fourth Time: Five (5) day off bus suspension from all bus riding privileges for that period.  
Fifth Time: Superintendent's Hearing

**Severe Disruption: The following inappropriate behavior will result in suspension of transportation privileges immediately:**

- 1. Physical harm to student**
- 2. Physical harm or threat of physical harm to driver (may result in arrest)**
- 3. Failure to give a correct name**

## **Appendix B**

### **Policy for Athletic Eligibility**

(Policy 7101.1)

#### **Purpose**

The Whitesboro Central School district subscribes to the importance of students participating on athletic teams as such participation enhances growth as competitors and as individuals. Additionally, students learn to interact cooperatively with others both within their school environment and across other districts. The mission of a school district is to provide experiences which promote student learning. While participation in sports activities enhances student growth, the primary reason for students attending school is to attain academic proficiency. It is in this regard that the district has developed a policy for athletic eligibility.

#### **Policy**

1. This Policy shall apply to all Middle School athletic and club activities in which students participate and shall extend to any student(s) enrolled in the Middle School and participating in a High School athletic or club activity.
2. It shall be the responsibility of teachers to provide an evaluation of students commencing with the first full week of the first semester for courses commencing that semester, and the third full week of the second semester for courses commencing that semester. Subsequently, every two weeks, a formal report will be completed by all teachers for any/all athletes who are failing during the bi-weekly report period. Reports are due to the athletic director by the close of school, Wednesday (second week of report period). The athletic director or designee will tabulate the information and be responsible for notifying the respective coach(s).
3. An athlete failing two or more courses will become ineligible for one week (Monday through Sunday) following the submission of the bi-weekly report. While ineligible, the student must practice and attend games, but may not participate in games. During the period of ineligibility, the student must meet with his/her teacher(s) to discuss those areas in which he/she needs to improve. Each teacher shall inform the respective student(s) of the area(s) in need of improvement and direct him/her in a manner to address the deficiencies in those area(s) identified.
4. Prior to reporting to practice, students must attend extra help sessions to be scheduled by the teacher(s).
5. On the Friday of the week of ineligibility, the respective student must obtain a report from his/her teacher in those course(s) reported as failed. If he/she is no longer failing **two or more courses**, he/she shall be reinstated in the respective athletic program. If still failing at least two courses, the ineligibility shall continue

for another week.

6. The parent/guardian shall be notified in writing (form letter) by the athletic director or designee, that the student is ineligible and the period of such ineligibility. The coach will be notified by the Athletic Department when the student athlete becomes eligible.
7. Students who have been classified by the Committee on Special Education and who are failing two or more courses, shall be subject to review by the teacher(s) of the failed courses and the special education teacher(s) for the respective student(s).
8. Appeal Process: There shall be an appeal process which, if exercised, shall commence with the student discussing/clarifying the failures with his/her teacher(s). If, after such discussion, the failure(s) continues to be in dispute, a student and his/her parent/guardian, may request a meeting with the athletic director/principal or designee and if necessary, the respective teacher. If the dispute continues at the conclusion of this stage, the parent/guardian may appeal the decision to the superintendent or his/her designee.
9. It shall be the responsibility of the Athletic Director and the respective coach(s) to provide a copy of Policy 7101 along with the "Contestant Policies for Interscholastic Athletics," to all students desiring to participate in athletic activities. It shall be the responsibility of the respective parent/guardian and the student to review this Policy and sign a statement indicating that the Policy has been received and reviewed and that the student's participation in the athletic activity will be subject to the Policy as stated.

## **Appendix C**

### **Students with Disabilities: Discipline Procedures**

When a student with a disability violates the discipline code of the school which he/she attends, a meeting of the building administrator and the special education teacher shall be held to determine:

- A. Whether the student is capable of following the school discipline code:
  1. Was the behavior the result of an inability to **understand** the rules?
  2. Was the behavior the result of an inability to **control** inappropriate behavior?
- B. If the student is capable of following the school discipline code despite his/her disability, then the appropriate school regulations will be followed.
- C. If the student is not capable of following the school discipline code because he/she cannot understand the regulations, appropriate actions to ensure understanding will be attempted.
- D. If the student is found to be incapable of following the school discipline code, after reasonable efforts have been made to obtain cooperation, because he/she cannot control his/her inappropriate behavior, then the teacher or administrator will refer the student to the Committee on Special Education (CSE).
- E. The Committee on Special Education can modify the student's Individual Education Program, if appropriate, to include alternatives and options for dealing with inappropriate behavior, such as being sent to a "timeout" area, in-school suspension, being sent home, loss of privileges, etc.
- F. If a student's behavior is determined to be dangerous to himself or others, then the building administrator must take immediate and appropriate action, followed by immediate notification of the home school and referral to the Committee on Special Education. If such action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the student, opportunity for the student to respond, opportunity for a parent conference, Superintendent's Hearing if suspension is for more than five (5) days, etc.

The Board of Education will review this policy annually and amend when appropriate.

## **Appendix D**

### **Dignity for All Students Act**

The Whitesboro Central School District is committed to providing an educational and working environment that promotes respect, dignity and equality. The District recognizes that bullying, discrimination and harassment are detrimental to student learning and achievement. These behaviors interfere with the mission of the District to educate its students and disrupts the operation of the school. Material incident of Harassment, Bullying and/or Discrimination means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occurs off school property, and is the subject of a written or oral complaint to the superintendent, principal, or their designee, or other school employee. Such conduct shall include, but is not limited to, 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, sex or any other legally protected status.

The District condemns and strictly prohibits all acts of bullying, discrimination and harassment (including cyberbullying) of students as well as retaliation by other students, school officials, employees, volunteers, vendors or visitors on school property or at school functions. Bullying means engaging in actions or statements that cause or put an individual in fear of bodily harm and/or emotional harm; for example, "play" fighting, extortion of money, overt teasing, etc. Cyberbullying means bullying through any form of electronic communication.

The Dignity for All Students Act (§§ 10-18 of Education Law) defines harassment/bullying as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student fear for his or physical safety; or (c) reasonably cause or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race
- color
- weight
- hair
- national origin
- religion
- religious practice
- disability
- gender (including gender identity and expression)
- sex

- sexual orientation, or
- any other legally protected status

Any employee or student who feels he or she is a victim of any such discrimination or harassment may file a complaint under this policy with the DASA Coordinator, Christopher O'Neil, Whitesboro High School, 6000 Route 291, Marcy, NY, 13403, telephone number 315-266-3240. Forms to report alleged incidences of harassment are available in each Assistant Principal's office. If upon investigation it is found that an employee or student has engaged in conduct consistent with harassment or discrimination, disciplinary action will occur.

### **Sexual Harassment** (policy 0012, 6504 and 7403)

The Whitesboro Central School District sexual harassment policy prohibits employees, students and other individuals from making unwelcome sexual advances, requests for sexual favors, threats and other verbal or physical conduct of a sexual nature to other employees or students when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or (3) such has the purpose or effect of unreasonably interfering with an individual's work or school performance, or creating an intimidating, hostile, or offensive working or learning environment. Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic or physical conduct relating to an individual's sex; and the display of sexually-explicit pictures, clothing, greeting cards, articles, books, magazines, photographs, or cartoons.

### **Investigation Procedure**

Complaints of prohibited harassment or any other types of discrimination on the basis of sex, age, race, creed, color, national origin, religion or disability, including alleged violations of Title IX of the Education Amendments of 1972, and of Section 504 of the Rehabilitation Act of 1973, or the regulations thereunder, will be promptly and thoroughly investigated if reported to the appropriate Assistant Principal, Principal, or the Equal Opportunity Coordinator (Assistant Superintendent for Learning & Accountability).

The Principal, Superintendent, or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct. The Principal or the Principal's designees shall provide a regular report, at least once during each school year, on data and trends relating to harassment, bullying and/or discrimination to the Superintendent of Schools.

## **Appendix E**

### **Section 504 – Discrimination Against Persons With a Disability**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such impairment; or

### 3. Is regarded as having such an impairment

The Whitesboro Central School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district. Under Section 504, the school district has the responsibility to identify, evaluate and, if the student is determined to be eligible under Section 504, to offer access to appropriate educational services. If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer or designated school official.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment.

Any alleged grievances should be reported to the Section 504 Coordinator, Director of Guidance, Counseling and Pupil Personnel Services, Whitesboro High School, 6000 Route 291, Marcy, New York 13403; telephone number 315-266-3240. (policy 8501)

## **Appendix F**

### **STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

#### **(ACCEPTABLE USE GUIDELINES)**

#### **Program Implementation**

The Whitesboro Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and "Internet." The District shall provide personnel support for such usage. The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Whitesboro Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply. Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum.

As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

### **Standards of Conduct Governing Student Access to the District Computer System**

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Whitesboro Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications to insure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media. Use of the DCS which violates any aspect of Whitesboro Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

- 1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting or attacking others.
- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 5) Using unauthorized software on the DCS.
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or

software not created by the student without express permission from the computer coordinator.

- 7) Violating copyright law, including the illegal file sharing of music, videos and software.
- 8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.
- 10) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
- 11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number. Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy. If a student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

## **Sanctions**

- 1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

## **Notification/Authorization**

"Passive Consent" (Opt-out) Student access to the DCS will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of the DCS in accordance with law, Commissioner's Regulations and/or District policies and procedures. (Refer to Policy 5301.1, Agreement for Student Use of District Information Technology Resources).

**Whitesboro Central School District Computerized Information Resources**  
**Parent/Guardian Notification/  
Request to Deny Computer Usage**  
**(Regulation 5301.1)**

**Parent/Guardian Notification Regarding Computer Usage**

In order to become a user of the Whitesboro Central School District's computer facilities, equipment and Internet accounts, I understand that it is necessary to comply with District policy and regulations for the use of technology as presently in force and as may be amended from time to time. A violation of the District's policy and/or regulations regarding use of computerized information resources ("Acceptable Use Guidelines") may result in the loss of computer access, disciplinary action and/or prosecution in accordance with law, regulation and/or the District Code of Conduct. I further understand that access to the computer facilities may include filtered access to the Internet.

I understand that individuals and families may be liable for violations of District policies and regulations/procedures for such use. While every reasonable effort will be made by School District personnel to monitor proper usage and provide Internet filters to questionable materials, it is the parent's responsibility for guidance of Internet use - setting and conveying standards for their son/daughter to follow when selecting, sharing or exploring information and media.

Students who abuse the acceptable use of technology on the Internet may be removed from access in accordance with applicable due process procedures. I have reviewed the Whitesboro Central School District Acceptable Use Policy and Regulations for use of technology with my son/daughter. In consideration of the use of the Whitesboro Central School District networks and in consideration for having access to the information contained on them and an Internet account, I release the Whitesboro Central School District from any claims of any nature arising from my son/daughter's use of the Internet.

**Parent/Guardian Request to Deny Computer Usage**

In order to achieve the career development and technical education (occupational) learning standards articulated by the New York State Department of Education, students will be provided access to instructional materials and processes available only through the use of computers. **I understand that if I do not request, in writing, that my child not use computers, an account will be created to facilitate such access.** Parental requests to deny student use of District computers will be considered in accordance with law and/or regulations.

If you object to the use of your student's work or picture being published by either of these means, complete the form provided in the back of this handbook or please notify the building administrator in writing.

**School District Public Relations/Web Site Permission**

From time to time the school district may wish to publish examples of student projects, photographs of students and other work either in local print media or on the district Web site. Understand that the use of a photograph and/or video image may include print and/or broadcast applications.

In the case of the district Web page, district regulations state: "Web pages include only the first name and initial of the student's last name. Pages or file names may not include a student's telephone number, address, e-mail address or names of other family members or friends."



## Appendix G

### General Policies

#### Accidents, Injuries, and Insurance

Student accidents must be reported immediately to the school nurse where an accident report will be filled out. The Whitesboro Central School District student accident policy furnishes medical, hospital, and dental service indemnity when accidental bodily injury is sustained while a student is engaged in a school-sponsored activity. **No benefits will be paid by this plan to the extent that benefits are payable under any other policy or prepayment plan.** This policy is only in excess of those benefits payable under family and employer policies. The plan provides for **full excess coverage** over your primary insurance **up to a reasonable and customary fee.** (policy 7304)

#### Announcements

Announcements are read daily over the public address system at 8:10 a.m. and 2:00 p.m. In order to be well informed on school activities, students should listen carefully. Announcements are also posted on campus Google Classrooms and the Middle School Wboro website.

#### Assemblies

Assemblies are held either in the auditorium or in the gymnasium. The programs are conducted for the enjoyment and education of the student body. It is felt that assembly programs are a valuable supplement to a student's education from the standpoint of one's role as a participant or as a spectator.

#### Bulletin Boards

**All notices, displays, advertisements, etc., must have the approval of the Campus Principal before posting.** Items should be posted on the bulletin boards or cork strips provided. The person should remove posterior group who put them up once the date of the event has passed.

#### Cafeteria/Lunch

The cafeteria is open for hot meals and sandwich-bag lunch services. Students are expected to keep the lunch area clean and assist in clearing the tables. All food should be eaten in the cafeteria only, and disposed of in the appropriate cans provided. Students are expected to eat lunch just as if they are in a public restaurant. Any cafeteria disruption is subject to immediate disciplinary action.

#### Electronic Equipment

School is not an appropriate environment to use electronic equipment that is noisy and disruptive to the educational process. Any mobile communication device such as cell phones, cameras, laser pointers and music/sound devices during school hours is prohibited and are subject to confiscation.

## **Fines and Charges**

Students are expected to exercise reasonable care in the use of school equipment and any damages done to library books, textbooks, or other school equipment due to misuse or they must pay for negligence. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment, which is damaged, should be reported to the Campus Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parent/ guardian will be expected to pay for such damage.

## **Fundraising**

All fund-raising activities must have written approval by the club's/organization's advisor and the Campus Principal. Any monies collected are to be kept in the safe in the main office until they may be deposited.

## **Hall Passport System**

All students are required to have a pass anytime they leave a class or study hall. Teachers have the authority to refuse to issue passes to any student. No student should be in the corridor during class periods, for any reason, without a pass.

## **Handicapped Accessibility**

The Whitesboro Middle School Campus is handicapped accessible. At the Middle School one elevator is available; it is located in the main corridor. Handicapped parking areas are located in front of each building. Any further questions concerning handicapped accessibility needs should be directed to the school administration.

## **Health Services (policy 7301)**

The Education Law of New York State requires that each new entrant of the district and students entering grade 7 receive a physical examination by the student's own physician or by the school physician. A form for your doctor's use may be obtained in the health office. If a student had a physical by his/her own physician this current school year, submit the physician's report to the building Nurse at the beginning of the semester. The law also requires each student be fully immunized, and that certification from his/ her own physician be represented upon entry to school. If a student becomes ill in school, he/she should report to the Nurse, who will decide what should be done. Students must not leave the building or miss class because of illness without authorization. If the Nurse is not in, students are to report to the office.

## **Late Buses**

Late buses are available for those students who stay after regular school hours for remedial help or co-curricular activities, Monday-Thursday. There are no late buses on Friday or on a day before a vacation. Students are expected to be under the supervision of a staff member during this time period, from 2:50 to 3:30 PM and need to have a late bus pass signed by a staff member in order to be allowed to ride the bus. The late buses depart the Middle School Campus at 3:40 p.m.

## Lockers

The lockers and locks are assigned to students at the beginning of the school year. Only locks issued by the Whitesboro Central School District will be allowed on student lockers. Locks issued are the responsibility of the student and a fee of **\$4.00** will be charged for any lost lock or any lock that is not turned in at the end of the school year. All students are urged not to share lockers or locker combinations with anyone. Students are responsible for the contents in their lockers. Lockers are school property and subject to search by school officials.

## Lost and Found

The lost and found is located in the cafeteria in each building. Although your locker should be locked, it is not totally secure so please do not bring valuables to school. If it is necessary to bring a valuable item to school, they may be left in the main office for safekeeping during the day. **The Whitesboro Central School District is not responsible for lost/stolen items.**

## Media Center

The Media Center is an important part of the school program. The library offers a large selection of books, magazines, and audiovisual materials. Students participate in a broad variety of activities, which expose them to opportunities to learn how to locate and use information, and to become skillful users of automated libraries.

Most library materials circulate for a period of two weeks, with renewals as needed. Notices are sent if materials are not returned or renewed.

**Use of the Media Center is a privilege, which can be taken away if students do not make appropriate use of this facility.** Students are expected to show respect for the library, its resources, its staff, and for other students using the library.

Our library is in touch with other libraries beyond our walls by a network of interlibrary loan connections. Books and magazine articles not in our collection are borrowed for our students and teachers as a routine service.

The library staff makes every effort to meet the needs of its users. While the main task is to support the curriculum, the personal and recreational reading needs of our students are also addressed.

## Medication During the School Day (policy 7302)

School policies regarding administration of medication are consistent with procedures established by State Education Law.

For students to receive medication (prescription or non-prescription, including cough drops and other "over-the-counter" drugs) during the school day, the following procedures **MUST** be followed and renewed each year:

- The parent or legal guardian must submit a written request to the school authorities together with a written request from the prescribing physician indicating the frequency and dosage.

· The medication must be brought to the school by a responsible adult in the original container labeled with the name of the drug and the dosage. This adult should sign in to see the school nurse and give the medications directly to him/her.

Unless these procedures are followed, medications will **NOT** be administered in school.

### **Public Displays of Affection**

Public displays of affection including kissing, embracing, etc. are not appropriate in school. Those students involved will first be warned. Further incidents will result in appropriate disciplinary measures and parents will be notified.

### **Safety Procedures**

We have a responsibility to maintain a safe and non-threatening environment conducive for learning. No student has the right to disrupt this environment, interfering with other students' learning or teachers' instruction. Those students who disrupt this process through their actions or words will be disciplined according to our written code of conduct. We will not tolerate any acts of harassment or threatening behavior. Those incidents should be reported to the administration. We will take the appropriate measures to maintain a safe and non-threatening learning environment every day for all students.

All students have a moral responsibility to report to staff any information that they may have regarding possible threats to the health and safety of others in the building. This information will be kept confidential.

### **Main Entrance**

For the safety and security of all members of our educational community, we utilize one main entrance at each building. Buses will drop off students in their usual locations in the morning. All entrance doors will be locked during the day except for the main entrance doorways. Any person signing out a student prior to 2:45 p.m. must be on the students' contact list and **present valid ID** at the window before the student is released.

### **Emergency Drills (Bus, Fire)**

(policy 5003)

**Bus** – We are required by law to have three emergency bus drills during the school year. The purpose of these drills is to practice evacuating buses in the event that there is a fire or an accident and to learn the location and use of various emergency equipment, such as the ax, first-aid kit, fire extinguishers, road flares, emergency doors and emergency windows.

**Fire** – If a fire is detected anywhere in the building, pull the nearest alarm; report to the nearest teacher, custodian, or office, the location of the fire and leave the building. By law, fire drills must be held 12 times a year. Fire drill signs and evacuation routes are posted in every room and it is imperative that the building be quickly, quietly, and safely vacated.

The following rules are to be followed when the fire alarm sounds.

1. Everyone will leave the building quickly and quietly following your teacher's directions.
2. Once outside, move well away from the building keeping the driveways clear for the use of fire apparatus.
3. Remain quiet and attentive; being alert to further instructions.

4. Do not return to the building until the proper instructions have been given.

A school false alarm represents an intolerable hazard to safety. Anyone ringing a false alarm is subject to both a fine and imprisonment under state law. Suspension out of school, as well as prosecution, may result for anyone found guilty of this offense. Tampering with the fire-fighting equipment will also be dealt with severely.

The District has established a separate District-level school safety plan and a building-level emergency response plan for each District school, which have been developed in accordance with applicable law and regulation to assure the security and safety of students and school personnel.

### **School Spirit/Sportsmanship**

School spirit is loyalty to all functions of the school. A loyal student supports his/her school and does their utmost to keep their scholastic and activity standards at the highest level.

Good sportsmanship is important. Our behavior at school athletic events, whether we play or watch, reflects upon the character and reputations of our school and through that, on us individually.

It is the belief of the Whitesboro Middle School Campus that good sportsmanship on the part of the spectators at middle school athletic contests is as important as good sportsmanship on the part of the athletes; and that the relationship between supporters of the home team and the supporters of the visiting team should be viewed as a host/guest relationship. In keeping with these beliefs, it is requested that all spectators conduct themselves in a manner reflecting a spirit of friendly competition and a respect for the positive relations existing among all schools.

Remember you represent the Whitesboro Middle School Campus. Be a credit to yourself and your school. All school rules are in effect at extracurricular activities.

### **Telephones**

Telephones are available for student use in the Main Office of each building. Students are urged to use this phone only for urgent calls and to limit their time of use. The telephone is available during lunch periods.

**Cell phones and other electronic devices may not be used or visible between 8:00 a.m. and 2:45 p.m.**

### **Chromebooks and Textbooks**

Students are all assigned Chromebooks at the beginning of the school year. Students may also be assigned textbooks for their subjects during the school year. Chromebooks and textbooks should be kept in good condition and this is the responsibility of the student. A fee will be charged if Chromebooks or textbooks are lost or damaged.

### **Tobacco/Vaping Products**

The school has an obligation to protect the health and welfare of the students in its care. Given the potential long-term harmful effects of tobacco use, documented in research and statistics presented by the Surgeon General and other medical experts, school permission

for student use of tobacco is inconsistent with that obligation and serves to negate the instructional objectives of the state-mandated health curriculum.

Use or possession of tobacco products, including smokeless tobacco, juul and any other vaping device, is prohibited on school grounds, according to school policies and public law. This includes all school property and all school events (e.g., concerts, sports events, etc.) and is not only limited to students, but also all persons in attendance. Violations will be referred to the administration for action as called for in the discipline code. Any person who repeatedly smokes on school grounds may be reported to the Oneida County Department of Health and subject to significant fines.

### **Visitors**

All visitors should enter the building through the main entrance. Visitors and handicapped parking areas are designated. They will be expected to sign in at the Office where they will receive a Visitor badge to be worn in full view. Upon exiting the building, guests are to again report to the Office, sign out and hand in their Visitor badge.

### **Use of Surveillance Cameras**

The Whitesboro Central School District promotes student, staff and visitor safety in all District facilities, grounds or buses. In order, that we may ensure a safe and effective learning environment, the Board promotes the use of surveillance cameras when necessary in all District facilities, grounds or buses. Surveillance cameras will be used in public areas and other nonpublic areas; except areas, such as restrooms, where there is reasonable expectation of privacy. Audio recordings will not be made in conjunction with the use of cameras. Such prohibition does not preclude the use of audio recordings by law enforcement or District personnel when used in accordance with their official duties and as authorized by law.

### **Working Papers**

Students ages 14-18 are required to have working papers in order to be legally employed in New York State. Whitesboro Middle School provides this service for all District residents. Students should report to the Main Office (7/8 Building) to obtain the application and the health certification. Applications for working papers require proof of age and physical fitness. There is no charge for working papers. Applicants must allow one (1) week for the processing of each application. During summer hours, working papers will be processed between the hours of 8:00 a.m. and 2:30 p.m.

### **Where to Go When You Are Looking For —**

Advice about schedule	School Counseling Office
Bus Information	Main Office
Excuse for illness	Attendance Office

Library passport	Subject or Study Hall Teacher
Locks (broken, lost, stolen)	School Counseling Office (Gr. 7/8) Main Office (Gr. 6)
Lost and found articles	7/8 - Cafeteria 6 - Cafeteria
Problems with another student	School Counseling Office / Assistant Principal
Student Agendas	School Counseling Office (Gr. 7/8) Main Office (Gr. 6)
Questions of a personal nature	School Counseling Office
Telephone	Main Office
To be excused	Attendance Office (Gr. 7/8) Main Office (Gr. 6)
Working Papers	Main Office - Grade 7/8)

## **Whitesboro CSD Use of External Device Guidelines**

### **Definitions Used in this Policy**

1. **Equipment/devices** - used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

2. **Network** - refers to the school's computer network – both the physical wiring, electronic equipment and the software used to create the connections, Internet access facilities, computers, and other school equipment/devices as outlined in (1) above.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school equipment/devices including school issued USB drives. The USB devices must be returned to the teacher who provided them at the conclusion of the class assignment.

The school's computer network, Internet access facilities, computers and other school equipment/devices are for educational purposes appropriate to the school environment. This applies whether the equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

Internet Users are expected to use the network and all equipment/devices as an

educational resource. The following procedures and guidelines are used to help ensure appropriate use of the network at all Whitesboro Central School District locations.

1. I cannot use the school network or equipment/devices until I have read and signed my use agreement form and returned it to school.
2. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
3. While at school, I will not:
  - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
  - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
4. If I accidentally access inappropriate material, I will:
  - a. Not show others
  - b. Turn off the screen or minimize the window and c. Report the incident to a teacher immediately.
5. I understand that I must not download any files such as music, videos, games, programs or executable files on the USB drive. This makes sure the school complies with the 1976 Copyright Act. I also understand that anyone who infringes copyright may be personally liable under this law.
6. I understand that these rules apply to any privately owned equipment/device (such as but not limited to: a laptop, mobile phone, Ipad, Itouch, USB drive) I bring to school or a school- related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
7. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school **without a teacher's permission**. This includes all wireless technologies
8. I will respect all network systems in use at school and treat all Equipment/devices with care. This includes:
  - a. Not intentionally disrupting the smooth running of any school systems
  - b. Not attempting to hack or gain unauthorized access to any system
  - c. Possession of hacking software and tools will be treated the same as an attempt to hack or gain unauthorized access to any system
  - d. Following all school rules, and not joining in if other students choose to be irresponsible with equipment/devices.
  - e. Reporting any breakages/damage to a staff member.
9. I understand that the school may monitor traffic and material sent and received using the school's network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
10. I understand that the school may audit its computer network, Internet access facilities, computers and other school equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email and USB drives.
11. I understand that if I break these rules, the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.



**Tear out and return this page** to your child's Homeroom Teacher by the first Friday of September.

**PLEASE READ AND COMPLETE ALL FORMS**

I have read and understand the use of **external device** section of the handbook:

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Students and Parents are to read the Statements Below and Then Sign**

I have had the opportunity to read the STUDENT/PARENT HANDBOOK with my parents and to ask questions with reference to its contents. I have a general knowledge and understanding of the rules and regulations set down in this handbook, and I will accept the responsibility for abiding by them.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Whitesboro Central School District Web Site/Media  
Release Parental Consent**

I understand that from time to time the school may wish to publish examples of student projects, photographs of students and any other work on the Internet accessible Worldwide Web server or via the media. District regulations state: "Web pages may include only the first name and the initial of the student's last name. Pages or file names may not include a student's telephone number, address, e-mail address, or names of other family or friends."

Student Name (please print) \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature/Date \_\_\_\_\_

