

HANDBOOK VERIFICATION FORM

In an effort to improve communication between the home and school, we are asking that each parent/guardian review and discuss this handbook with your student.

Please complete the information below and have your student return to their homeroom teacher.

Thank you for your ongoing support.

I _____ have read
(print student's name)

the 2024-2025 student/parent handbook and understand the rules and regulations that are contained in it.

Student Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone #: _____

Parent/Guardian Email: _____

Homeroom Teacher: _____

Please discuss the expectations and the contents of this handbook with your student.

Signatures

STUDENT - I have read the *Hyde Park Central School District Acceptable Use Policy* and understand the policies relating to acceptable use of the Hyde Park Public School District devices, systems and the internet and agree to abide by them. I further understand that any violation of the guidelines and policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked. School disciplinary action may be taken, and/or appropriate legal action may be taken.

School: _____

Grade: _____

User's Full Name (please print):

User's Signature: _____ Date: _____

PARENT OR GUARDIAN – As the parent or guardian of this student, I have read the *Hyde Park Central School District Acceptable Use Policy* and school district policies relating to the acceptable use of the school district computer systems and the internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials accessed on the Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I certify that the information contained on this form is correct.

Parent or Guardian Name (please print):

Parent or Guardian Signature:

_____ Date: _____

**F.D. Roosevelt High School
156 South Cross Road
PO Box 2032
Hyde Park, NY 12538
Phone – (845) 229-4020
Web Page: <http://www.hpcsd.org>**

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Preface

This student handbook is designed to communicate helpful information about Franklin Delano Roosevelt High School and to let you know how you can make the best use of what the school has to offer. The material covered in this handbook is organized alphabetically regarding general district information, rules and procedures. It is not intended to either enlarge or diminish any board policy, administrative regulation or negotiated agreement. Please read it with care. If you have any questions or need information, any faculty member will be glad to advise you, or refer you to someone who can help you.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Franklin D. Roosevelt Mission Statement

The mission of F.D. Roosevelt High School is to develop students who are intellectually curious, socially responsible and prepared to meet the present and future challenges of our world.

HPCSD BOE POLICY 4526 - COMPUTER USE IN INSTRUCTION (or ACCEPTABLE USE POLICY)

The Board of Education is committed to optimizing learning. The Board considers access to the Internet to be a powerful and valuable educational and research tool, and strongly encourages the use of computers and computer-related technology in and outside of district classrooms for the purpose of advancing and promoting a resource rich environment responsive to the individual student.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a necessity in a digital learning environment and this use entails personal responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may control certain kinds of online activity, access to specific websites, social media, other online resources and bandwidth usage.

Regulations and handbooks, to be developed by the Superintendent, in consultation with the district's Technology Committee will provide specific guidance, as well as rules governing the use and security of the District's computer network. All users of the District's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action, which may include but is not limited to, revocation of computer access privileges, suspension, or termination.

With increased concern about identity theft, it is very important for the district to protect the personally identifiable information (PII) and privacy of our students. (Note that the district email address is not considered PII.) Thus, for any resource that requires an ID or permissions to the users' resources, prior to use of any cloud-based educational resource not already approved by the district, staff (or students via staff) must get approval from the Director of Technology. The Director will determine if a formal contract is required or if the terms of service are sufficient to

address privacy and security requirements, and if parental permission is needed.

The Superintendent, working in conjunction with the designated purchasing agent for the district, and the Director of Technology, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Cross-reference:

5300, Code of Conduct

5695, Student Use of Personal Electronic Devices

Revised: May, 2016

Adopted: November 12, 2009 / October 17, 2016

Agreements

1. All users of the HPCSD network and equipment must comply at all times with the Hyde Park CSD Acceptable Use Policy #4526.
2. All users are accountable to all school, district, local, state, and federal laws.
3. All rules and guidelines are in effect before, during, and after school hours, for all HPCSD devices whether on or off the school campus.
4. All files stored on HPCSD equipment, network, or associated cloud storage are property of the district and may be subject to review and monitoring.
5. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
6. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

7. Students may only log in under their assigned usernames. Students may not share their passwords with other students.

8. Any failure to comply with the rules outlined in this document, or in district policy, may result in disciplinary action. HPCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

9. All users are expected to follow existing copyright laws and educational fair use policies.

Unacceptable conduct includes, but is not limited to, the following:

1. Gaining unauthorized access anywhere on the network
2. Revealing the home address or phone number of one's self or another person
3. Invading the privacy of other individuals
4. Using another user's account or password, or allowing another user to access your account or password
5. Coaching, helping, observing or joining any unauthorized activity on the network
6. Posting anonymous messages or unlawful information on the network
7. Participating in cyber bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
8. Falsifying permission, authorization or identification documents
9. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
10. Knowingly placing a computer virus on a computer or network
11. Attempting to access or accessing sites blocked by the District filtering system.

HYDE PARK CENTRAL SCHOOL DISTRICT

ATTENDANCE POLICY IN PLAIN LANGUAGE

A key component of academic success is consistent, full-day attendance. Missing class time can result in poor academic performance and lower student achievement. As part of its obligation to encourage students to attend school, the Hyde Park Central School District is committed to creating a safe, nurturing environment in our schools. In addition, individual schools are urged to develop their own incentives for encouraging attendance. More information on these building level incentives is available from the school office and school website.

The responsibility for attending school is shared by the student, parents and the district. Students have the responsibility to attend their regularly scheduled class or classes and to make up work that is missed for approved reasons. Parents have a responsibility to stress the importance of attendance and minimize the amount of class time their children miss. When absences, tardiness or early departures occur, parents are also responsible for notifying the school of the reason. Teachers have a responsibility for recording and reporting accurate attendance data and to provide students the opportunity to make up work that is missed for approved reasons. District administrators are responsible for maintaining accurate attendance records and notifying parents when missed instruction time (regardless of whether it is excused or not) may affect a student's academic performance. The district is also responsible for addressing the factors of excessive absenteeism that are under its control.

All children of school age and who legally reside within the Hyde Park School District are required to attend school every day that school is in session. New York State Law defines school age as the school year that a child turns six years old by December 1st until the end of the school year in which the student turns 16. The Assistant Superintendent for Pupil Services can assist in determining whether a child legally resides within the district.

In secondary schools, the classroom teacher will take attendance during each class period, unless a class is self-contained, in which case attendance will be taken once at the beginning of the day. All absences, tardiness and early departure will be recorded as unexcused until the Building Attendance Officer receives a note from the student's parent or guardian indicating that it was for an excused reason.

Excused and Unexcused Absences

Excused absences are described as:

- Personal illness or injury
- Doctor/Dentist/Health Clinic Visits
- Illness of death in the immediate family
- Weather conditions at the discretion of the principal
- Religious observance
- Quarantine
- Required court appearance
- College visits
- Military obligations
- School sponsored events and programs
- Emergency first response

All absences must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the absence and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

General Procedures/Data Collection

- Attendance will be taken during each class period.
- At the conclusion of each class period or school day, all attendance information will be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an absence will be coded on a student's record.
- Student absence data will be available to and must be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff will detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of absences for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Examples could include:

At all buildings and classrooms:

- all staff are encouraged to schedule special events (quizzes, game days, debates, etc.) for days of chronically high absenteeism, like Mondays and Fridays.
- Teachers are encouraged to assign special responsibilities (distribute and collect materials, lead groups, assist the teacher, etc.) to students who may need extra motivation to come to school.
- improving the school climate through student surveys in order to provide a safe, supportive school environment and engage students in school.
- engaging students and families, determine whether systemic barriers to attendance exist for students, and develop solutions to remove those barriers.

Consequences of Excessive Absences, Tardiness and Early Departures

School building personnel will contact the student's parents and the student's guidance counselor if a student's record reveals excessive absences, excused and/or unexcused (10% unexcused absences are considered chronic). Staff will remind parents of the attendance policy, explain the ramifications of excessive absences, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Students identified as chronically absent may be considered for a mentor program.

Unexcused absences may result in disciplinary action consistent with the district's code of conduct.

Penalties may include: detention or denial of the privilege of participating in or attending extracurricular events. If educational Neglect is suspected, Child Protective Services (CPS) will be notified in accordance with Board Policy 5460.

Attendance/Grade Policy Related to Absences

Each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc. Students are expected to attend all scheduled classes. Unexcused absences will affect a student's class participation grade for the marking period.

At the high school level, any student with more than nine (9) unexcused absences for one-half year or eighteen (18) unexcused absences for a full year will not receive credit for that course.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching nine (9) or eighteen (18) unexcused absences, tardiness and early departures.

All students with an excused absence are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused absences will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

Revised May 1, 2023

After School Activities

Students are only permitted to stay after school for a supervised activity, and must have a signature from the supervising teacher in their student handbook. Students are only permitted to be in the building if supervised by an approved adult. Students are not permitted to remain in the school unsupervised awaiting the beginning of an evening activity. Students must exit the building following the conclusion of activity. Late buses are available Tuesday, Wednesday and Thursday with a pass. Late bus passes are issued by the supervising teacher at the conclusion of the after school activity. Students not following through with these procedures will have after school privileges suspended.

Announcements

Daily announcements are read in the morning during homeroom. At this time important information related to the school day, your classes, sports and evening activities will be announced. Daily announcements are posted on the school website each day.

BOCES CTI – Dismissal Times

A.M. Morning: 8:10 a.m.

Afternoon: 11:40 a.m.

Bulletin Boards and Posters

There are bulletin boards available in various school hallways. Anyone wishing to use them should require and obtain permission from the Principal's Office.

Bus Passes

If you plan on riding a different bus at the end of the day, you will need a note from your parent/guardian giving permission. This note must be handed in before 10:00 a.m. to the Main Lobby.

Cafeteria

Students are to eat in their grade designated cafeteria, which is Café 142 for Grades 9 & 10 and Café 139 for Grades 11 & 12, unless noted otherwise. Students are not permitted to take food out of the cafeteria for any reason unless they have the permission of a staff member. Students who do not have an assigned lunch should see their Assistant Principal for a, “No lunch pass”. All students are expected to show proper courtesy and respect to each other and to the supervisors and cafeteria personnel at all times. Students at each table are responsible for the cleanliness of their table and the floor surrounding it. Disruptive or discourteous behavior will result in disciplinary action appropriate to the offense, which may include loss of cafeteria privilege, detention or suspension from school.

Club and Extra-Curricular Activities

Throughout the year, there are a variety of clubs and extracurricular activities for students to take advantage of. A list of some of them is as follows:

1. Audio/Visual Club – produces FDR LIVE morning announcements and website
2. Cape Marathon Project
3. Class Activities (Homecoming preparation, fund raising, etc.)
4. Fall Drama – actors, stage/technical crew
5. First Ladies & All the President's Men – acapella singing groups
6. Gender Sexuality Alliance
7. Interact Club – community service, sponsored by Hyde Park Rotary
8. International Thespians Society
9. Jazz Ensemble
10. Lighting Crew
11. Multi-Cultural Club
12. National Art Honor Society
13. National Honor Society
14. SADD – Students Against Destructive Decisions
15. Spring Musical-actors/singers/dancers, stage/technical crew, pit orchestra

16. Sources of Strength
17. Student Government Organization – Supports school activities, homecoming events, dances, awards & honor roll breakfast
18. Varsity Club
19. Yearbook

Code of Conduct

The official HPCSD Code of Conduct is printed in this handbook and can also be found on the district website. Please review it carefully.

Controlled Substances

FDR is a Drug Free school zone. Drugs and drug paraphernalia are not permitted on, or near school property.

Prohibited conduct includes, but is not limited to:

1. Smoking a cigarette, electronic cigarette, vape, cigar, pipe or using chewing or smokeless tobacco.
2. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
3. Inappropriately using or sharing prescription and over-the-counter drugs.

Delayed Openings/School Closings

On days school must be delayed or closed or released early due to inclement weather or other circumstances, announcements will be made over local radio stations and will be posted on the district's web page and sent out via school messenger.

Detention Procedures

After school detention - Students who are assigned to after school detention are to report to the detention room by 2:15 p.m. While serving detention, students may do school work silently. Students are to remain there until they are dismissed at 3:15 p.m. Transportation will be made available to students who are assigned detention and need a ride home. Students who fail to show up to detention, or fail to arrive on time or who are dismissed from detention for misconduct will be subject to further discipline.

Dress Code

STUDENT DRESS CODE:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is covered by outer clothing. (visible waistbands and straps are not a violation)
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Students should be easily identifiable at all times, with the exception for medical or religious purposes, should be worn in a way that does not substantially cover the face or obstruct one's identity.
6. Not include items that are vulgar, obscene, libelous, or denigrate, harass or discriminate against others on account of race (including traits historically associated

with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, religion, creed, national origin, ethnic group, gender, (including gender identity and expression) sex, sexual orientation or disability.

7. Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Electronic Equipment & Non School Related Items

Electronic equipment (such as cell phones, MP3 players, I-pods, etc.) is to be completely turned off and appropriately secured away in instructional areas unless deemed an appropriate support of the educational process by the supervising adult. Students must remember that the use of electronic devices comes with personal responsibility. Electronic devices should never be used to bully, intimidate, harass or record video/audio without permission of the individual being recorded. Students should be reminded that “Sexting”, and/or sending pornographic or explicit content can result in both school and/or legal consequences. Students who fail to follow the directions of supervising adults regarding electronic devices will be subject to disciplinary action, including but not limited to the following:

First Offense: Confiscation of the electronic device for the remainder of the school day. The student may pick up the device from the A.P. Office at the end of the day. Notice in the form of a referral will be sent home to the parent or guardian.

Second Offense: Confiscation of the electronic device and detention for insubordination. The device must be picked up from the A.P. Office by the parent or guardian. Notice in the form of a referral will be sent home to the parent or guardian.

Third Offense: Confiscation of the electronic device and a full day of In-School Suspension for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behavior.

Fourth and Repeating Offenses: Confiscation of the electronic device and out of school suspension for 1-3 days for insubordination. The

electronic device will be returned to a parent or guardian during a conference regarding the repeated behaviors

Students are responsible for the security of their own personal property. It is highly recommended that any personal items are safely locked in lockers at all times. The Hyde Park Central School District is not responsible for the theft, damage or recovery of a student's electronic device. If an item is stolen, contact the School Resource Officer to file a report.

Eligibility Standards

Philosophy: The Hyde Park Academic Eligibility Policy is a mandatory part of Athletics as well as all Co-Extracurricular activities in FDR High School and Haviland Middle School. It is required that all students maintain a level of eligibility in order to participate in all Athletic and Co-Extracurricular Programs. This procedure is meant to be more remedial as opposed to punitive. Students who become academically ineligible will have an opportunity to regain full eligibility status if they meet one of two different criteria presented below:

Eligibility Statement: In order for a student to participate in Athletics or Co-Extracurricular activities they must be failing NO MORE than one (1) subject (or PE for athletes per NYSPHSAA eligibility regulations) at any of the 5 week progress checks that occur during the time period in which they are participating in a sport, club or event.

Criteria 1: If the student regains eligibility by passing a class (within the two week period), they are immediately eligible for full participation in Athletics or Co-Extracurricular Activities once the Athletic Director, Principal, or Club Advisor obtains signed approval on the eligibility form from the teacher of the class the student was failing.

OR

Criteria 2: Any student who is failing two (2) or more subjects is ineligible to participate in any Athletic or Co-Extracurricular events for a period of 5 weeks. However, after a period of two weeks of ineligibility a student may apply for full eligibility status by having a teacher fill out a

recommendation form in each class they are failing. The recommendation form includes the following criteria:

1. All student's work is completed and handed in.
 2. The student has attended extra help sessions when made available by the teacher.
 3. The student is on time for class every day.
 4. Appropriate behavior and a positive attitude have been demonstrated daily.
 5. The student's overall effort has improved in class.
- a. Students in Athletics who are ineligible may not play in any games or contests, but are eligible to practice for two weeks. Students who are in any other Co-Extracurricular Activities may not attend any field trips or be a part of any productions that occur while they are ineligible.
- i. Students that do not meet criteria 1 or 2 after two weeks are ineligible and unable to practice/participate until the next 5 week check.
- b. Students who are ineligible for two consecutive 5 week checks, will not qualify for the two week probationary period, and therefore will be ineligible until the next five week check.
- c. Eligibility will be determined by five week progress reports as well as report cards. Notification will be made to students who are ineligible no more than five (school) days after the issuance of progress reports and report cards.
- d. Students who are academically ineligible in June will be on academic probation at the start of the school year the following September.
1. Students who attend summer school and pass the class they failed will not be placed on probation for the following school year.
 2. Students who are on probation and are failing two (2) or more classes at the first five week check in October of the new school year will be deemed ineligible for a full five weeks until the first quarter grades are released.
- e. Drop without penalty - Students will not be penalized for dropping a course prior to the date that is designated in the FDR and HMS Course Selection Guide.

- f. Drop with penalty - If a student receives a drop fail for a course, the drop fail will be counted as a failed class with respect to eligibility standards.
- g. Half Year Courses - Students must pass the semester in order to remain eligible.
- h. All students participating in Athletics must have at least 3.5 credits (3 classes plus Physical Education) in order to be eligible to participate as outlined in the NYSPHSAA handbook.
- i. Incomplete Grade - Any student who is given an incomplete grade will have two weeks to make up the missing work.

Emergency Drill Procedures

New York State law mandates that emergency drills be conducted at regular intervals in order to instruct students and staff in proper procedures. These drills are designated to reduce the chances of serious injury in the event of a real emergency. All students are expected to cooperate with staff members during a drill, proceed in a quiet and orderly manner and stay with their teacher. Distracting or disruptive behavior will be subject to either teacher or administrative action. Any person found guilty of making a false report or pulling a fire alarm is subject to arrest and school disciplinary procedures.

Guidance Department

Our Guidance Department is trained to acknowledge and address the developmental needs of adolescents in a proactive fashion by providing prevention and intervention activities, and to assist students and parents with appropriate resources and services. Our department includes school counselors who collaborate with teachers, administrators, school psychologists and social workers in addressing adolescents' social development needs. The goal of counselors working with adolescents is to help them acquire the attitudes, knowledge and interpersonal skills needed to understand and respect themselves and others; make decisions, set goals and take necessary actions to achieve those goals for college & career readiness.

Health Office

Please review the following information in regard to the health office:

- NYS requires that all new students and 9th and 11th graders have a physical examination and current immunization record on file in the Health Office. You may choose to have your child examined by your private physician or by the school healthcare practitioner. All health forms are due to the Health Office by November 1st. Any student who has not returned their form will be scheduled for a physical by the school physician.
- **Immunizations** – The NYS Education Department School Health Services has new immunization requirements for students entering Grade 12. All students entering 12th Grade must have received the Meningococcal Vaccine BEFORE the first day of school in September of their Senior year. If the first dose of the vaccine was given before age 16, the student must have two (2) doses of the vaccine - with the second dose given AFTER their 16th birthday. When your child receives the vaccine (s), please submit a copy of his/her records to the Health Office, or have your child's healthcare provider fax it to FDR at 845-229-2085.
- **Emergency Information Card** – Each student must have an emergency card on file which has been completed by a parent/guardian. If your child becomes ill or injured during school hours, it is **imperative** that we be able to reach you by telephone. If any of your information changes during the school year, **please notify the Health Office at 845-229-4020 x 6877** with the new information as soon as possible.
- If your child should become ill during the school day, they must report to the Health Office. Students **should not** call a parent from a cell phone and request to be picked up.
- Please notify the Health Office of any injury, contagious illness or physical condition that your child may have so we may make appropriate arrangements if needed.
- If your child needs to be excused from PE class, a Doctor's note is required. The note must state the reason and include the length of time that your child is to be excused. All notes must be given to the nurse at the beginning of the school day.

- A doctor's note is required for any student who requires crutches or the use of a wheelchair during the school day. The note must include a PE excuse, the reason for the crutches and/or wheelchair and the length of time they are required.
- An elevator is available for injured/disabled students. Keys to the elevator are available in the health office with a \$5.00 deposit which is refundable upon return of the key. No unauthorized student will be permitted to ride the elevator.
- **Working papers** are available in the Health Office during the school year. Working papers are issued in the main office during the summer vacation. Proof of age, proof of a current physical examination within twelve months, a social security number and a signature of a parent/guardian are required for a student to receive working papers. An employer will require a social security card.
- **Sports Physicals** – If a student wishes to participate in a sport, they must be registered via www.familyid.com for each sports season. Students **must** have a valid physical done within the past 12 months from the start of the sport by his/her private healthcare practitioner or the school practitioner. If a student has a history of testing positive for Covid 19, HPCSD requires the athlete to have a "Covid 19 - Return to Athletics Healthcare Provider Form" submitted, completed by MD prior to approval on FamilyID and prior to participation in sports. The required form can be found on the HPCSD Website under Departments, then Health Services and Health Services Files.
- **Medications** can only be administered at school by following the guidelines listed below. This includes all over-the-counter medications such as antacids, pain relievers, etc. NYS Law strictly outlines the rules that schools must follow concerning medication administered in schools. Nurses are required to follow these regulations:
 1. The nurse should administer medication only as directed.
 2. Instructions for administering medication must be in writing from the physician and include: name of the student, medical condition of the child, name of the medication, dosage and time, frequency, duration and a list of possible side effects. Forms are available in the Health Office and must be signed and dated by parent/guardian.

3. A letter must be brought to school by the parent/guardian requesting the administration of the medication by the school.
4. Medication **must** be brought to school by the parent/guardian in the original bottle in which it was dispensed by the pharmacist, and **NOT** to be sent to school with the child.
5. New prescriptions and physician's orders are required at the beginning of each school year.
6. All unused medication must be picked up by the parent/guardian, or it will be properly discarded within seven days after it is no longer needed. In addition, all unused over the counter medication, such as, Tylenol, Motrin, etc., must be picked up by a parent/guardian by the end of the school year, otherwise it will be discarded.
7. The term "medication" is a broad one applying to prescription and non-prescription drugs and treatments.

Honor Roll

Students with an overall weighted average of 90% or better qualify for the honor roll. Incomplete and drop/fail grades automatically exclude students from the honor roll.

In School Suspension Procedures

1. Students assigned to In School Suspension are to report to the ISS room by 7:30 a.m. with all their school books and materials. Students in ISS will not be permitted to go to their lockers.
2. Students assigned to ISS are required to fill out class-work request forms upon arrival. In addition, an ISS log sheet is to be completed and handed in at the end of the day.
3. Students are to complete all assignments from their regular teachers as well as those assigned by the ISS staff. Failure to do so will earn the student a zero on any given assignment and may result in further disciplinary action.

4. Students who complete all their assignments may do other school related readings with the approval of the ISS staff.
5. Students in ISS are to remain in their assigned seats at all times; release to other locations/hall passes will be restricted.
6. Talking and/or communicating with other students is prohibited.
7. Students in ISS will eat lunch in the ISS room under the supervision of the ISS staff.
8. Students are required to hand their cell phones into the ISS Supervisor at the beginning of their assignment.
9. Students who fail to follow the above list of rules and/or the HPCSD code of conduct while assigned to ISS will be subject to Out of School Suspension.

Lateness to Class

Students who are late for class will be given one warning by their classroom teacher. Subsequent lates will result in lunch detention and/or after school detention. Further lateness will result in progressive disciplinary action.

Lateness to School

Students who arrive late to school are to report to the sign-in desk in the main lobby. Students will be given a special late pass to class. Parents must notify the school as to the reason for the lateness to school via written note or email to the FDR Attendance Secretary located in the Main Office. Repeated unexcused lateness will result in disciplinary action.

Library/Media Center

The aim of the Library/Media Center is to support and enrich the curriculum to provide materials for information and recreation and enable students to become independent learners. A Certified School Media Specialist and staff are available to assist students using the Library. Library hours are 7:15 a.m. to 2:15 p.m. Monday and Friday and 7:15 a.m. to 3:15 p.m. Tuesday through Thursday. In addition to the regular school rules, the following also apply while using the Library:

1. Voices must be kept low

2. Classes have priority computer use
3. Books and media must be returned on time and in good condition. Lost and/or severely damaged materials must be replaced
4. Students who wish to come to the Library from Study Hall must go to Study Hall and sign out.
5. Students coming from lunch must get a pass before the late bell from the Library. Other passes are not acceptable
6. Students coming for afterschool must get a pass from the Library before 8th period. Other passes are not acceptable.

Violation of school or library rules will result in dismissal from the library for a length of time to be determined by the Media Specialist and/or an Administrator.

Lockers

All students are issued a locker for individual use. Students should not share locker or combination with other students and report any problems to the Assistant Principal's Office. Students are urged to bring a lock to PE Class to secure personal items in the PE Locker Rooms. Students are responsible for their own personal property. FDR reserves the right to inspect lockers whenever necessary, balancing rights of privacy against general safety requirements.

National Honor Society

Eligibility:

Students are selected for membership in the National Honor Society based on excellence in Scholarship, Leadership, Character and Service.

To be eligible to become a candidate for membership, the following criteria apply:

- the candidate must be a member of the Sophomore or Junior class and:
- have been in attendance at F.D. Roosevelt High School for one semester prior to candidacy.
- have a cumulative scholastic average of at least 90.

As a candidate for the National Honor Society:

- document a minimum of thirty (30) hours of service within the twelve months prior to NHS Candidacy.
- Accept responsibility to submit all required paperwork (student form, reference forms, and current scholarship/character status form) by the established deadline to enable the Faculty Council's functioning.

“Off Limit” Areas

Parking Lot:

Students are not to be in any vehicle with the exception of entering or exiting school grounds unless granted permission by an administrator.

Wooded Areas: Students are not to be in or near the wooded areas on all school borders.

Classroom/Gymnasium/Auditorium/Practice Rooms: Students are not allowed in classrooms/gymnasium/ auditorium and/or practice rooms without adult supervision.

Leaving: Students should not leave school grounds without permission. Students with early dismissal permission must also sign out. ***ALL STUDENTS MUST SIGN OUT IN THE MAIN OFFICE.***

Passes

Your teacher will sign a pass if you need to leave the classroom during a class period – hallway passes are located in the back of this handbook. Students are expected to go directly to the location of the pass and retain a pass when returning back to their original location.

Promotion Requirements

In order to progress through Grades 9-12, a student shall fulfill the following minimum requirements:

- A. Placement to Grade 10 – Satisfactory completion of 5 academic units.
- B. Placement to Grade 11 – Satisfactory completion of 10 academic units.

- C. Placement to Grade 12 – Satisfactory completion of 14 academic units.

Students seeking to participate in the Graduation ceremonies must have completed all requirements prior to graduation.

Senior Scholarship Information

Helpful Hints for Scholarship Procedures

- Locations – On the website, List in the Guidance Office, Ongoing PA Announcements.
- Transcripts – Unofficial transcripts can be released to students. However, official transcripts will be mailed directly to colleges/scholarship organizations upon request.
- Applications – It is recommended that you type all applications. Be sure that the applications are clean, neat and not wrinkled.
- Deadlines – Each scholarship has a return deadline to be in the Guidance Office. That date must be followed. Late applications will not be accepted. Please realize that often the organization has a different deadline printed on the application. You must adhere to the school's deadline to allow processing and mailing time.
- College Majors – Students must be consistent about majors. You cannot change your major to meet each criteria of the scholarship. If undecided, indicate so.

Senior Privileges

Seniors are given an opportunity to gain privileges during their Senior year. Any academic or behavioral violations may result in losing one or more of the Senior Privileges. Seniors who meet academic and behavioral expectations are;

1. **Permitted to drive to school** -FDR has a limited amount of student parking. Seniors are given first priority with regard to having parking spaces.

Any Senior who wishes to drive to school must report to the AP Office for a Parking Permit Application. Please see the section entitled "Student Driving" for more information.

2. Late Arrival - Seniors are permitted to create a schedule that may not contain a class during one or more morning periods. Students who have "Late Arrival" on their schedule must arrive at school prior to the first scheduled class. Upon arrival, the student(s) are expected to report to Cafeteria 139. For a student to have "Late Arrival" on their schedule must have a parking permit and a car or transportation to school every day.

3. Early Dismissal - Seniors are permitted to create a schedule that may not contain a class during one or more of the afternoon periods. Students who wish to have "Early Dismissal" on their schedule must have a parking permit and a car or transportation home every day. Once a student has completed their final scheduled class, they must leave the building and school grounds. 'Early Dismissal' students are not permitted to remain in the building.

Sexual Harassment

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. The Board recognizes that sexual harassment and sexual violence in school or at school-supervised activities, whether or not occurring on School District premises, is averse to the health, safety and welfare of students. The Board therefore, prohibits any form of sexual harassment of students, whether by a member of the district staff, or by another student.

Sexual Harassment refers to unwelcome and/or unwanted sexual activity that creates a hostile, intimidating or offensive academic environment, including unwelcome remarks, gestures, writings, pictures and posters of a sexually explicit nature. Sexual violence refers to unwelcome and/or unwanted sexual touching, fondling and/or sexual acts.

Any student who believes that he/she has been the subject of sexual harassment or sexual violence shall be encouraged to communicate such fact to one of the following individuals, either in writing or verbally:

1. The Building Principal
2. An Assistant Principal
3. A School Nurse
4. A School Counselor

5. The complaining student shall be assured that there will be no retaliation against him/her for making a complaint which he/she reasonably believes, constitutes sexual harassment or sexual violence.

Standardized Testing Dates

The PSAT & SAT tests are offered at FDR. For further information regarding dates and registration deadlines, check the Guidance website or www.collegeboard.com

Student Driving

Permission to park on school grounds is a privilege and not a right. As such, this permission may be withdrawn at any time for a violation of the student Code of Conduct and/or failure to meet the standards of the school's eligibility policy. Seniors and P.M. BOCES students will be permitted to park their vehicles on school property and are required to submit an application for permission. Once criteria are met, a sticker will be issued and affixed to the vehicle on the driver's side rear window. The following conditions apply to student parking and non-compliance may result in disciplinary action:

1. Student vehicles are parked at their own risk.
2. No student is to be in the parking lot for any reason other than to enter or leave school grounds by car. If it is absolutely necessary for students to visit a car, a pass MUST be obtained from the Assistant Principal's Office.
3. Parking stickers are valid only on the vehicle for which they were obtained. Stickers are not transferable and may not be affixed to any other vehicle.

Hyde Park Central School District



CODE OF CONDUCT 2024-2025

Board of Education: Adopted June 6, 2024

Introduction

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged;
- helping students develop self-discipline and social and emotional growth; and
- guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors.

Responsible behavior by students, teachers, other district personnel, parent(s) and other visitors are expected, as it is essential to achieving this goal.

For this to happen, everyone in the school community must demonstrate and offer respect to others. With the recognition that all children make mistakes and that this is part of growing up, schools must help all students learn to grow from their mistakes. School discipline policies should support students and teachers and ensure that everyone is treated with dignity and respect. Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing students with multiple opportunities to participate in a wide range of pro-social activities and at the same time to develop a bond with caring, supportive adults reduces negative behavior. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of student's achievements in a range of academic and co-curricular areas; using corrective feedback; and developing school-wide positive behavior systems.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the

principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

All persons on school property must behave in a safe manner. When required by the district during an outbreak of a communicable disease, this may include maintaining appropriate distance from others and wearing face coverings or other personal protective equipment.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible developmentally appropriate, graduated consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly, keeping in mind the goal is not to penalize, but to teach students there are consequences to actions and choices. To this end, the Board adopts this code of conduct (“code”), which is based upon education laws, regulations, and Board policies.

Unless otherwise indicated, this code applies to all students, school personnel, parent(s) and other visitors when on school property or attending a school function.

Why do we have a code of conduct?

1. Students need to be supported and engaged in school in order to promote strong character and appropriate conduct. It is also essential that students are able to take age-appropriate responsibility for their own behavior.

Student engagement is developed when students are provided with multiple opportunities to participate in a wide range of positive social activities while interacting with caring, supportive adults. This helps to ensure that students are better able to:

- recognize and manage emotions;
- develop caring and concern for others;
- establish positive relationships;
- make responsible decisions; and
- handle challenging situations constructively and ethically.

2. Effective and engaging instruction and positive behavioral supports are the foundations of a positive school climate. School teachers, administrators, and all other staff are expected to set high standards for student success, build positive relationships with students, as well as

teach and model appropriate behaviors for success. Modeling respectful, positive behavior is especially critical during disciplinary interventions.

3. All adults; teachers, principals, administrators, school staff, parent(s), and the larger community have an obligation to help students become good citizens and lead productive lives by modeling desired behaviors and cultivating those behaviors in students.

4. Appropriate conduct and strong character are reflected in a civil, respectful, healthy and caring environment. Student discipline and support policies and practices will be implemented in a manner which is caring and equitable, respectful and based on trust among administration, staff, students, and families and holds all individuals accountable is restorative and solutions oriented.

This will help students:

- learn from their mistakes;
- understand why their behavior was unacceptable;
- acknowledge the harm they caused or the negative impact of their actions;
- understand what they could have done differently;
- take responsibility for their actions;
- learn pro-social strategies and skills to use in the future; and
- understand that further consequences and/ or interventions will be implemented if their unacceptable behavior persists.

5. The District will continuously monitor results in an effort to determine strategies for improvement.

Rights and Responsibilities of our Students

A. Student Rights

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of actual or perceived race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists),

weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability.

2. To be respected as an individual and treated fairly and with dignity by other students and school staff.

3. To express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner.

4. Present their version of the relevant events to school personnel authorized to impose consequences.

5. Access school policies, regulations rules and, when necessary, receive an explanation of those rules from school personnel.

a. To be provided with clear expectations regarding:

b. Course objectives, requirements and state standards;

c. Grading criteria and procedures;

d. Assignment requirements and deadlines; and

e. School and classroom rules and expectations regarding behavior.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.

2. Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.

3. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.

4. Attend school every day unless they are legally excused and be in class on time and prepared to learn.

5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

7. Use a polite tone of voice and appropriate body language, listening when others are speaking to you.

8. To be truthful when speaking with school officials regarding Code of Conduct violations.
9. Respect personal space.
10. Work to develop skills to manage their emotions and reactions and resolve conflict with others.
11. Ask questions when they do not understand.
12. Seek help in solving problems.
13. Dress appropriately for school and school functions.
14. Accept responsibility for their actions.
15. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Essential Partners

All members of our learning community - including students, staff, parents and engaged service providers must assume responsible roles in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate in the learning community.

Those responsibilities include but are not limited to the following:

A. Parents/Guardians/Caregivers

The Code of Conduct is a guide for understanding the personal, social, and academic behaviors which are expected from your child while at school and school functions. This Code also guides how school staff will work with you and your child to help demonstrate positive behaviors and enjoy academic success.

To achieve this goal, all parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the district to optimize their child's educational opportunities.

2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children are dressed and groomed in a manner consistent with the code of conduct guidelines.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them so they can help create a safe, respectful, supportive school environment.
8. Convey to their children a supportive attitude toward education and the district.
9. Build positive, constructive relationships with teachers, other parents and their children's friends.
10. Tell school officials about any concerns or complaints in a respectful and timely manner.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.
14. Be respectful and courteous to staff, other parents/guardians and students while on school premises and in all interactions and communications.
15. Be open to active participation in resolving conflicts through a restorative process.

B. Staff

The Code of Conduct is a guide for supporting positive student behavior at school. It is intended to help staff prevent student misconduct through the use of effective strategies and systems. It will provide guidance for intervening effectively and appropriately if students don't meet expected standards of behavior or violate the school rules and policies. Concerns about safety and school climate should be brought to the school principal so staff can work together to maintain a safe and orderly learning and work environment. All staff are expected to understand that students may come to school having experienced trauma in their lives, which can

impact their behavior in school (e.g., anger, outbursts, withdrawal, self-injury).

1. Teachers: To achieve this goal, all district teachers are expected to:

- a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex, which will strengthen students' self-worth and promote confidence to learn.
- b. Be prepared to teach.
- c. Demonstrate interest in teaching and concern for students and student achievement.
- d. Know school policies and rules, and enforce them in a fair, timely, and consistent manner.
- e. Maintain confidentiality in conformity with federal and state law.
- f. Communicate to students and parents:
 - i. Course objectives and requirements
 - ii. Marking/grading procedures
 - iii. Assignment deadlines
 - iv. Expectations for students
 - v. Classroom behavior and consequence plan.
- g. Communicate regularly with students, parents and other teachers concerning growth and achievement.
- h. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law.
 - i. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- j. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- k. Be open to active participation in resolving conflicts through a restorative process.

2. School Counselors:

- a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
- b. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
 - c. Initiate teacher /student/counselor conferences and parent/ teacher/ student/ counselor conferences, as necessary, as a way to resolve problems.
- d. Regularly review with students their educational progress and career plans.
- e. Maintain confidentiality in accordance with federal and state law.
- f. Provide information to assist students with career planning.
- g. Encourage students to benefit from the curriculum and extracurricular programs.
- h. Make known to students and families the resources in the community that are available to meet their needs.
- i. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- j. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
- k. Address personal biases that may prevent equal treatment of all students.
- l. Promote a trauma-responsive approach to addressing student behavior by supporting professional development, providing safe work environments, forming trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
- m. Be open to active participation in resolving conflicts through a restorative process.

3. Other School Personnel:

- a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, (including traits historically

- associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
- b. Maintain confidentiality in accordance with federal and state law.
 - c. Be familiar with the code of conduct.
 - d. Help children understand the district’s expectations for maintaining a safe, orderly environment.
 - e. Participate in school-wide efforts to provide adequate supervision in all school spaces.
 - f. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
 - g. Address personal biases that may prevent equal treatment of all students.
 - h. Be open to active participation in resolving conflicts through a restorative process.

4. Principals/Administrators:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, (including gender identity and expression) or sex.
- b. Ensure that students and staff have the opportunity to communicate with principal/administrators.
- c. Maintain confidentiality in accordance with federal and state law. Under FERPA, a school or school district may disclose personally identifiable information (PII) from education records without consent to threat assessment team members who are not employees of the school or school district if they qualify as “school officials” with “legitimate educational interests”.
- d. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.

- e. Support the development of and student participation in appropriate extracurricular activities.
- f. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
- g. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- h. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- i. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
- j. Address personal biases that may prevent equal treatment of all students and staff.
- k. Promote a trauma-responsive approach to addressing student behavior by supporting professional development, providing safe work environments, forming trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
- l. Be open to active participation in resolving conflicts through a restorative process.

5. The Dignity Act Coordinator(s):

The Dignity Act Coordinator(s) are the building Principals for their respective buildings; Assistant Principals may serve as the Principal's designee in the absence of the Principal and the Assistant Superintendent of Pupil Services is the District level Dignity Act Coordinator. Their duties are as follows:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
- b. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.

- c. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
- d. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- e. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
- f. Address personal biases that may prevent equal treatment of all students and staff.
- g. Promote a trauma-responsive approach to addressing student behavior by supporting professional development and appropriate staffing.
- h. Be open to active participation in resolving conflicts through a restorative process.

6. Board of Education:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- b. Maintain confidentiality in accordance with federal and state law.
- c. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
- d. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
- e. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- f. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
- g. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee,

or any person who is lawfully on school property or at a school function.

h. Address personal biases that may prevent equal treatment of all students and staff.

i. The Board will promote a trauma-informed approach to addressing student behavior by supporting professional development, providing a safe school environment, encouraging the forming of trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.

j. Be open to active participation in resolving conflicts through a restorative process.

Visitors to our Schools

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following expectations apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the designated single point of entry and report to the lobby receptionist or Office of the Principal upon arrival at the school. There they will present photo identification, sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the main entry point before leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to sign-in.

4. Parent(s) or citizens who wish to observe a classroom or school activity while school is in session must arrange such visits in advance with the classroom teacher(s) and Building Principal.
5. Teachers are expected to teach and will not be able to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to meet the expectations for public conduct on school property contained in this code of conduct.

Public Conduct on School Property

For purposes of this section of the code, “public” means all persons when on school property or attending a school function including students, teachers and district personnel. The expectations for the public’s conduct on school property and at school functions are not intended to limit freedom of speech or peaceful assembly, but to support the conducive learning environment, and maintain order, and prevent infringement on the rights of others. All persons on school property or attending a school function must conduct themselves in a safe, respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct - No person, either alone or with others, may:

1. Intentionally injure any person or threaten to do so, or endanger the safety of themselves or others.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Smoke a cigarette, cigar, pipe, electronic cigarette (i.e., vape), or use chewing or smokeless tobacco, or smoke/ vape/ingest cannabis or concentrated cannabis (includes cannabis products) or smoking cannabinoid hemp (except for lawful medical cannabis use in compliance with state law and regulation).

B. Consequences - Persons who violate this code will be subject to the following consequences:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function will be withdrawn and they will be directed to leave the premises. If they refuse to leave, they will be subject to ejection.
2. Students: They will be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members: They will be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members: In the classified service of the civil service entitled to the protection of Civil Service Law § 75. They will be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members: Other than those described in subdivisions 3 and 4. They will be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or designee is responsible for enforcing the conduct required by this code. When the Principal or designee sees an individual engaged in actions not conducive to achieving the goal of making school a community free of violence intimidation, bullying, harassment, and discrimination, misconduct or otherwise not allowed behaviors, which in their judgment does not pose any immediate threat of injury to persons or property, the Principal or designee will tell the individual that the behavior is not allowed and attempt to persuade the individual to stop. The Principal or designee will also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the undesired behaviors, or if the person's actions pose an immediate threat of injury to persons or property, the Principal or designee will have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The district will initiate disciplinary action against any student or staff member, as appropriate, with the "Consequences" section above. In addition, the district reserves

its right to pursue a civil or criminal legal action against any person violating the code.

Bullying and Harassment Prevention and Intervention

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which creates or can be reasonably expected to create a material and substantial interference with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

Definitions

1. **Bullying.** Bullying, under the amended Dignity for All Students Act, has the same meaning as harassment (see below). The accompanying regulation provides more guidance regarding the definition and characteristics of bullying to help the school community recognize the behavior.
2. **Cyberbullying.** Cyberbullying is defined as harassment (see below) through any form of electronic communication.
3. **Discrimination.** Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or

category to which that person belongs (as enumerated in the Definitions section, under Harassment, below).

4. Hazing. Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

5. Harassment. Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment 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;
- (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety;
- (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student;
- 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 (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists),
 - color,
 - weight,
 - national origin,
 - ethnic group,
 - religion,
 - religious practice,
 - disability,

- sex,
- sexual orientation,
- or gender (including gender identity and expression).

For the purpose of this definition the term “threats, intimidation or abuse” includes verbal and non-verbal actions.

In some instances, bullying or harassment may constitute a violation of an individual’s civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protections. In order to streamline the wording of this policy and regulation the term bullying will be used throughout to encompass harassment, intimidation, cyberbullying and hazing behaviors.

Prevention

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur. Curricular material that raises awareness and sensitivity to discrimination or harassment and civility in the relationships of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, sexes or gender expression or identities will be included in the instructional program K-12. In order to implement this program, the Board will designate at its annual organizational meeting a Dignity Act Coordinator (DAC)] for each school in the district. One of the DAC’s will be designated as the district-wide coordinator whose responsibilities are described in the accompanying regulation. The role of each DAC is to oversee and enforce this policy in the school to which they are assigned.

Intervention

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building. Successful intervention may involve remediation. Remedial responses to bullying include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target. Remediation may be targeted to the individual(s) involved in the bullying behavior or environmental approaches which are targeted to the school or district as a whole. In addition, intervention will focus upon the safety of the target. Staff is expected, when aware of bullying, to report it in accordance with this policy, refer the student to designated resources for assistance, or to intervene in accordance with this policy and regulation.

Provisions for Students Who Do Not Feel Safe at School

The Board acknowledges that, notwithstanding actions taken by district staff, intervention may require a specific coordinated approach if the child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should determine if accommodations are needed in order to help ensure the safety of the student and bring this to the attention of the building principal. The building principal, other appropriate staff, the student and the student's parent will work together to define and implement any needed accommodations. The district recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually. The student, parent/guardian, and school administration will collaborate to

establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Incident Reporting and Investigation

Although it can be difficult to step forward, the district can't effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. Staff who observe or learn of incident(s) of bullying are required, in accordance with State law, to make an oral report to building principal or designee within one school day and to fill out the district reporting form within two school days. Staff who are unsure of the reporting procedure are expected to ask their supervisors how to proceed. District employees may be deemed to have permitted unlawful discrimination or harassment if they fail to report an observed incident, whether or not the target complains.

At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy, or, if applicable, [0100, Equal Opportunity and Nondiscrimination, or 0110, Sexual Harassment] and the district's Code of Conduct. The Building Principal or designee will prepare a report as soon as practicable for the Superintendent based on complaints filed. An equitable and thorough investigation will be carried out by the Building Principal or designee in accordance with the accompanying regulation. In addition, the results of the investigation will be reported back to both the target and the accused as specified in the accompanying regulation. If either of the parties disagrees with the results of the investigation, they can appeal the findings in accordance with the regulations that accompany this policy. Verified bullying incidents that meet the criteria established by the state will be included

in the statewide reporting system when applicable, in accordance with law and regulation.

Disciplinary Consequences/Remediation

While the focus of this policy is on prevention, acts of bullying may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action that is measured, balanced and age-appropriate will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted. Consequences for a student who commits an act of bullying will be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the district's Code of Conduct.

Non-Retaliation

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Training

The Board recognizes that in order to implement an effective bullying prevention and intervention program, professional development is needed. The Superintendent, the districtwide DAC and the District Professional Development Team will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including but not limited to bus drivers, cafeteria and hall

monitors and all staff who have contact with students. The DACs will be trained in accordance with state requirements and will continue their professional development so as to successfully support this policy and program.

Dissemination, Monitoring and Review

This policy, or a plain language summary, will be published in student registration materials, student, parent and employee handbooks, and posted on the district's website. A bullying complaint form will be available on the district's website. The district will ensure that the process of reporting bullying is clearly explained to students, staff and parents on an annual basis.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration. The district will ensure that reporting of information to the public in conjunction with this policy will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).

Reporting Violations

Because the district's goal is to make school a community free of violence, intimidation, bullying, harassment, and discrimination, all students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function is expected to report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools. Students are prohibited from knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process. All district staff who are authorized to impose disciplinary consequences are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose

disciplinary consequences are expected to promptly report violations of the code of conduct to their supervisor, who will in turn impose an appropriate disciplinary consequence, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate consequence. Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible followed by notification to the parent of the student involved and the appropriate disciplinary consequences, which may include permanent suspension and referral for prosecution. The Principal or designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Confidentiality

It is district policy to respect the privacy of all parties and witnesses to complaints of violations to the Code of Conduct. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants. If a complainant requests that their name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation will inform the complainant that:

1. the request may limit the district's ability to respond to their complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment of others.

Prohibited Student Conduct

The Board recognizes the need to make its expectations for student behavior while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their behavior.

Students may be subject to disciplinary action, up to and including, in extreme or repeated occurrences, suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of this type of behavior include, but are not limited to:

1. Running or otherwise unsafe behavior in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community, including knowingly making false statements.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account;

accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of this type of behavior include engaging in conduct that deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of behavior include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating belligerence or disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of this type of behavior include engaging in conduct that prevents others from being able to learn, focus, or be engaged in their work. This behavior is considered disruptive. Examples of this type of behavior include, but are not limited to:

1. Inappropriate public sexual contact.
2. Display or use of personal electronic devices, such as, but not limited to, cell phones, music or video players, cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of this type of behavior include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such this type of behavior include, but are not limited to:

1. Attempting to engage in or perform an act of violence noted in Section D.
2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
3. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes using race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
6. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
9. Selling, using, distributing or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe, electronic cigarette (i.e., vape), or using chewing or smokeless tobacco, or smoking/vaping/ ingesting cannabis or concentrated cannabis (includes cannabis products) or smoking cannabinoid hemp (except for lawful medical cannabis use in compliance with state law and regulation).

12. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as “designer drugs” which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.

13. Inappropriately using or sharing prescription and over-the-counter drugs.

14. Gambling.

15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher

17. Knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.

F. Engage in misbehaviors otherwise prohibited by sections A-E of this section while on a school bus and to remain seated, keep objects and body parts inside the bus, obey the directions from the bus driver or monitor. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misbehavior. Examples of academic misbehavior include, but are not limited to:

1. Plagiarism: This is defined as the act of stealing or passing off as one’s own, the ideas or words of another, or using a created production without giving credit to the source. This includes ideas or words from any printed text and/or the internet. Students must use proper citations and references when using another’s work or ideas.

2. Cheating: The District recognizes all policies and procedures required by NYSED for instances of cheating on all New York State Assessments. Students may not give or receive information, including

electronically, on any form of a test, quiz, homework, assignment or lab.

3. Copying. Falsification or Forgery: Falsification refers to the act of changing, adding to or deleting information or deliberately providing false/inaccurate information. Forgery refers to the act of producing a copy or imitation of a document for the purpose of deception.

4. Altering records: Altering records is defined as changing or modifying any record related to a student.

5. Assisting another student in any of the above actions.

H. Engage in off-campus misbehavior that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misbehavior includes but is not limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention.)

Student Dress Code

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 hairstyle/color, jewelry, make-up, and nails, must:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is covered by outer clothing. (visible waistbands and straps are not a violation)
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

5. Students should be easily identifiable at all times, with the exception for medical or religious purposes, clothing should be worn in a way that does not substantially cover the face or obstruct one's identity.
6. Not include items that are vulgar, obscene, libelous, or denigrate, harass or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, religion, creed, national origin, ethnic group, gender, (including gender identity and expression) sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles, a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks and twists) or to discipline them for doing so.

Each Building Principal or their designee will be responsible for informing all students and student's parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Enforcement of this dress code must be approached with careful consideration and sensitivity, with the goal of supporting students in reaching their full potential, not shaming or criminalizing them, and to minimize loss of instructional time. Staff, preferably those who have a positive relationship with the student, are expected to address dress code violations with students privately, determine if there are factors impacting the student's ability to meet the dress code, and help address these issues. Students whose appearance violates the student dress code will be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to

discipline, Any student who repeatedly fails to comply with the dress code may be subject to further discipline.

Discipline, Procedures and Referrals

While there may be more traditional interventions in conjunction with teaching behavior expectations and treating disciplinary matters as teachable moments, this is a more effective approach than merely reacting to specific events unless student behaviors pose an immediate or ongoing threat to the safety of other students and staff. Therefore, the board authorizes restorative practices to be employed where appropriate. This approach seeks concurrent accountability and behavioral change. Essential to the implementation of restorative justice practices is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it caused;
- Understand what could have been done differently in the same situation;
- Take responsibility for their actions;
- Be given the opportunity to learn prosocial strategies/skills to use in the future; and
- Understand the progression of more increasingly punitive consequences may be imposed if the behavior reoccurs.

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

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

1. The student's age.

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations. However, district staff are empowered to utilize the consequences most reasonably calculated to ensure the student learns from their behavior and engages in more pro-social behavior in the future.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability will not be disciplined for behavior related to their disability, unless the discipline is consistent with the student's individualized education plan (IEP).

A. Consequences

Practices which allow educators to address disciplinary matters as opportunities for learning instead of punishment when appropriate, are expected by the Board rather than a reliance on increasing punitive measures. When choosing interventions and consequences of a student's behavior, teachers, administrators, and staff must balance the district's dual goals of eliminating school disruptions and maximizing student instruction time.

Students who are found to have demonstrated inappropriate behavior may be subject to the following interventions and consequences, either alone or in combination. The school personnel identified after each consequence are authorized to assign that consequence, consistent with the student's right to due process.

1. Oral warning - teacher/student conference, parent contact, in-class time out, brief time out of class, loss of classroom privileges - any member of the district staff
2. Written warning – bus drivers, hall and lunch/ recess monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent

6. Suspension from athletic participation – Athletic Director, Coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by Teacher – Teacher, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board of Education
12. Long-term (more than five days) suspension from school – Superintendent, Board of Education
13. Permanent suspension from school – Superintendent, Board of Education

B. Procedures

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged inappropriate behavior and must investigate, to the extent necessary, the facts surrounding the alleged misbehavior. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence. Students who are to be given consequences other than an oral warning, written warning or written

notification to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below:

1. Detention: Teachers, Principal and the Superintendent may use after school detention as a consequence for student misbehavior in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a consequence only after the student's parent has been notified to confirm that there is no parental objection to the consequence and the student has appropriate transportation home following detention.

2. Suspension from transportation: If students do not conduct themselves properly on a bus, the bus driver is expected to bring such misbehavior to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designee. In such cases, the student's parent will become responsible for seeing that their child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal, to discuss the conduct and the consequences involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges: A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the consequences involved.

4. In-school Suspension: The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals, and the Superintendent or designee to place students who would otherwise be suspended from school as the result of a code of conduct violation in 'in-school suspension'. The in-

school suspension teacher will be a certified teacher. A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the consequences involved.

5. Teacher Disciplinary Removal of Disruptive Students: A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain composure and self-control in an alternative setting. Such practices may include, but are not limited to:

1. Short-term 'time out' in an elementary classroom or in an administrator's office
2. Sending a student into the hallway briefly
3. Sending a student to the Principal's office for the remainder of the class time only
4. Sending a student to a guidance counselor or other district staff member for counseling.

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code. Teachers will first use interventions aimed at teaching appropriate and responsible behaviors so students can learn and demonstrate safe and respectful academic, social and emotional behavior. Examples of these include using affective statements, using affective questions, establishing relationships with students, giving positive directives that state expectations, and giving positive and specific feedback.

On occasion, a student's behavior may become more disruptive than a teacher can manage. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or

substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why they are being removed and an opportunity to explain their version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why they are being removed from the classroom and give the student a chance to present their version of the relevant events within 24-hours during the work week.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal and during the work week, the Principal or designee must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that they have the right, upon request, to meet informally with the Principal or the designee to discuss the reasons for the removal. The written notice must be provided by personal delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal and during the work week, at the last known address for the parent. Where possible, notice

should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents. The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours and during the work week of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or designee may overturn the removal of the student from class if they find any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period and during the work week, for the informal conference. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until a final determination has been reached, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher will be offered continued educational programming and activities until they are permitted to return to the classroom. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from their class. The Principal or designee must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from class until they have verified with the Principal or the Chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from School: Suspensions will be limited to students who pose an immediate or ongoing threat to oneself or others or are substantially disruptive or for whom, restorative practices have not been effective.

Suspension from school is a severe consequence, which may be imposed only upon students who are severely insubordinate, disorderly, violent, or severely disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Suspensions will be used to the minimum degree necessary to promote, improve student behavior and maximize student attendance.

The Board of Education retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Building Administrators.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals will be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension. The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, will gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

A. Short term (five days or less) Suspension from School

When the Superintendent or Principal (referred to as the ‘suspending authority’) proposes to suspend a student charged with misbehavior for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misbehavior the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision during the work week, to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice will provide a description of the charges against the student and the incident for which suspension is proposed and will inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference will be in the dominant language or mode of communication used by the parents. At the conference, the parents will be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference will take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference will take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal will promptly advise the parents in writing of the decision. The Principal will advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within ten (10) business days, unless they can show extraordinary circumstances precluding them

from doing so. The Superintendent will issue a written decision regarding the appeal within ten (10) business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within ten (10) business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board of Education may be appealed to the Commissioner of Education within thirty (30) days of the decision.

B. Long term (more than five days) Suspension from School

When the Superintendent determines that a suspension for more than five days may be warranted, they must give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student will have the right to be represented by counsel, the right to question witnesses against the and the right to present witnesses and other evidence on their behalf.

The Superintendent will personally hear and determine the proceeding or may, at their discretion, designate a hearing officer to conduct the hearing. The hearing officer will be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before them. A record of the hearing will be maintained, but no stenographic transcript will be required. A tape recording will be deemed a satisfactory record. The hearing officer will make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer will be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within thirty (30) days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances preclude them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board of

Education may be appealed to the Commissioner of Education within thirty (30) days of the decision.

C. Permanent Suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

D. Procedure After Suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions will be specified in writing. However, if the student violates the agreed-upon terms and conditions within a certain time period, the unserved portion of the suspension may be re-imposed.

E. Minimum Periods of Suspension

1. Students who bring or possess certain weapons on school property
Any student, other than a student with a disability, found guilty of bringing a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the following:

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The Superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others.
- f. Other extenuating circumstances.

A student with a disability may be suspended in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing or possessing certain weapons on school property. Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death onto school property, will be subject to suspension from school for at least one day. If the proposed consequence is the minimum one-day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed consequence exceeds five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum one-day suspension on a case-by-case basis. In deciding whether to modify the consequence the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom. Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one-day. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed consequence is the minimum one-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed consequence exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum one-day

suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

F. Referrals

1. Counseling: The school counselors, social workers or school psychologists will handle all referrals of students to counseling.
2. PINS Petitions: The district may file a PINS (Person In Need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that they require supervision and treatment by:
 - a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - b. Being ungovernable, or habitually disobedient and beyond the lawful control of the school.
 - c. Engaging in prostitution in violation of Penal Law §230.00 (engaging or agreeing or offering to engage in sexual conduct with another person in return for a fee); or
 - d. Appearing to be a sexually exploited child under Social Services Law §447-a(1)(a), (c), or (d), but the student must consent to filing the PINS petition.

For items ‘a’ and ‘b’ above, when filing the petition, the district must describe the diversion efforts it has undertaken or services provided to the student, and the grounds for concluding the allegations cannot be resolved without the petition.

3. Juvenile Delinquents and Juvenile Offenders: For students found to have brought either a weapon (defined in 18 USC §930(g)(2) or firearm (defined in 18 USC §921), the Superintendent is required to make the following referrals:
 - a. To the County Attorney for a juvenile delinquency proceeding before the Family Court: All students under age 16, except students aged 14 or 15 who qualify for juvenile offender status under the Criminal Procedure Law 1.20(42).
 - b. To the appropriate law enforcement authorities: All students age 16 or older, and all students age 14 or 15 who qualify for juvenile offender status under Criminal Procedure Law 1.20(42).

Discipline of Students with Disabilities

Understanding that discipline as a “teachable moment” is fundamental to a positive approach to discipline with the ultimate goal of teaching prosocial behavior. Therefore, the board authorizes restorative practices to be employed where appropriate. This approach seeks concurrent accountability and behavioral change.

Consequences, and if needed discipline, are most effective when they deal directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York’s Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

Definitions: For purposes of this portion of the code of conduct, and consistent with applicable law and regulations, the following definitions will apply:

1. “Behavioral Intervention Plan” (BIP) means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2. “Controlled substance” means a drug or other substance abuse identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3. “Disciplinary change in placement” means a suspension or removal from a student’s current educational placement that is either:
 - a. For more than ten (10) consecutive school days; or
 - b. For a period of ten (10) consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, because the student’s behavior is substantially similar to the student’s behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another.
4. “Illegal drug” means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.
5. “Interim Alternative Educational Setting” (IAES) means a temporary educational placement, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable them to continue to participate in the general curriculum and progress toward meeting the goals set out in the student’s individualized education program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

6. “Manifestation Determination Review” MDR means a review of the relationship between the student’s disability and the behavior subject to disciplinary action required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.
7. “Manifestation team” means a district representative knowledgeable about the student and the interpretation of information about child behavior, the parent, and relevant members of the committee on special education as determined by the parent and the district.
8. “Removal” means a removal of a student with a disability for disciplinary reasons from their current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.
9. “School day” means any day, including a partial day, that students are in attendance at school for instructional purposes.
10. “Serious bodily injury” means bodily injury which involves a substantial risk of death, extreme physical pain, protracted obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
11. “Student presumed to have a disability for discipline purposes” means a student who, under the conditions set forth later in this policy, the district is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.
12. “Suspension” means a suspension pursuant to §3214 of New York’s Education Law.
13. “Weapon” means the same as the term “dangerous weapon” under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. “Weapon” also means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical

injury or death. Although not identified under the definition of weapons, the use or possession of any razor blades, box cutters, knives of any size, or any other instrument with any kind of blade is also prohibited, unless permission is specifically given by an administrator. Possession of any items such as these but not limited to these items are subject to disciplinary action.

Authority of School Personnel to Suspend or Remove Students with Disabilities

The Board, District Superintendent, Superintendent of Schools or a Building Principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five (5) consecutive school days.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten (10) consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten (10) consecutive school days in the same school year for separate incidents of misbehavior, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, the Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten (10) consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a non-disabled student.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of

a student with a disability to an IAES to be determined by the committee on special education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, or “Weapon’ also means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. Although not identified under the definition of weapons, the use or possession of any razor blades, box cutters, knives of any size, or any other instrument with any kind of blade is also prohibited, unless permission is specifically given by an administrator. Possession of any items such as these but not limited to these items are subject to disciplinary action.
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the district’s jurisdiction, or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the district’s jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student’s behavior is a manifestation of the student’s disability. However, the committee on special education will determine the IAES.

Procedures for the Suspension or Removal of Students with Disabilities by School Personnel

1. In cases involving the suspension or removal of a student with a disability for a period of five (5) consecutive school days or less, the student’s parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal

conference in accordance with the same procedures that apply to such short term suspensions of non-disabled students.

2. The suspension of students with disabilities for a period in excess of five (5) school days will be subject to the same due process procedures applicable to non-disabled students, except that the student disciplinary hearing conducted by the Superintendent or a designated hearing officer will be bifurcated into a guilt phase and a penalty phase. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team whether the student's behavior was a manifestation of their disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be disciplined in the same manner as a non-disabled student, except that they will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the Definitions section of this policy, unless:

1. The manifestation team determines that the student's behavior was not a manifestation of the student's disability, or
2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the district's

code of conduct. In addition, school personnel may not suspend or remove a student with a disability in excess of the amount of time that a non disabled student would be suspended for the same behavior.

Parental Notification of a Disciplinary Change of Placement: The district will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student code of conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

Authority of an Impartial Hearing Officer to Remove a Student with a Disability: An impartial hearing officer may order the placement of a student with a disability to an IAES for up to 45 school days at a time if they determine that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. This authority applies whether or not the student's behavior is a manifestation of the student's disability.

Manifestation Determination Review: A review of the relationship between a student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student's disability will be made by the manifestation team immediately, if possible, but in no case later than 10 school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES;
2. An impartial hearing officer to place a student in an IAES; or
3. The Board, the Superintendent, or Building Principal to impose a suspension that constitutes a disciplinary change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the district's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review of all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the district will:

1. Have the committee on special education conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the district had already done so prior to the behavior that resulted in the disciplinary change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior.
2. Return the student to the placement from which they were removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the district agree to a change in placement as part of the modification of the behavioral intervention plan. If the manifestation team determines that the conduct in question was the direct result of the district's failure to implement the student's individualized education program, the district will take immediate steps to remedy those deficiencies.

Services for Students with Disabilities during Periods of Suspension or Removal

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspensions or removals of up to ten (10) school days in a school year that do not constitute a disciplinary change in placement, the district will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to

the same extent as nondisabled students of the same age would if similarly suspended.

2. During subsequent suspensions or removals of up to ten (10) school days that in the aggregate total more than ten (10) school days in a school year but do not constitute a disciplinary change in placement, the district will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement. In addition, during such periods of suspension or removal the district will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of ten (10) school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the district will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur. In such an instance, the committee on Special Education will determine the appropriate services to be provided.

Students Presumed to Have a Disability for Discipline Purposes

The parent of a student who is facing disciplinary action, but who was not identified as a student with a disability at the time of misbehaviors has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the district is deemed to have had knowledge that the student was a student with a disability

before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the district had such knowledge, it will be the responsibility of the Superintendent, Building Principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The district will be deemed to have had such knowledge if:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the district's director of special education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the district's receipt of information supporting a claim that it had knowledge the student has a disability,

1. The student's parent has not allowed an evaluation of the student; or
2. The student's parent has refused services; or
3. The District conducted an evaluation of the student and determined that the student is not a student with a disability. If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if the district receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the district will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student will remain in the

educational placement determined by the district which can include suspension.

Expedited Due Process Hearings

The district will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing by:

1. The district to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in their current educational placement;
2. The district during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in their current educational placement during such proceedings;
3. The student's parent regarding a determination that the student's behavior was not a manifestation of the student's disability; or
4. The student's parent relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

The district will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the district believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent and the district agree otherwise.

Referral to Law Enforcement and Judicial Authorities

Consistent with its authority under applicable law and regulations, the district will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, The Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

Alternative Instruction

Alternative Instruction should align with homebound instruction policy. Students who have been suspended from school will be provided with alternative instruction. Such instruction may be provided in the student's home or other location, including remotely, as determined by the district, balancing the best interests of the student, the safety of district personnel, and the district's resources. The district's homebound instructors may be utilized, if available. Such instruction is not subject to the requirements of state regulations for homebound instruction (8 NYCRR §100.22). However, students of compulsory education age must receive the same minimum hours of instruction required for homebound instruction. Any such instruction will be substantially equivalent to the instruction the student would have received in the regular education environment, to be determined by the district on a case-by-case basis.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to

contact a student's parent(s) before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth in A, B and C, (below), if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that they possess physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent outlined below to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices. All searches will be conducted by an administrator or designee and an adult witness, and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Personal Searches

A strip search is a search that requires a student to remove any or all of their clothing, other than an outer coat or jacket. The Board of Education prohibits strip searches to be conducted. An authorized school official may conduct a personal search and require a student to remove their outer coat or jacket, should there be reasonable cause to believe the student is concealing evidence of a violation of law or the district code of conduct.

C. Documentation of Searches

The authorized school official conducting the search is responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and their title and position.
7. Witnesses, to the search.
8. Time and location of search
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental/guardian notification.

The Principal or the Principal's designee will be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or designee must clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or designee is responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function.
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or designee must first try to notify the student's parent/guardian to give the parent the opportunity to be present during the police questioning or search. If the student's parent/guardian cannot be contacted prior to the police questioning or search, the questioning or search will not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Treatment of Cell Phones

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of the code of conduct and/or Policy 5315 Electronic Devices. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student's cooperation to search the cell phone further. Without a student's permission, teachers and administrators should not undertake a

more extensive search until conferring with the Superintendent or school attorney for guidance.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. Corporal punishment does not include the use of physical restraint to protect the student, another student, teacher or any other person from physical injury, when alternative procedures and methods not involving the use of physical restraint cannot reasonably be employed to achieve these purposes. Physical restraint will not be used to prevent property damage, except in situations where there is imminent danger of serious physical harm to the student or others, and the student has not responded to positive, proactive intervention strategies. The authorized use of timeout and physical restraint is addressed in policy 4321.12.(we do not have policy 4321.12-R) The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly to be held at the beginning of each school year.
2. Providing a plain language summary to all parent(s) at the beginning of the school year, and thereafter on request.
3. Posting the complete code of conduct on the district's website.

4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the complete code available for review by students, parent(s) and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct and other training to contribute to its success as needed. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students. On-going professional development will be included in the district's professional development plan, as needed.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently. Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parent(s), students and any other interested party may participate. The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than 30 days after adoption.

Appendix A: Glossary of Terms For purposes of the Code of Conduct, the following definitions apply.

“Behavior” is the way in which one acts or conducts oneself, especially towards others. It is expected that students, staff, and visitors will conduct themselves in such a way that is in line with this Code of Conduct.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

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

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

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

“Protective hairstyles” includes, but is not limited to, such hairstyles as braids, locks, and twists.

“Race” includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.

“Relationships” are the way in which two or more people regard and behave toward each other.

“Respect” is an act of treating everyone in the school community with dignity. This is demonstrated by: treating others with kindness and care, being polite and using manners, expressing thoughts in opinions in ways that are polite and courteous, using a polite tone of voice and body language, listening to others who are speaking to you, keeping one’s hands to one’s self and not violating others’ personal space.

“Responsibility” is an obligation to behave in accordance with social norms and being held accountable for one’s actions.

“Restorative Practices” Restorative practices originate from common practices that reflect our shared humanity. Used proactively, they build a vibrant culture. Restorative practices use the foundations of relationships and interconnectedness to repair harm and reestablish harmony. Restorative practices can be used as both a prevention and intervention measure. Restorative practices can help schools build relationships and empower community members to take responsibility for the well-being of others, prevent or deal with conflict before it escalates, build resiliency, address underlying factors that lead youth to engage in inappropriate behavior, increase the skills of those who have

harm others so that the conduct does not recur and provide wrongdoers with the opportunity to be accountable to those they have harmed and enable them to repair the harm to the extent possible. When used as an intervention measure, taking a restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach asks the following key questions:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way? -
- What do you think you need to do to make things right?

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored extracurricular event or activity.

“Sex” means the physical, biological, chromosomal, genetic and anatomical makeup of a body

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. An individual’s sexual orientation is independent of their gender identity.

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

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

7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means the same as the term **“dangerous weapon”** under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury. ‘Weapon’ means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. Although not identified under the definition of weapons, the use or possession of any razor blades, box cutters, knives of any size, or any other instrument with any kind of blade is also prohibited, unless permission is specifically given by an administrator. Possession of any items such as these, but not limited to these items are subject to disciplinary action.

Appendix B: Student Bullying and Harassment Complaint Form

The purpose of this form is to inform the district of an incident or series of incidents of bullying or harassment, so we can investigate and take appropriate steps.

The district prohibits bullying and harassment of students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, and gender identity or gender expression including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists.

If the student feels unsafe at school, fill out this form, and we urge you to speak directly with the Building Principal or Assistant Principal/ DASA Coordinator or Designees soon as possible so we can address your concerns.

Student Name: _____

Student ID: _____ Grade: _____

School: _____

Contact information: _____

1. List the name(s) of the individual(s) accused of bullying and/or harassment (use additional sheets if necessary).

2. Describe the incident(s). Please include when and where it happened. Please use additional sheets of paper if necessary and attach any relevant

documents or evidence.

3. I believe the harassment is based on my (check all that apply):
___ race ___ ethnic group ___ sex ___ color ___ religion ___ sexual
orientation ___ weight ___ religious practice ___ gender identity or
expression ___ national origin ___ disability

Race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists)

4. Is the harassment continuing? ___ Yes ___ No

5. Please list the name (if known) of anyone who witnessed the incident or may have information related to your complaint.

The following question is optional, but may help the district's investigation.

6. Have you previously complained about or provided information (verbal or written) about bullying, harassment or discrimination or related incidents to the district? ___ Yes ___ No
If yes, when and to whom did you complain or provide information?

7. If you have retained legal counsel and would like us to work with them, please provide their contact information.

I certify that all statements on this form are accurate and true to the best of my knowledge.

Name _____
Relationship to student _____
Signature _____ Date _____

Preferred contact method (please circle one): phone, email, mail, in person

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.).

Return this form to: The Building Principal or Assistant Principal/DASA Coordinator or Designee.

Note on confidentiality:

In order to investigate the complaint, the district will only disclose the content of the complaint to those persons who have a need to know. This form will not be shown to the accused student(s)/ staff.