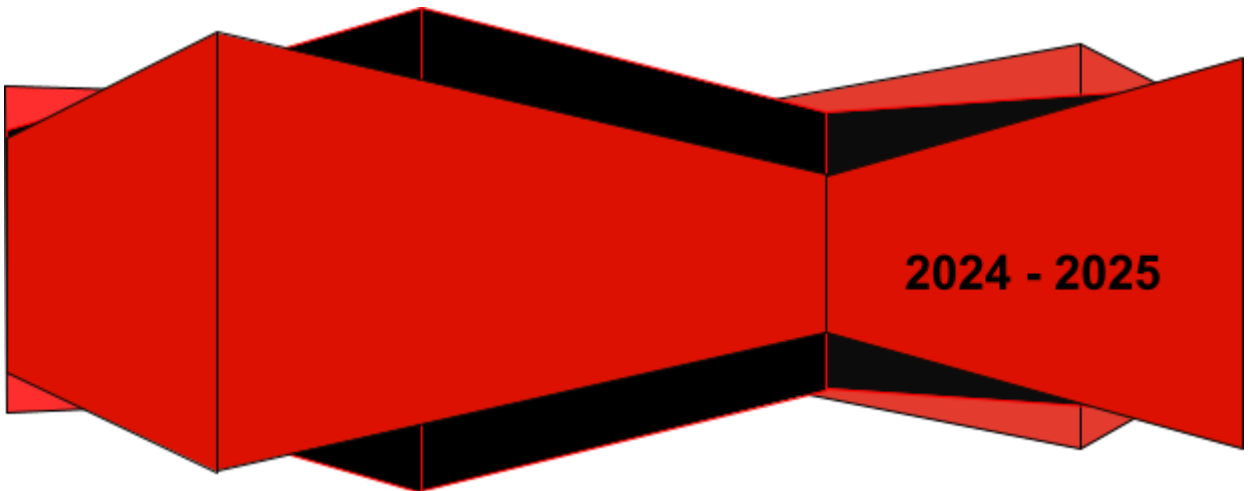


# Dansville High School

## Student Handbook



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### **IMPORTANT CONTACT INFORMATION**

To reach any of the following individuals during school business hours (7:00 a.m. - 4:00 p.m.) dial (585) 335-4010 and then, at the prompt, the desired extension. Please note that the school nurse and the counseling office have office hours from 7:30 a.m. – 3:30 p.m.

#### **Important Telephone Numbers**

Dansville High School Phone (585) 335-4010  
 Dansville High School Fax (585) 335-4080

<b>Title/Area</b>	<b>Contact</b>	<b>Contact Information</b>
Attendance	Mrs. Cindy Harvey	335-4010 ext. 1199
School Nurse	Mrs. Michelle Osgood	335-4010 ext. 1010
Main Office Receptionist	Mrs. Bevin Lynn	335-4010 ext. 1004
High School Principal	Mr. David Moodie	335-4010 ext. 1172
Secretary, High School Principal	Mrs. Tina Arend	335-4010 ext. 1002
Assistant Principal Grades 9-12	Mr. Daniel Dixon	335-4010 ext. 1001
Assistant Principal Grades 7/8	Mr. Andrew Leyden	335-4010 ext. 1000
Secretary, Assistant Principals		335-4010 ext. 1005
<b>School Counselors Grades 7-12:</b>		
Grades 9-12 (A-K)	Mr. Zach Matzek	335-4010 ext. 1007
Grades 9-12 (L-Z)	Mr. Erik Kastner	335-4010 ext. 1006
Grades 7-8	Mrs. Julie Drollette	335-4010 ext. 1008
Counseling Office Secretary	Ms. Amy Oldfield	335-4010 ext. 1009
Program Counselor / Social Worker	Ms. Kelsey Snyder	335-4010 ext. 1020
School Psychologist	Dr. Heather Paler	335-4010 ext. 1404
Director of Athletics	Mr. Andrew Leyden	335-4010 ext. 1018
Athletic Secretary	Ms. Elizabeth Barron	335-4010 ext. 1017
Food Service Director	Mrs. Rita Morrow	335-4010 ext. 1407
Cook Manager	Ms. Chelsea Carpenter	335-4010 ext. 1408
Head Custodian	Mrs. Virginia Leach	335-4010 ext. 1014
Transportation Supervisor	Mr. Kurt Gerould	335-4070 ext. 4001
Dispatcher	Mrs. Bonnie Wiedemann	335-4070 ext. 4000
High School Dignity Act Coordinator	Mrs. Kelly Zimmerman	335-4000 ext 2300

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School information is available by visiting the Dansville Central School's website at [www.dansvillecsd.org](http://www.dansvillecsd.org). The website includes information on upcoming activities, class schedules, sports schedules, school news, academic achievements, policy information and a school calendar. On an annual basis, the Student Handbook will be distributed to all enrolled students.

## **I. INTRODUCTION**

The Dansville Central School District Board of Education ("Board") 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. Responsible behavior by students, teachers, other District personnel, parents, and visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property, including the school bus, and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. In order to determine the circumstances related to an infraction of the Code of Conduct, it is often necessary to question students regarding their observations of and/or participation in the event.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property; to identify the possible consequences of unacceptable conduct; and to ensure that discipline, when necessary, is administered promptly, fairly, and consistently. The Board expects each student to be responsible for their own behavior. Students who fail to meet the expected degree of responsibility and violate school rules may be subject to appropriate disciplinary action and more regulated supervision. Examples of consequences for violations of the Code of Conduct are specified in the Code.

Education Law § 2801-a requires each school district to adopt a code of conduct for the maintenance of order on school property and at school functions. To this end, the Board adopts this Code of Conduct ("Code"). A copy of the Code of Conduct will be filed in the High School, where it will be available for review by any individual.

The Board will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, harassment, bullying and discrimination against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management. 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.

## **II. DIGNITY FOR ALL STUDENTS ACT (DASA)**

The Dignity for All Students Act (DASA) contains requirements for maintaining a positive learning environment for all students and is integrated with the Code. DASA specifically prohibits bullying, discrimination and harassment by school employees and students on school property or at a school function by school employees and students based on, BUT NOT LIMITED TO, actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Also included are provisions for reporting and intervening in cases of discrimination, harassment or bullying. Any related

complaints should be brought to the attention of the Dignity Act Coordinator (DAC) to assist in implementation of the DASA in each school building. Students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee.

The goal of DASA is to provide everyone with a safe and nurturing school environment conducive to learning by putting an end to harassment and discrimination based on, but not limited to, race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender, or sex.

When possible, strategies intended to repair relationships are used to help the students move past the incident leading to the disciplinary referral.

### **Dignity Act Coordinators (DACs)**

Prevention is the cornerstone of the District's effort to address bullying and harassment. In order to implement its anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the DACs. These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex and any other legally protected status.

The DACs shall be employed by the District and be licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor or superintendent of schools.

The DACs will be responsible for assisting in coordinating and enforcing the requirements of DASA and its related policies & regulations at each school building, including but not limited to:

- Professional development for staff members;
- The complaint process; and
- Support of DASA's civility curriculum components.

The Dignity Act Coordinator is:

- Superintendent: Kelly Zimmerman at (585) 335-4000 x2300

### **Reporting Discrimination, Harassment and Bullying**

The School Principal is the school employee charged with receiving all reports of harassment, bullying and discrimination; however, students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee. The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of discrimination, harassment and bullying and will promptly take appropriate action to protect individuals from further discrimination, harassment and bullying.

It is essential that any student who believes they have been subjected to discrimination, harassment, bullying or retaliatory behavior, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence, immediately report the same to any staff member or administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses or suspects bullying behavior) shall document and take appropriate action to address the immediacy of the situation and shall promptly report in accordance with the following paragraphs.

Upon receipt of a complaint, or if a District official otherwise learns of any occurrence of possible conduct prohibited by this policy, the school employee shall promptly and orally notify the school principal no later than one school day after such school employee witnesses or receives the complaint or learns of such conduct. Such school employees shall also file a written report with the school principal no later than two school days after making such oral report.

### **Investigation**

After receipt of a complaint, the School Principal shall lead or supervise a thorough investigation of the alleged harassing, bullying and/or retaliatory conduct. The Principal or the Principal's designee shall verify that such investigation is completed promptly and investigated in accordance with the terms of district policy. All complaints shall be treated as confidential and private to the extent possible within legal constraints. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination shall be prohibited.

### **Response to Findings of Bullying**

Based upon the results of this investigation, if the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated the Code or a material incident of harassment, bullying and/or discrimination has occurred, immediate corrective action will be taken as warranted, it will take prompt action reasonably calculated to end the violation, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and verify the safety of the student or students against whom such violation was directed.

As a general rule, responses to acts of harassment, bullying, and/or discrimination against students by students are to be consistent with other consequences under the Code: namely, discipline will be progressive in nature and use a progressive model of student discipline that includes measured, balanced and age-appropriate remedies and procedures that make appropriate use of prevention, education, intervention and discipline, and considers among other things, the nature and severity of the offending student's behavior(s), the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the student's behaviors had on the individual(s) who was physically injured and/or emotionally harmed. Responses shall be reasonably calculated to end the harassment, bullying, and/or discrimination, prevent recurrence, and eliminate the hostile environment.

In the event that the Principal is the alleged offender, the report will be directed to the Superintendent.

All complaints of alleged harassing, discriminatory, bullying and/or retaliatory conduct shall be:

1. promptly investigated in accordance with the terms of District policy;
2. forwarded to the school building's DAC for monitoring; and
3. treated as confidential and private to the extent possible within legal constraints.

The Principal must notify promptly the Superintendent of Schools and the appropriate local law enforcement agency when they believe that any harassment, bullying or discrimination constitutes criminal conduct.

### **III. APPLICABILITY TO PUBLIC CONDUCT**

The District is committed to providing a safe, welcoming, engaging, respectful, orderly environment that is conducive to learning. In order to maintain this kind of an environment, members of the public who seek to join the school community for events and functions must also adhere to the expectations of the District. For purposes of this section of the Code, "public" shall mean 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. Unless otherwise indicated, this Code applies to all students and members of the public when on school property or attending a school function wherever that function is located.

While a student is on school property or at a school function, the school has an obligation to protect and control students. When a student leaves school property, the school's obligation to protect and control ends. However, the school's rights continue and include, but are not limited to the following:

- A. Right to investigate any incident involving student(s) occurring off school property.
- B. Right to gather information and exchange information in at least oral fashion with any police department regarding actions of the school's student(s).
- C. Right to make a determination whether the actions of the student(s) creates a clear danger/disruption upon the safe and orderly educational atmosphere of the school or a reasonable likelihood of a substantial disruption.
- D. Right to interview and mediate with the student involved.
- E. Right to warn student(s) not to repeat in any manner their off school property actions on school property.
- F. Right to change class schedules or enforce any other low level disciplinary action if initial warnings not heeded.
- G. Right to suspend student(s) if the warnings given to the student(s) are not heeded and/or the severity of the off school property action of the student rose to the criminal level.

#### **Prohibited Conduct**

No person, either alone or with others, shall:

- H. Intentionally injure any person or threaten to do so, or endanger the safety of themselves or others.
- I. 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.
- J. Disrupt the orderly conduct of classes, school programs or other school activities.
- K. 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.
- L. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender



- identity and expression).
- M. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
  - N. Obstruct the free movement of any person in any place to which this code applies.
  - O. Violate the traffic laws, parking regulations or other restrictions on vehicles.
  - P. 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.
  - Q. 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.
  - R. Loiter on or about school property.
  - S. Gamble on school property or at school functions.
  - T. Students must have administrative approval prior to distributing material (ie: posters, emails, etc.). Administration will have 2 days to approve or disapprove (if disapproved then students will be provided an explanation in writing). The material cannot include any messages that violate the Code.
  - U. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
  - V. Willfully incite others to commit any of the acts prohibited by this code.
  - W. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
  - X. Use any Tobacco Product.

### **Consequences**

Persons who violate this Code will be subject to the following consequences:

- **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.
- **Students.** They will be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- **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.
- **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.
- **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.

### **Enforcement**

The Principal or their designee is responsible for enforcing the conduct required by this Code.

When the Principal or their 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 in this Code. In addition, the District reserves its right to pursue legal action against any person violating the Code.

#### **IV. DEFINITIONS**

For purposes of this Code, the following definitions apply:

- A. **Disruptive Student** means a student under the age of 21 who substantially interferes with the educational process or with the teacher's authority over the classroom (§ 3214(2-a)(b)).
- B. **Gender** means actual or perceived sex and includes a person's gender identity or expression.
- C. **Harassment or bullying** means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that: (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; or (3) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (4) 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. Such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Bullying is a type of harassment. Harassment may also include, among other things, the use, both on and off school property, of electronic communication, including, but not limited to email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, applications, and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as "cyberbullying."
- D. **Hazing** means any intentional, knowing, or reckless act directed at a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

- E. **Illegal Substances** include, but are not limited to, inhalants, marijuana/cannabis, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, opioids, any substances commonly referred to as designer drugs or synthetic drugs (including “spice” and “bath salts”), and lookalikes (including synthetic cannabinoids), CBD products, and prescription or over-the-counter drugs when possession is unauthorized or such are inappropriately used or shared with others, or any product which, when misused, will result in an impaired or altered state. Illegal Substances also include related paraphernalia.
- F. **Parent** means parent, guardian, or person in a legally recognized parental relation to a student.
- G. **Reasonable suspicion** is having a belief based on specific facts that a student is in violation of the law or the Code of Conduct.vaping
- H. **School bus** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.
- I. **School function** means any school-sponsored curricular or extracurricular event or activity, including activities that occur off school property.
- J. **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, secondary school, or in or on a school bus.
- K. **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, asexuality, or bisexuality; emotional, romantic or sexual attraction to other people.
- L. **Tobacco Products / Vaping** means any vaping or nicotine-containing devices and accessories to such devices and any other tobacco-containing product in any form, including but not limited to any lighted or unlighted cigarettes, cigars, cigarillos, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, hookah, cloves, bidis and kreteks, or any other smoking or tobacco-containing product in any form. Items associated with tobacco use are also considered “Tobacco Products” and are strictly forbidden and may include but are not limited to cups for spitting, matches, and lighters.
- M. **Violent Student** means a student who:
1. Commits an act of violence upon a District employee, or attempts to do so.
  2. Commits an act of violence upon another student or any other person on school property or at a school function, or attempts to do so.
  3. Possesses a weapon while on school property or at a school function.
  4. Displays what appears to be a weapon while on school property or at a school function.
  5. Threatens to use a weapon while on school property or at a school function.

6. Knowingly and intentionally damages or destroys the personal property of any person on school property or at a school function.
7. Knowingly and intentionally damages or destroys school property.

N. **Weapon** means a firearm as defined in 18 U.S.C. § 921 for purposes of the Gun-Free Schools Act. It also means any other gun, air-gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, spring-gun, stiletto, any knife, including but not limited to a boxcutter, switchblade knife, gravity knife, pocket knife, folding knife, lockback knife, metal knuckle knife, or pen knife, brass knuckles, slingshot, 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 (“Other Weaponlike Item”) that can cause serious physical injury or death when such Other Weaponlike Item is used as a weapon. Any “lookalikes” or other instruments wielded as a weapon are considered a weapon for purposes of this Code.

## **V. BILL OF RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Each code of conduct must contain a bill of rights and responsibilities of students which focuses upon positive student behavior and a safe and supportive school climate and must be written in plain-language and publicized and explained in an age-appropriate manner to all students on an annual basis. To that end, the Board outlines the following rights and responsibilities for District students.

**Student Rights.** The District is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all District students have the right to:

1. A safe, healthy, orderly and civil school environment.
2. Take part in all District activities on an equal basis regardless of age, race, religion, color, national origin, sex, gender (including gender identity and expression), sexual orientation, or disability, or any other legally protected category.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
5. Be free from discrimination, bullying and harassment on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression), or any other legally protected category.
6. To be respected as an individual and treated fairly and with dignity by other students and school staff.

**Student Responsibilities.** All students have the responsibility to:

1. Obey all school rules and regulations.
2. Attend school regularly and punctually.
3. Show respect for fellow students, teachers and all District staff.
4. Accept responsibility for their actions.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

6. Conduct themselves as representatives of Dansville Central School District when participating in or attending District sponsored extracurricular events and to hold themselves to the highest standards of conduct.
7. Respect all property.
8. Be safe, and not disrupt or interfere with the educational process.

## **VI. ESSENTIAL PARTNERS' RESPONSIBILITY**

Students learn when all stakeholders in their education know, understand and carry out their responsibilities. 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.

All essential partners have the responsibilities as follows.

### **Parents**

- Recognize that the education and conduct of their child(ren) is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are legal and excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the school.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Build relationships with teachers, other parents and their child(ren)'s friends.
- Help their children deal effectively with peer pressure.

### **Teachers**

- Understand that each member of the staff has the right to expect that conditions within the school, at school-related activities, and within the individual classroom will enable them to carry out professional responsibilities and to achieve personal and professional satisfaction.
- Understand that each member of the community, e.g., student, staff, parent or visitor, is worthy of respect and consideration.
- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate acute interest in teaching and concern for individual student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents:
  - i. Course objectives and requirements.
  - ii. Marking and grading procedures.
  - iii. Assignment deadlines.

- iv. Expectations for parents and students.
- v. Classroom management structure.
- vi. Regularly with students, parents, and other teachers concerning growth and achievement.

### **School Bus Drivers**

- Understand that each member of the Transportation Department staff has the right to expect that conditions within the school bus, at bus stops and within school loading zones will enable them to carry out their professional responsibilities and to achieve maximum safety for students leading to professional satisfaction.
- Understand that each member of the community, e.g., student, staff, parent or visitor is worthy of respect and consideration.
- Maintain a climate of mutual respect and dignity, which will strengthen student's self-concept and promote confidence to learn.
- Know school policies and bus rules and enforce them in a consistent and fair manner.
- Communicate and demonstrate interest in student safety and academic success.
- Communicate to students and parents:
  - i. bus rules and riding behavior expectations
  - ii. bus stop behavior expectations
  - iii. loading and unloading crossing procedures
  - iv. role of parent at the bus stop
  - v. bus route information as it relates to each student and/or parent/guardian
- Communicate regularly with students, parents and supervisor concerning the student's achievement related to bus safety goals.

### **District Health/Mental Health Personnel, e.g., psychologists, social workers, counselors, nurses, and school based preventative workers**

- Assist students in coping with peer pressure and emerging personal, social, and emotional challenges.
- Initiate conferences with the primary stakeholders, as necessary and appropriate, and support individual students in overcoming unique challenges.
- Encourage parents and students to benefit from the curriculum and extracurricular programs.
- Regularly review with students their educational progress, post-secondary goals and career plans.
- Provide information and teach skills that will assist students with career planning.
- Refer students and/or parents to appropriate human service agencies outside of school.

### **Building Administrators**

- Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the school administration and approach the school administration for conflict resolution.
- Evaluate on a regular basis all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the Code and ensuring that all cases are resolved promptly, fairly, and consistently.

### **Superintendent**

- Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- Review, on an as-needed basis, with District administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
- Inform the Board about student discipline impacting the broader community or representing trends without compromising the Board's impartiality should it need to review an appeal of such discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

### **Board of Education**

- Adopt and review, at least annually, the Student Handbook, to evaluate the Code of Conduct, its effectiveness, and the fairness and consistency of its implementation.
- Lead by example by conducting Board meetings in a professional, respectful, and courteous manner.

### **Support/Non-Instructional Staff/Volunteers**

- Assist in promoting a safe, orderly and stimulating school environment, supporting teaching and learning.
- Lead by example by conducting/being involved in meetings in a professional, respectful and courteous manner.

## **VII. HIGH SCHOOL PROHIBITED CONDUCT, CONSEQUENCES, AND DUE PROCESS**

This Code will be used by the Dansville High School administrators to consistently and fairly assign consequences for violating school rules or committing prohibited acts. All staff will enforce school rules, and teachers may establish additional rules within their classrooms. When a staff member determines administrative intervention is needed, the students will be referred to administration.

### **Consequences**

The following section describes the consequences used for disciplinary action. It is the philosophy of the District to administer discipline in a consistent and progressive fashion commensurate with the violation. However, the severity of an initial infraction may warrant a more severe consequence.

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; and (6) Other extenuating circumstances.

Consequences may include, but are not limited to:

<b>Consequence</b>	<b>Who may impose</b>
Warning	Any staff member
Parent/Guardian notification	Any staff member
Conference with parent/guardian, advisor/coach, or others (e.g., service providers)	Any staff member
Restorative Practice/Peer Mediation	School Counselor / Trained Staff, Administration
Restitution (e.g., mediation, apology, school/community service, repair, payment)	Administration (with supports from counselors)
Behavioral contract or holding a consequence in abeyance (i.e., probation in lieu of a consequence)	Principal, Superintendent
Assigned seating	Any staff member
Pass restriction ( i.e., movement around the building is supervised, reduced, or eliminated)	Principal
Loss of privilege(s) (i.e. Early Release/Late Arrival, parking on campus, courtyard access, etc.)	Principal, Superintendent
Suspension from Transportation, Athletic Participation, or Social/Extracurricular Activities	Activity Director/Coach/Director of Transportation, Principal, Superintendent
Detention (including teacher detention, lunch detention, afternoon detention, extended detention)	Teachers, Principal, Superintendent
In-School Suspension	Principal, Superintendent, Board of Education
Out-of-School Suspension	Up to 5 days by a Principal  Beyond 5 days, with appropriate due process: Superintendent or Board of Education
Removal from classroom	Teacher, Principal
Expulsion or permanent suspension	Superintendent, Board of Education (with appropriate due process)
Pre-referral ( i.e., a referral that notes a first time/lower level violation of the Code of Conduct can be reduced to pre-referral status in order to avoid its inclusion in the student's permanent record).	Administration has the discretion to use this tool in consultation with referral author

The District may also use a consent to penalty agreements or behavioral contracts in connection with another consequence.

In the event the consequence of detention, In-School Suspension or Out-of-School Suspension is assigned, a parent/ guardian will be notified in a manner commensurate with the infraction. While communication with parents is always a top priority, it should be noted that neither the Education Law nor the Federal Constitution requires school officials to contact the parents of a student before questioning that student concerning an alleged infraction of a school rule.



### **Due Process**

Due process refers to the procedures the school must follow before a student receives a consequence for their behavior. 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.

The District shall initiate disciplinary action against any student 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.

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. **Restorative Practices:** Dansville High School will implement restorative practices as part of accountability interventions associated with developing positive school culture and climate. Restorative Practices incorporate a continuum of proactive and responsive approaches to create a strong community and manage student behavior. These practices offer opportunities to address student misconduct and/or harm in a way that strengthens relationships, focusing on the identified harm in addition to the rule(s) broken. Restorative Practices can be used with existing Code of Conduct procedures and consequences for violations, or upon agreement of all involved parties, in place of those procedures as appropriate.
2. **Detention:** Teachers, Principals and the Superintendent may use 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, athletic participation, extracurricular activities, and other privileges:** A student subjected to a suspension from transportation, 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 parents 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.
3. **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 to place students who would otherwise be suspended from school as the result of a Code of conduct violation in "in-school suspension."

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 parents 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.

#### **4. 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. When all Tier 1 classroom management techniques have been exhausted and the student's behavior is disrupting the learning environment, Center For Youth Counselors should be contacted.

On occasion, a student's behavior may become more disruptive than a teacher can manage. For purposes of this section, a disruptive student is a student who is substantially disruptive to 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 request removal of a disruptive student from class for 1-4 days. The removal from class applies to the class of the removing teacher only. This process will be initiated by the teacher completing a referral, followed by the teacher informing the student and the parent of the misconduct and reasons for requesting the removal. Communication with student and parent must occur on the day of the incident that has led to the request for removal. If administration approves the removal, the classroom teacher must provide appropriate alternative instruction for that class during the removal period. A re-entry meeting, facilitated by Center for Youth or a Counselor, will occur between the student and teacher prior to the student returning to class (the meeting must occur within the removal period).

The due process for removal is as follows:

- 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 request to 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 were removed from the classroom and give the student a chance to present their version of the relevant events within 24-hours.
- The teacher must complete a discipline referral and meet with the Principal or their designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to review the referral. If the Principal or designee is not available by the end of the same school day, the teacher must notify a secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

- Within 24 hours of determining the student's removal, the Principal or administrator designated by the Principal must notify the student's parent that the student has been removed from class and why. The notice must also inform the parent they have the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.
- Written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal 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.
- The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal. If at the informal meeting the student denies the charges, the Principal or the Principal's 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 Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds 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 Code; (3) The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed. The Principal or their 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 for the informal conference. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, 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.

The school 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 his or her 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.

5. **Suspension:** The Board of Education, the Superintendent of Schools, or principal of a school may suspend a student from required attendance upon instruction if they are insubordinate or disorderly or violent or disruptive, or if their conduct otherwise endangers the safety, morals, health or welfare of others. A non-exhaustive list of specific prohibited conduct within these broader categories is outlined later in this Code. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Students who are assigned In-School Suspension or Out-of-School Suspension lose ALL privileges associated with Dansville Central Schools during their time of suspension. Out-of-School Suspensions that end on a Friday will remain in effect throughout the subsequent weekend.

#### **A. Short-term Suspensions: Five days or less**

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, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision 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 poses 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 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 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 may be appealed to the Commissioner of Education within 30 days of the decision.

## **B. Long-term Suspensions: More than 5 days.**

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 them and the right to present witnesses and other evidence on their behalf.

The Superintendent will personally hear and determine the proceeding or may, in their discretion, designate a hearing officer to conduct the hearing. The report of the hearing officer shall 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 may be appealed to the Commissioner of Education within 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 others.

## **D. Pass Restriction**

Pass restriction is utilized as a means to decrease the amount of a time that a student is unsupervised and more importantly, to decrease the amount of time in which they are out of class. When administration deems pass restriction appropriate for a student, it is because the student has violated the code of conduct in a manner in which the student has demonstrated that they cannot be trusted for the time being. When pass restriction is implemented, the student and parent will be notified of the duration as well as the reason. Students on pass restriction cannot be in the halls during class time. Use of the restrooms should only occur during passing time. If a student has an emergency need to use the restroom during class time, the student is responsible for asking the teacher to contact CFY to escort the student to the bathroom.

## **Mandatory Suspension Periods**

The following suspension periods are required under this Code.

- A. 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; and (f) Other extenuating circumstances.

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

**B. 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 1-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.

**C. 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 5-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.

### **Alternative Instruction**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school, the District will take immediate steps to provide alternative means of instruction for the student. The Board of Education expects students, administrators, teachers and parents to make every effort to maintain student academic progress in the event of removal or suspension, and support student re-entry to the classroom at the conclusion of the disciplinary action.

### **Dress Code**

Students are to adhere to the Dress Code (Inappropriate Attire/Dress Code on the next page).

The intent of the Dress Code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society. All students are expected to give attention to personal grooming and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. All District personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting.

The goal of having students wear appropriate attire is to provide an environment focused on academics. Although students have the right to dress in a manner to represent their individuality—and, specifically, in accordance with their gender identity and gender expression—appropriate attire allows each student to focus on learning without becoming distracted. Special consideration will be made for religious purposes, safety purposes, disability accommodations, and for grooming. These cases are to be reviewed individually by a school administrator. Clothing must be safe. A failure to comply with the Dress Code after being asked to come into compliance with it will be subject to further discipline as outlined in this Code.

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

### **Specific Behaviors**

The following behaviors with consequences are guidelines for informing decisions. In some situations the suggested consequence listed below may not be commensurate with the individual circumstances surrounding the student's behavior. In these cases, administration will have the final judgment in determining the appropriate consequence.

As outlined in the section addressing consequences (“Consequences”), the severity of an initial infraction may warrant a more severe consequence than outlined below.

## **A. Socially Unacceptable Acts:**

Socially unacceptable acts which are unreasonable within the school environment, are offensive to others, and are disrespectful, both to people and the educational environment. They invite negative perceptions of the individual committing the act and the Dansville community. The following are examples of socially unacceptable acts; this list is not exhaustive.

<b>Inappropriate Attire and/or Failure to Comply with the Student Dress Code</b>			
<p>Wearing attire which interferes with an environment conducive to learning by violating the Dress Code. Any student who refuses to come into compliance with the Dress Code will be subject to further discipline.</p> <ol style="list-style-type: none"> <li>1. A student's dress, grooming and appearance shall not endanger the health, safety and welfare of self or others, and must be appropriate.</li> <li>2. A student's dress, grooming and appearance must not pose a reasonably foreseeable risk of, or actually cause, a material and substantial disruption/interference with the educational process.</li> <li>3. Attire and personal items which depict and/or promote violence, tobacco, drug, and/or alcohol use are prohibited.</li> <li>4. Students should ensure undergarments are completely covered with outer clothing.</li> <li>5. Attire and personal items must not have off-color remarks, obscenities, ethnic slurs and/or innuendo, and must not be vulgar, libelous, or denigrate another's race, color, religion, ancestry, national origin ethnicity, gender, sex (including gender identity), sexual orientation, or disability.</li> <li>6. Face paint and excessive drawing on any area of the body is not allowed.</li> <li>7. Sunglasses will not be worn on one's face while in the building.</li> <li>8. Extremely brief, revealing, or see-through garments are prohibited. Clothing that exposes the midriff is not appropriate. Attire that exposes the chest from the front or sides is not appropriate.</li> <li>9. Attire must include footwear at all times.</li> <li>10. Low rise pants, shorts, and skirts cannot expose buttocks.</li> <li>11. Gang related attire and/or insignia is prohibited.</li> <li>12. Students may not wear trench coats or hoods on school grounds or at school functions. The coat allows for objects to be hidden. Hoods make it difficult to identify students. Both interfere with supervision and the district's ability to monitor and ensure a safe learning environment. This same principle applies to masks (non health-related), capes, flags, blankets and other garments that inhibit supervision and school security.</li> </ol>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Upon request, the student modifies their attire to gain compliance	Upon request, the student modifies their attire to gain compliance  One Detention	Upon request, the student modifies the attire to gain compliance  Extended Detention Parent Conference	Additional incidents will warrant more severe consequences



<b>Public Displays of Affection</b>			
Self-respect and having respect for others does not include public displays of affection. Discretion and good taste are expected from everyone. Public displays of affection will be limited to short hugs and holding hands. Sexual conduct is prohibited on school grounds and at school events. Incidents of such conduct will result in more severe consequences.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Administration	One Detention	Extended Detention Parent Conference	Additional incidents will warrant more severe consequences

<b>Unauthorized Use of a Cell Phone or Electronic Device</b>			
Cell phones and electronic devices are not to be used in class between 7:50 AM and 3:20 PM in school with the exception of the student's lunch period and with permission of a teacher/monitor/aide and for instructional uses in class. Students may use their devices on school buses, but never in a way that causes a disturbance on a bus and/or distracts the driver. Unauthorized activation and/or use of a cell phone or electronic device may result in confiscation of the device as such action is a direct violation of school policy. Under no circumstances are electronic communication devices permitted to be on the person of any student during state assessments. If a teacher requests for you to put your phone away, you must comply. Inability to comply after multiple requests may result in Gross Insubordination.			
**Faculty/staff will not be required to confiscate the phone.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
The staff member will address the student about the phone and inform the student that a referral is being written. The staff member will contact home that same day.  One Detention	The staff member will address the student about the phone and inform the student that a referral is being written. The staff member will contact home that same day.  Two Detentions	The staff member will address the student about the phone and inform the student that a referral is being written. The staff member will contact home that same day.  Extended Detention	Additional incidents will warrant more severe consequences such as cell phone being stored in the main office, cell phone being banned from school, extended detentions, etc.

<b>Inappropriate Behavior</b>			
All students are expected to follow school rules, respect the rights of students and staff, and to resolve conflicts in a positive way. Inappropriate behaviors occur when students violate a school rule, or when a student's actions pose a reasonably foreseeable risk of or actually cause a material and substantial disruption or interference with teaching, learning, and/or another's personal rights. More than one student using a bathroom stall at the same time will be deemed inappropriate behavior.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal and/or Principal	One Detention	Extended Detention	Additional incidents will warrant more severe consequences

<b>Misbehavior for a Substitute</b>			
All students are expected to be well behaved in classes being taught by a substitute teacher. Substitute teachers are an important part of the educational community, and students must give them the proper respect for the difficulty of their jobs. Misbehavior for a substitute teacher interrupts your own learning and the learning of your classmates. Students with concerns about a substitute must report them to a school counselor or a building administrator prior to reporting to the class that follows the class covered by a substitute.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Detention or *Note of apology	Extended Detention or Detention & *Note of apology	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

<b>Insubordination</b>			
Insubordination, or willful defiance, is defined as the refusal to follow the reasonable directives of any staff members or school volunteers or deliberately not being where a student is supposed to be at any given time, that includes knowingly providing false information. All students are expected to respond in a timely and respectful manner to all reasonable directives from teachers, staff, administrators, or school volunteers.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Detention	Extended Detention	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

<b>Gross Insubordination</b>			
<p>When a student is asked repeatedly to comply with the directives of any faculty, staff member, administrator or volunteer, and refuses or violates the Code of Conduct frequently over a short duration of time (i.e., 2 days), it may be considered Gross Insubordination. Gross Insubordination may include the failure to comply with health and safety requirements of the school including but not limited to those rules required by the Department of Health.</p> <p>When Gross Insubordination rises to the level of disrupting the learning environment, students will be immediately suspended out-of school for the rest of the day of the occurrence.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One day In-School Suspension  Bus: Full day suspension from the bus  Loss of privileges	Three day In-School Suspension  Bus: Three day suspension from the bus  Loss of privileges	Three day Out-of-School Suspension  Bus: Three day Out-of-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences  Loss of privileges

<b>Throwing Items</b>			
<p>Throwing items outside of the context of physical education or extracurricular activities is prohibited. Students are not to throw items with the intent of hitting another individual. Obtaining items and intentionally modifying their purpose so that they become projectiles is forbidden.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Two Detentions  (Incidents occurring in the cafeteria: three lunch detentions)  Restorative options can be substituted.	Two Extended Detentions  (Incidents occurring in the cafeteria: six lunch detentions)	One day In-School Suspension, contact School Resource Officer, and loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

<b>Misbehavior in a Food Service Area</b>			
<p>All students are expected to be well-behaved in food service areas. A large number of students need to be served in a short amount of time. Accomplishing this requires the cooperation of everyone. Students may not cut in line, engage in horseplay, or engage in any other behaviors which unfairly delay, disrupt, or compromise the health and safety of service.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Three Lunch Detentions	Extended Detention	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

<b>Misbehavior on a School Bus/District Transportation</b>			
<p>All students are expected to be well-behaved on the school bus. Transporting students safely on district transportation is of paramount importance. Accomplishing this requires the cooperation of everyone. Students may not stand while the bus is moving, block the aisle in any way, distract the driver or monitor with loud noises, throw items on the bus, or engage in any other behaviors which unfairly distract the driver and jeopardize the safety of students. If a driver assigns a seat, then the student must sit in their assigned seat.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal and/or Principal	Detention	One day Suspension from the bus  Extended Detention	Additional incidents will warrant more severe consequences and loss of privileges

<b>Littering</b>			
<p>Littering or carelessly discarding refuse is prohibited. All students are expected to clean up after themselves.</p> <p>In an administrator's discretion, restorative practices may be offered to reduce detentions in incidents occurring on District transportation if a student cleans the area in which the incident occurs.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Upon request, the student will pick up the litter	Upon request, the student will pick up the litter  One Detention  Bus: Suspension from transportation privileges for one day	Upon request, the student will pick up the litter  Extended Detention  Bus: Suspension from transportation privileges for three days	Additional incidents will warrant more severe consequences

<b>Profanity/Obscene or Lewd Acts/Obscene Gestures</b>
<p>All students are expected to communicate and behave appropriately at school. Profanity as verbal or non-verbal language is inappropriate for school. This communication is inappropriate because it deprives the individual of more accurate self-expression and interferes with student and staff rights to function in a non-threatening, harassment-free environment which is conducive to learning. Use of profanity varies in degree of severity and consequences will be applied accordingly. Lewd acts include but are not limited to exposing the private parts of the body in a lewd or indecent manner (this includes electronically), inappropriate touching of oneself or others (whether or not consensual), or the solicitation of such acts.</p>

<b>Least Severe</b>			
<b>Least Severe</b> profanity used almost involuntarily as an expletive, or casually in conversation. Use of words which are considered offensive and inconsiderate.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal and/or Principal	Extended Detention	Two Extended Detentions	Additional incidents will warrant more severe consequences
<b>Moderately Severe</b>			
<b>Moderately severe</b> profanity used deliberately, in a discussion or dispute with a student or staff member, or used as a point of emphasis. Use of words or acts which are considered distasteful and insulting.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Extended Detention	Two Extended Detentions	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges
<b>Most Severe</b>			
<b>Most severe</b> profanity is used to threaten, attack, or to challenge authority. Profanity is directed toward a student or staff member intended to publicly abuse, humiliate and/or hurt the victim. Use of words or gestures, including lewd gestures or acts, which are considered uncivilized, disturbing, and repugnant.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One day In-School Suspension  Bus: Three day suspension from the bus  Loss of privileges	Two days In-School Suspension  Bus: Five day suspension from the bus  Loss of privileges	Three days Out-of-School Suspension  Parent Conference and loss of privileges	Superintendent's Hearing  Loss of privileges

## **B. Self-Defeating Acts:**

Self-defeating behavior is knowingly acting in a way that will cause a person to fail or will bring that person trouble. It is defined as any deliberate or intentional behavior that has clear, definite or probable negative effects on the self. The following are examples of self-defeating acts; this list is not exhaustive.

Self-defeating behavior is the idea that sometimes people knowingly do things that will cause them to fail or bring them trouble. It is defined as any deliberate or intentional behavior that has clear, definite or probable negative effects on the self.

<b>Failure to Attend Assigned Detention</b>			
All students are expected to attend assigned detentions.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Reschedule Detention /appointment	Reschedule Detention /appointment  Additional Detention will be assigned	Reschedule Detention /appointment  One Extended Detention	Additional incidents will warrant more severe consequences  Loss of privileges

<b>Failure to Attend Assigned Teacher Appointment</b>			
All students are expected to attend assigned teacher appointments.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Reschedule appointment  Teacher calls home	Reschedule appointment  Teacher calls home and submits discipline referral  Meeting with Assistant Principal and/or Principal	Extended Detention	Additional incidents will warrant more severe consequences and may require parent conference with teacher and administration.  Loss of privileges

<b>Tardiness to Class</b>			
We expect all students to arrive on time for all classes. Tardiness is defined as failure to be in the room and sitting in your seat when the bell rings. When excessive tardiness to school/class interferes with a student's ability to be successful, administration/counselors will review individual cases and develop a plan of action as needed. Students should be in their first period class by 7:50 AM.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Conference with Teacher / Study Hall Monitor	Conference with Teacher / Study Hall Monitor *Teacher / Study Hall Monitor may request a 9th period appointment	Conference with Teacher / Study Hall Monitor  *Teacher / Study Hall Monitor submits a referral. *Referral may result in a teacher appointment and Detention	Additional incidents will warrant more severe consequences.

<b>Class Cut</b>			
Cutting class is defined as an unexcused absence for an entire class period from any class period in the school day.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Extended Detention	Two Extended Detentions	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences  Loss of privileges

<b>Leaving School/School Grounds without Permission</b>			
All students must remain in school/on school grounds unless they follow the applicable procedures of the school.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One day of In-School Suspension  Loss of privileges	Three days of In-School Suspension  Loss of privileges	Three days of Out of School Suspension  Loss of privileges	Superintendent's Hearing

<b>Truancy</b>			
All students are expected to attend school on all scheduled days unless legally excused. A student will be considered truant when absent for a school day without a legal excuse presented to the school attendance office.			
A student may be legally excused for the following: Medical appointment; Death in the family; Religious observance; Military recruitment appointment; Court appearance (subpoena required); Illness; College visit.			
Legal absences must be documented in writing by a parent/guardian and submitted to the attendance office prior to or within 5 days of the student's return to school. If no documentation is submitted, the absence will be documented as illegal.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Two Extended Detentions  Loss of privileges	Three Extended Detentions  Parent Conference  Loss of privileges	Four Extended Detentions  Parent Conference  Loss of privileges	Additional incidents will warrant more severe consequences  Parent Conference, Law enforcement or school/community based agency contacted and loss of privileges

<b>Forgery</b>			
All students are expected to submit notes, excuses, and passes which are properly authorized by a parent or staff member as deemed appropriate. Forgery is defined as the submission of an unauthorized request or signature. Forgery also occurs when a pass or note is altered without proper authorization.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Detention	Extended Detention	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences.

<b>Violation of Acceptable Use Policy or Misuse of Chromebook</b>			
All users of the District computerized information system and equipment must comply at all times with the <i>Dansville Central School District Student Use of Computerized Information Resources - Policy 4526, Dansville CSD 1:1 Implementation Guide including Acceptable Use Policies and Parent/Student Agreement form</i> . Any failure to comply may end one's right of possession of equipment and access to resources effective immediately. Disciplinary action may also follow.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Warning	One Detention	Extended Detention	Additional incidents will warrant more severe consequences, including the loss of Chromebook

### **C. Endangering the Welfare of Self or Others:**

Each student is expected to maintain the safe environment of our school. One's welfare is endangered when their physical or emotional safety is threatened. Some behaviors, which do not fall under any other heading, place oneself or others in jeopardy. Consequences increase depending upon the actual or potential for harm to others, and/or how frequently the behaviors are repeated. The following are examples of endangering the welfare of self or others; this list is not exhaustive.

<b>Possession of Banned Substances</b>			
There are individuals within the District with specific health needs including food allergies, allergies to perfumes and colognes, diabetic needs, and asthmatic needs. It is everyone's responsibility to contribute to the safety of these individuals. With this in mind, there may be circumstances where such substances are banned on school property. Notification will be given to all students and parents in these instances. In instances where these requests are not followed, students will be subject to disciplinary action. Possession of over-the-counter (Advil, Ibuprofen, Tylenol, etc.) are included in this section as a violation to the Code.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal/Principal and Nurse.	One Detention	Extended Detention	Additional incidents will warrant more severe consequences



<b>Loitering</b>			
Loitering is defined as being on the school campus without a definite purpose, destination, or supervision. When on campus before, during, and after school, students must be supervised. This is of particular importance during the PM extended period. A referral should be written for students found in the hall without a pass.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal/Principal.	One Detention	Extended Detention	Additional incidents will warrant more severe consequences

<b>Presence in Areas Designated as Off Limits</b>			
All students are expected to exercise good judgment and to keep themselves as well as others safe. Some areas of the school campus are in proximity to inherently dangerous places, like roads and the freeway. Other places in school are inherently dangerous by their very nature, e.g., storage areas, boiler room, pool, locker rooms, gymnasium. One's failure to follow rules and protocols for off-limit areas, or to access these areas without permission, will result in this violation.			
<b>First incident</b>	<b>Second Incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal and/or Principal	One Detention	Extended Detention Parent Conference	Additional incidents will warrant more severe consequences

<b>Riding a Bike, Scooter, Skateboard or Motorized Vehicle Inappropriately on Campus</b>			
All students are expected to maintain the safe environment of our school. The use of wheeled, self-propelled or motorized transport devices such as bicycles, scooters, electric scooters, skates, and skateboards can cause injury to both their users and people in the vicinity of their use, especially in crowded conditions and in the presence of automobiles. These devices should not be operated on school grounds during times of high pedestrian traffic such as dismissal and arrival. Students should walk or carry these devices during these times. Students may not drive/park motorized vehicles on campus without prior approval from a building administrator.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal and/or Principal	One Detention	Extended Detention	Additional incidents will warrant more severe consequences

<b>Dishonest Acts</b>			
Dishonest implies misleading by falsehood or by concealment of the truth ( e.g., lying). Dishonest acts draw attention away from the central mission of the school and often lead to an unnecessary waste of valuable resources. Dishonest acts that jeopardize school safety and security will result in more severe consequences.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Detention	Extended Detention	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences. Loss of privileges

<b>Reckless/Dangerous/Disruptive Behavior</b>			
Activities that have the potential of causing harm to self or others and/or may cause damage to property will be considered inappropriate for school. Disruptive behavior is reasonably likely to cause a disturbance to the learning environment of the school. Students are prohibited from opening exterior doors, as this jeopardizes the safety and security of the school.			
<b>Minor Infraction</b>			
Minor infractions are defined as behaviors that do not have the potential for serious physical injury and present a minor disruption. Examples may include, but are not limited to running in the halls or yelling.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Meeting with Assistant Principal and/or Principal	One Detention	Extended Detention	Additional incidents will warrant more severe consequences
<b>Moderate Infraction</b>			
Moderate infractions are defined as behaviors that may cause physical harm, property damage, or disrupt the learning environment. Examples include, but are not limited to standing on tables or horseplay.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Detention	Extended Detention	One day In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences
<b>Severe Infraction</b>			
Severe infractions are defined as behaviors that may cause severe physical injury, substantial property damage, or substantially disrupt the learning environment. Examples include, but are not limited to, speeding or erratic driving on school property, being in areas that could lead to severe physical injury, climbing out of windows, or extreme horseplay.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Two Extended Detentions  Bus: three day suspension from transportation  Loss of privileges	Two Days of In-School Suspension  Bus: five day suspension from transportation  Loss of privileges	Three days Out-of-School Suspension  Parent conference  Loss of privileges	Superintendent's Hearing  Loss of privileges

<b>Condoning or Encouraging a Violation of the Code of Conduct</b>			
Encouraging or condoning (overlooking/disregarding) a violation of the Code of Conduct is strictly prohibited.			
Acts that jeopardize school safety and security may warrant a more severe consequence than other acts. Video recording a violation to the code of conduct and/or disseminating videos displaying violations to the code of conduct, may result in more severe consequences.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Extended Detention	2 Extended Detentions  Loss of privileges	2 days In-School Suspension  Loss of privileges	Additional incidents will warrant more severe consequences  Loss of privileges

#### **D. Violation of Academic Ethics:**

Ethics are behaviors which are guided by moral judgment and standards of conduct. Your academic ethics are essential to gaining the maximum advantages from school. Violations of academic ethics are a special type of self-defeating act, which negates learning and the habits of mind necessary for a sound education; any form of academic misbehavior is prohibited. The following are examples of violations of academic ethics; this list is not exhaustive.

<b>Cheating, Plagiarism, and/or Altering Records</b>			
Each student is expected to produce their own work in and out of the classroom. Exceptions occur when a teacher assigns cooperative exercises, projects, and/or assignments.			
Cheating is defined as the intention to deceive staff and students by acquiring another individual's written or cognitive property for personal gain, and/or assisting another student by providing written or cognitive property. Unauthorized use of artificial intelligence (AI) technologies such as Chat GPT will be considered cheating. Cheating includes plagiarism or altering records. <i>Students who are caught cheating will be required to complete an assignment/assessment which is parallel to the original assignment/assessment and the teacher is required to submit a referral for student cheating.</i>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Detention	Extended Detention  Loss of privileges	2 Extended Detentions  Loss of privileges	Additional incidents will warrant more severe consequences  Loss of privileges.

## **E. Illegal Acts:**

Students are to comply with the law on school property.

In the event that an illegal act has been committed on campus, community agencies may be contacted to address and assist in the resolution of the issue. This includes, but is not limited to, the following: law enforcement, Department of Social Services, probation, juvenile justice system, medical providers, and mental health/substance abuse providers. Each incident will be reviewed and appropriate interventions will be determined by administration.

The following are examples of illegal acts; this list is not exhaustive.

<b>Attempt or Threaten to Cause Physical Injury, and/or Fighting</b>			
<p>All students are expected to refrain from physically harming and/or threatening other individuals. All students are expected to respect the rights of others and use those means available within the school to achieve positive resolutions to conflicts.</p> <p>Fighting is defined as a hostile confrontation with physical contact involving two or more students. Examples include, but are not limited to, shoving, punching, slapping, striking, kicking, biting, tackling, and/or attempting or threatening to do the same.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
<p>Three days Out-of-School Suspension &amp; loss of privileges</p> <p>Restorative Practices are encouraged</p>	<p>Superintendent's Hearing and loss of privileges</p> <p>Restorative Practices are encouraged</p>	<p>Superintendent's Hearing and loss of privileges</p> <p>Restorative Practices are encouraged</p>	<p>Superintendent's Hearing and loss of privileges</p> <p>Restorative Practices are encouraged</p>

<b>Cause Physical Injury</b>			
<p>All students are expected to refrain from physically harming and/or injuring other individuals. Physical injury is defined as impairment of physical condition or pain. This may include, but is not limited to, marks on the body, cuts, and/or situations that require medical attention.</p> <p>All students are expected to respect the rights of others and use those means available within the school to achieve positive resolutions to conflicts. When injury to another individual is intended, the situation requires a response from the school. This can also be an unintended result of reckless behavior. Any incident that causes physical injury to another may be referred to law enforcement.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
<p>Five days Out-of-School Suspension and loss of privileges</p> <p>Restorative Practices are encouraged.</p>	<p>Superintendent's Hearing and loss of privileges</p>	<p>Superintendent's Hearing and loss of privileges</p>	<p>Superintendent's Hearing and loss of privileges</p>

<b>Assault</b>			
<p>All students are expected to refrain from harming other individuals. Assault is defined as initiating aggressive physical contact to another individual who does not respond in defense. Consequences increase depending upon the actual or potential for harm to others, and/or how frequently the behaviors are repeated. Any incident that causes physical injury to another may be referred to law enforcement.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Five days Out-of-School Suspension	Superintendent's Hearing	Superintendent's Hearing	Superintendent's Hearing
Loss of privileges	Loss of privileges	Loss of privileges	Loss of privileges

<b>Stealing/Receiving Stolen Property</b>			
<p>All students are expected to respect school property and the property of others. Students are also expected to respect the property of organizations and persons when participating in Dansville activities at other schools and organizations e.g., athletic competitions and field trips. Under no circumstances are students to claim the property of others as their own. Stealing/receiving stolen property is defined as having in your possession property belonging to another without the prior permission of the owner's agent. Whenever the stolen item is determined to be of \$50 dollars or greater in value, it is likely that a Superintendent's Hearing will be scheduled. Incidents involving theft or stolen property may be referred to law enforcement.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Extended Detention	One day In-School Suspension	Superintendent's Hearing	Superintendent's Hearing
	Loss of privileges	Loss of privileges	Loss of privileges

<b>Damage to Public or Private Property</b>			
<p>All students are expected to respect school property and the property of other students, staff, and visitors, including refraining from graffiti, vandalism or arson. Students are also expected to respect the property of organizations and persons when participating in Dansville activities at other schools and organizations, e.g., athletic competition and field trips. Consequences increase depending upon the actual or potential for damage, and/or how frequently the behaviors are repeated. Consequences listed below may not be appropriate if the damage is caused unintentionally through normal use. Intentional/reckless damage to school property may be turned over to law enforcement.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
<p>Two Extended Detentions</p> <p>Restitution (payment)</p> <p>*Community service will result in a reduction of one Extended Detention</p> <p>Chromebook: Letter sent home to family, loss of privileges to take home and request for reimbursement.</p>	<p>One day In-School Suspension and loss of privileges</p> <p>Restitution/repair (payment or community service)</p> <p>Chromebook: Letter sent home to family, loss of privileges to take home and request for reimbursement.</p>	<p>Superintendent's Hearing and loss of privileges</p> <p>Restitution/repair (payment or community service)</p> <p>Chromebook: Letter sent home to family, loss of privileges to take home and request for reimbursement.</p>	<p>Additional incidents will warrant more severe consequences</p> <p>Loss of privileges</p>
<p><b>Damage to school property and/or entering a school building outside of business hours will result in restitution/consequences associated with the Code.</b></p>			

<b>Possession/Exchange of Vaporizer Pens/Electronic Cigarettes/Vapor Related Paraphernalia</b>			
<p>A student may not possess, exchange, or use vaporizer pens/hookah pens/e-cigarettes, or any vapor related paraphernalia. Students who violate this section of the code of conduct are required to complete an educational assignment regarding the negative impacts of vaping. Assignment will be completed during ISS.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
<p>One Day In-School Suspension</p> <p>Pass Restriction</p>	<p>Three days In-School Suspension</p> <p>Meeting with School Counselor/Social Worker</p> <p>Pass Restriction</p>	<p>Five Days In - School Suspension</p> <p>Meeting with School Counselor/Social Worker</p> <p>Pass Restriction</p>	<p>Superintendent's Hearing</p> <p>Loss of privileges</p>

<b>Possession/Exchange of Tobacco Products/Tobacco Related Paraphernalia</b>			
A student may not possess, exchange, or use Tobacco Products or related paraphernalia.			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
One Day In-School Suspension	Three days In-School Suspension  Meeting with School Counselor/Social Worker	Five Days In - School Suspension  Meeting with School Counselor/Social Worker	Superintendent's Hearing  Loss of privileges
Pass Restriction	Pass Restriction	Pass Restriction	

<b>Violation of DASA: Bullying, Oppression, Harassment, Intimidation, and/or Hazing</b>			
<p>As outlined elsewhere in this Code, DASA prohibits discrimination and harassment of a student. Harassment may take many forms including verbal acts, name-calling, photographs, video, graphic and written statements, and other conduct that may be physically threatening, harmful, or humiliating which may include the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This includes the creation of false online profiles where students humiliate others by falsely assuming and presenting another's identity with damaging posts. This type of harassment is generally referred to as "cyberbullying." Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's or staff member's ability to participate in or benefit from the services, activities, or opportunities offered by a school.</p> <p>Hate violence is also a violation of DASA which is addressed in <i>Extreme Violations of the Law</i> section in this Code.</p> <p>In an administrator's discretion, restorative practices may be offered to reduce consequences if the student participates in mediation (agreed to by the victim and the violator) or provides an acceptable letter of apology to the person instituting the consequence to deliver to the victim.</p>			
<b>First incident</b>	<b>Second incident</b>	<b>Third incident</b>	<b>Additional incidents</b>
Three Extended Detentions  *A letter of apology will reduce one extended detention. *A mediation meeting will reduce an extended detention (meeting)	Three days In-School Suspension  *A letter of apology will reduce one day of ISS *A mediation meeting will reduce one day of ISS (meeting must be agreed upon by all involved)	Superintendent's Hearing	Superintendent's Hearing

must be agreed upon by all involved)			
Bus: Three days suspension from the bus	Bus: Five days suspension from the bus		
Loss of privileges	Loss of privileges	Loss of privileges	Loss of privileges

## **F. Extreme Violations of the Law:**

Our system of law defines illegal activities very clearly, and they occur infrequently in our schools. Students need to be aware of the behaviors which will fall under this heading. All of the cases of “Extreme Violations of the Law” are considered particularly egregious in a school setting. A student found in violation will be suspended for five days and sent to a Superintendent’s Hearing where guilt will likely lead to a longer term suspension or expulsion from school. In addition, the Dansville Central School District is committed to providing a safe environment and works collaboratively with law enforcement when extreme violations of the law occur.

<b>Possession of Dangerous Objects or Weapons; Possession of Items Intended to Imitate a Dangerous Object or Weapon</b>
Students are expected to contribute to the safe environment of school by not bringing dangerous objects or weapons onto campus which could cause harm to oneself or others. Weapons are defined earlier in this Code. For an item to be a weapon it must be capable of causing death or other serious physical injury or death. Any incident involving a weapon may be referred to law enforcement.
<b>Use of Force or Violence</b>
A student may not commit battery (the willful and unlawful use of force or violence upon the person of another), or assault with a weapon (the commission of an assault with a weapon or by any means of force likely to produce great bodily injury).

<b>Possession of/Under the Influence of/Selling of Illegal Substances, and/or Alcohol</b>
A student may not unlawfully possess (on person or in belongings, in locker, or in a vehicle), use, sell, or otherwise furnish, or be under the influence of Illegal Substances or Alcohol of any kind. A student may also not unlawfully offer, arrange, negotiate to sell, or attempt to or actually provide any Illegal Substance to another person. This offense includes the possession of drug paraphernalia, including but not limited to pipes, devices used for smoking, (i) Kits, used or designed for the purpose of planting, propagating, cultivating, growing or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived;



- (ii) Kits, used or designed for the purpose of manufacturing, compounding, converting, producing, or preparing controlled substances;
- (iii) Isomerization devices, used or designed for the purpose of increasing the potency of any species of plant which is a controlled substance;
- (iv) Scales and balances, used or designed for the purpose of weighing or measuring controlled substances;
- (v) Diluents and adulterants, including but not limited to quinine hydrochloride, mannitol, mannite, dextrose and lactose, used or designed for the purpose of cutting controlled substances; and
- (vi) Objects, used or designed for the purpose of ingesting, inhaling, or otherwise introducing drugs or illicit substances into the human body

**Robbery or Extortion**

A student may not take property not belonging to the student by violence, force, threat, or otherwise.

**Sexual Acts/Sexual Assault**

A student may not engage in any form of sexual contact with another on school grounds, or attempt to do so. A student may not encourage others to and/or engage in sexual acts or unwanted touching of any nature while on school grounds. A student may not attempt to or actually engage in unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person, or commit any violation of the Board of Education’s Sexual Harassment Policy. Sexual Acts under this Code includes sending, receiving or forwarding sexually suggestive and nude or nearly nude photos through text message, email or other electronic/digital means (colloquially referred to as “sexting”).

**Harassment of a Witness**

A student may not harass, threaten, or intimidate a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

**Participation in Hate Violence**

A student may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in New York State Penal Law 485.05

**False Alarms/Making Severe Threats**

A student may not falsely report or communicate an emergency. Additionally, students may not make a severe threat against the school or school personnel. Examples include, but are not limited to, pulling a fire alarm, purposefully calling 911 with non-emergencies, and making a bomb threat.

**Referrals**

**A. 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 he or she requires they require supervision and treatment by:

- a. Being habitually truant and not attending school as required by the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

## **B. 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: (1) To the County Attorney for a juvenile delinquency proceeding before the Family Court, all students under age 16, except student aged 14 or 15 who qualify for juvenile offender status under the Criminal Procedure Law 1.20(42); (2) To the appropriate law enforcement authorities: All students age 16 or older, and all student age 14 or 15 who qualify for juvenile offender status under Criminal Procedure Law 1.20(42).

As a reminder, a dangerous weapon under 18 USC §930(g)(2) is: any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except for a pocket knife with a blade less than 2½ inches long. A firearm under 18 USC §921 is: any weapon which will, or is designed to, or may readily be converted to expel a projectile by an explosive; or the frame or receiver of such weapon, or any firearm muffler or silencer; or any destructive device (e.g., bomb, grenade, rocket missile, mine, etc.); however this does not include antique firearms (e.g., those from 1898 or prior, or certain replicas).

## **C. Human Services Agencies**

The Pupil Personnel Team (PPT) shall handle all referrals of students to counseling and to appropriate human services agencies, as needed.

## **VIII. REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

All students are expected to promptly report violations of the Code to a teacher, school counselor, or administrator. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function is encouraged to report this information immediately to a teacher, administrator, or the Superintendent. Any weapons, alcohol or illegal substances found will be confiscated immediately by the Superintendent's designee(s), followed by notification to the parent of the student involved and the appropriate disciplinary action taken, up to and including, permanent suspension and referral for prosecution.

All District staff authorized to impose disciplinary actions are expected to do so in a prompt, fair and lawful manner. District staff authorized to impose disciplinary sanctions are expected to promptly report violations of the Code to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

The principal 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 learns of the violation. The notification will be made by telephone, followed by a letter mailed the same day a telephone call is made; notification will identify the student(s) and explain the conduct that violated the Code and allegedly constitute a crime.

## **IX. DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Students with disabilities must be allowed certain procedural protections whenever school authorities intend to impose certain consequences upon them. The Board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. 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. The Code is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the rights they are entitled to under applicable law and regulations.

### **Definitions**

For purposes of this Code, the following definitions apply:

**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.

**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)).

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

- a. For more than 10 consecutive school days; or
- b. For a period of 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 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.

**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.

**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 IEP; 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.

**Manifestation review** 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.

**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.

**Removal** means a removal of a student with a disability for disciplinary reasons from his/her/ their current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.

**School day** means any day, including a partial day, that students are in attendance at school for instructional purposes.

**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.

**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.

**Suspension** means a suspension pursuant to §3214 of New York's Education Law.

**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, except a pocket knife with a blade of less than two and one-half inches in length.

## **IAES**

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 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 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 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 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 (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 CSE will determine the IAES.

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 he or she determines 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.

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

In cases involving a short-term suspension or removal of a student with a disability for a period of five consecutive school days or less, the student's parent(s) 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.

A proposed long-term suspension for students with disabilities will be subject to the same due process procedures applicable to non-disabled students, except that the student disciplinary hearing 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 as to whether the student's behavior was a manifestation of their disability. 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 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.

### **Manifestation 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 IEP.

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 (CSE) conduct a functional behavioral assessment of the student and implement a BIP, unless the District had already done so prior to the behavior that resulted in the disciplinary change of placement occurring. However, if the student already has a BIP, 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 he or she was 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 BIP.

If the manifestation team determines that the conduct in question was the direct result of the District's failure to implement the student's IEP, 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 required under the law.

### **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; 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.

### **X. 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 penalty 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 before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building principals, assistant principals, and school nurse to conduct searches of students and their belongings 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.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **A. Student Lockers, Desks and Other School Storage Places**

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. Students do not have a reasonable expectation of privacy in school lockers, desks and other school storage places.

## **B. Use of Metal Detectors**

Safety at all District schools, programs and facilities is a top priority along with preservation of an atmosphere conducive to education. In accordance with state and federal laws, weapons are not allowed in any District school, program, or facility. In the interest of safety, adults and students who attend the District may be subjected to metal detector searches for weapons and other contraband that violate the District's Code of Conduct.

In an effort to prevent school violence and the potential presence of weapons and other harmful contraband in our schools, the Board of Education authorizes the use of metal detectors to check an individual's or student's person or personal effects.

## **C. Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police and other law enforcement authorities to maintain a safe school environment. When district officials have called the police to investigate a crime on school premises, school officials should yield to police leadership on the conduct of the investigation. The investigation should be conducted in a manner that minimizes the disruption of the school environment.

If law enforcement seeks to interrogate or remove a student, the District is required to immediately contact the student's parents or legal guardians to arrange for their presence, if possible, or obtain their consent unless law enforcement:

1. has a warrant for the arrest of the student;
2. has a court order authorizing the removal or interrogation of the student; or
3. is investigating a possible crime and law enforcement determines either:
  - a) exigent circumstances exist;
  - b) there is an immediate threat of serious physical harm; or
  - c) there is an emergency and immediate need for assistance.

School officials will defer to the police on these issues and their determinations.

The safety and welfare of the students and school staff takes precedence over any right of an individual to be present during school searches. If there is an allegation regarding a firearm, school staff should, if circumstances permit, immediately notify their School Resource Officer or local law enforcement agency. These officers, with their training and expertise, should be the ones to initiate any interview and conduct the search for the weapon.

## **D. Searches of Vehicles**

The District will reserve the right to search vehicles on school property, upon reasonable suspicion, to ensure the safety and well-being of all persons within the school property confines. Parking a vehicle on campus entitles an administrator to search the vehicle upon reasonable suspicion that a school rule/regulation or law has been violated.

## **E. Search of a person through bodily testing: Procedures related to illegal substances**

If the use of alcohol is suspected, students may be asked to submit to a generic breathalyzer and/or their beverage tested for the presence of alcohol. If the use of an intoxicant or any illegal substance is suspected, students will be put through a series of tests, in accordance with DITEP. Any and all substances discovered in a search are subject to being tested for illegal substances.



## **X. ADMINISTRATIVE INFORMATION FOR STUDENTS AND FAMILIES**

### **A. Access to Educational Records**

All parents retain access to student records unless such rights have been expressly rescinded by legal authority.

Stepparents can obtain access to their stepchild's educational records under two circumstances: (1) if the stepparent is married to a non-custodial parent and the non-custodial parent provides written consent; or (2) without written consent, if the stepparent resides with the custodial parent and the child on a day to day basis. Written consent must include: (1) which records are sought, (2) why the records are sought, and (3) who the records will be released to.

### **B. Attendance/Academic Credit**

#### **Absences**

The District believes that classroom participation is related to and affects a student's performance and grasp of a subject matter and, as such, is properly reflected in a student's final grade.

There is no substitute for loss of classroom instruction. You must attend all classes and study halls unless your absence is authorized. Not only is daily attendance required by local policy and New York State Education Law, it is essential for the successful completion of your courses.

A student's attendance record is as important as their academic record. All documentation for absences must be presented to the school within five (5) days after the absence has occurred. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class. All documentation for excused absences must be presented to the school within five (5) days after the absence has occurred. Failure to report an absence in seventy two hours may result in an unexcused absence. An excuse signed by a parent does not necessarily mean the absence is legal. New York State Education Law identifies a legal excuse as:

- a. Medical appointment
- b. Death in the family
- c. Religious observance
- d. Military recruitment appointment
- e. Court appearance (subpoena required)
- f. Illness
- g. College visit

To assist school personnel and to keep parental work interruptions to a minimum, parents or guardians should contact the school by 9:00 a.m. if their child is absent from school.

The District tracks students' attendance as well as tardiness to school on a daily basis. When a student has reached 10, 15 and 20 days of being absent, a letter will be mailed home specifying the number of days and a request to develop a plan to improve attendance.

Students of compulsory education age (as defined by New York State) who accumulate excessive absences may be referred to the Livingston County Judicial System.

For students who accumulate excessive legal absences, a doctor's verification may be requested. Administrators may require a doctor's verification if a student or group of students is suspected of truancy.

### **Make-up Work Policy**

1. Work for classes (including tests, class assignments, and all other work) missed because of absence must be made up. All work missed because of absence must be completed to the satisfaction of the teacher.
2. Arrangements to make up work missed because of an absence must be made with the teacher on the day the student returns to school. It is the responsibility of the student to request and make up missed work. The student has one day to make up work without penalty for each day missed.
3. Work due to be turned in (including projects, oral or written reports, homework and all other work due on a certain date, with the exception of term paper assignments) and not turned in because of an absence will be due and accepted on the day the student returns to school.

### **Leaving School Grounds Without Permission**

All students are expected to remain in school/on school grounds unless they follow the procedures outlined below:

1. Parent/Guardian permission must be submitted to the Attendance Officer prior to a student signing out of the High School.
2. Students must sign out with the Attendance Officer prior to leaving the High School and/or the school campus.

Students are not permitted to leave the building to go to their vehicle or to meet someone dropping items off. If someone is dropping items off for a student, they should bring the item to the attendance office where students will then pick them up when notified

### **C. Dansville High School Academic Eligibility Plan**

**Purpose:** The primary purpose for attending school is to obtain a meaningful education which will allow the student to achieve their full potential. Participation in co-curricular activities is an extension of a student's educational experience. To help ensure that these goals are met, Dansville High School has established academic standards for all students involved in co-curricular activities.

#### **Definitions:**

**Co-curricular activities:** A co-curricular activity is any after school/weekend event or activity in which participation does not contribute to earning a grade or course credit. Examples include: athletic practices and competitions, non-competitive clubs, chess club, FBLA, ICE, mock trial, drama/musical practices and performances, class functions, fundraising, dances, school events where tickets are sold (home sporting events, musicals, etc.) and other activities.

**Privileges:** A privilege is an opportunity that is granted to students based upon remaining academically eligible. Examples include, but are not limited to, Early Release/Late Arrival, parking on campus, and courtyard access.

**Eligible:** Students who are passing all subjects or have met the criteria to become eligible. Eligible students may participate in all co-curricular activities and have access to privileges.

**Eligibility Period:** The eligibility period is a period of time in which students' grades are monitored to determine if they are eligible for co-curricular activities and privileges. The athletic office will run reports to determine students' eligibility on the dates listed below. The "Phases" will take effect on the following Monday.

**9th Period:** 9th period occurs Monday - Thursday (2:29 - 3:20pm) and is a part of the school day in which classes are not scheduled. The purpose of 9th period is to provide students the opportunity during school hours to work on assignments, participate in clubs/activities and serve detentions as assigned. 9th period is a great opportunity for students to receive extra help from teachers.

**Restricted Study Hall:** Students on the ineligible list may not leave study hall without a pre-signed pass from a teacher of the class they are failing. When students report to study hall with a pre-signed pass, they may be allowed to leave and meet with appropriate teachers to receive assistance, complete homework, and/or assignments to remain eligible. Students will be permitted to leave the study hall to use the restroom as needed.

**Late Lab** (3:20 pm – 5:20 pm): Students on Phase 3 are encouraged to attend late lab. The purpose of the late lab is to provide students with extra time within the school building to work on academics.

### Phases:

Phase 1 - Warning: (2 weeks) [Yellow Flag]

- Students who are failing one or two classes will be placed on Phase 1 “the warning list”.
- Students on the Phase 1 list are eligible to participate in co-curricular activities and have access to privileges.

Phase 2 - Probation: (2 weeks) [Gray Flag]

- Students who are failing one or two classes for 4 consecutive weeks, will be moved to Phase 2 “the probation list”.
- Students on the Phase 2 list are eligible to participate in practices and attend meetings, however, are not eligible to participate in games, field trips, plays, or competitions of any sort that are not associated with earning a grade.
- A student will be on Phase 2 for a minimum of 5 days.
- Students in grades 7 and 8 will remain on Phase 2 until passing all of their classes. A “Run-Around Sheet” needs to be submitted to the athletic office, demonstrating that the student is passing all classes.

[Phase 3 Described on the next page]

Phase 3 – Ineligible (Students in Grades 9 - 12 Only): [Red Flag]

- Students who continue to have a failing grade in one or two subjects for 6 consecutive weeks or are failing 3 or more subjects at any time, will be placed on Phase 3 “the ineligible list”.
- Students who are on Phase 3, are considered completely ineligible and may not attend games or scrimmages, and may not participate in co-curricular activities and will not have access to privileges.
- Students may only be on Phase 3 for four consecutive weeks. After four consecutive weeks of being on Phase 3, a student will have their name removed from the roster of the extra-curricular activities they are involved in. Students who have reached this point, will still be considered ineligible until they are passing all classes.
- Students who are ineligible will not be permitted to try out for extra-curricular activities.
- A student will remain on Phase 3 for a minimum of 5 days.
- Students on Phase 3 are encouraged to attend “late lab”.

**Requirements to Regain Eligibility** (Removal from any Phase):

- As soon as a student is passing all of their classes, a “Run-Around Sheet” needs to be submitted to the athletic office, demonstrating that the student is passing all classes.
- A student will be on Phase 2 for a minimum of 5 days.
- A student will remain on Phase 3 for a minimum of 5 days.

**Dates for Checking Ineligibility:**

9/20/24	10/4/24	10/18/24	11/1/24	11/15/24 (use MP1 Average)
12/6/24	1/10/25	1/31/25 (use MP2 Average)	2/28/25	3/14/25
3/28/25	4/11/25	4/25/25 (use MP3 Average)	5/9/25	5/23/25
6/6/25				

**Procedures and Responsibilities:**

**Students**

1. Work on assignments to improve their grades.
2. Be aware of their academic eligibility status at all times.
3. Cooperate with the teachers, counselors, and administrators.
4. Demonstrate effort by coming in for 9th period, late lab and/or raise grades to passing.

**Parents**

1. Reinforce expectations for academic success at home.
2. Hold their son/daughter accountable for improvement and working to their fullest potential.
3. Support school procedures.

**Teachers**

1. Identify students who are failing.
2. Check the Ineligibility list for accuracy and notify the secretary of athletics of any discrepancies.

**Counselors**

1. Will meet with students who are academically ineligible. The purpose of this meeting will be to formulate a plan for academic success.
2. Support students who are working to their fullest potential and support teachers for holding students accountable.

**Administrators**

1. Review the Ineligibility list on the first school day of the week of a new eligibility period.
2. Meet as necessary with ineligible students based on recommendations from teachers and counselors.
3. Support students who are working to their fullest potential and support teachers for holding students accountable.

### **Administrative Assistants**

1. Update the Academic Eligibility list each eligibility period with the following:
  - a) Each student's name, grade and status;
  - b) Start date, end date; and
  - c) Failing subject and teacher's name.
2. Distribute the Academic Eligibility list to staff on the release dates listed above.
3. Email all students and parents on the list informing them of their eligibility status.
4. Distribute the Academic Eligibility list to advisors and coaches.

### **Coaches and Co-curricular Advisors**

1. Coaches/advisors are responsible for checking the Eligibility list and meeting with each participant from their team or club who is on this list to discuss their eligibility status.
2. Coaches/advisors are responsible for following the eligibility procedures and ensuring that ineligible students do not participate as outlined in this plan.

### **Notes**

1. Students who are academically ineligible should utilize the learning lab (3:20pm - 5:20pm).
2. The Eligibility list will be in effect during vacations and holidays. Students who are ineligible at the end of the week prior to the beginning of the break will be ineligible during the entire break.
3. The following are the only exceptions when a student is ineligible: This plan will not prevent an eleventh grade student from attending their junior prom, a twelfth grade student from attending their senior ball and/or senior trip, or seniors from participating in pre-game/post-game Senior Night activities.
4. Dropping a class cannot change students' immediate academic eligibility status. The current grade on the date in which a student officially drops a class, will be the grade used to determine the student's eligibility status for the next 5 days, including the date the class was dropped.

### **Review Process**

Students or their parents/guardian may request the review of an ineligibility decision to a committee. The purpose of the review committee will be to meet and determine if the school and student followed procedures. The committee will include a student-selected teacher, standing DTA representative, Assistant Principal, and the Principal. Upon review, the committee will meet with the student, their parent/guardian, and the teacher of the course in which the student is failing.

If procedures were followed, the committee will uphold the ineligibility decision. If procedures were not followed, the committee will reinstate the student's eligibility. At least three of the four members must be in attendance at the appeal meeting. In order for the committee to reinstate eligibility, each member must agree that the change is warranted. A notice of review must be submitted to the Assistant Principal in writing. The review committee must meet within five school days of receiving the notice of appeal.

### **D. Driving and Parking on Campus**

Student parking is available to students (seniors have priority and then juniors) on a first-come first-served basis. Permits may not be sold or transferred. Students must park in the designated student parking area. Students may not park in any staff, visitor, reserved space, or in a designated "No Parking Area". If a student is parked illegally, they will be issued a warning ticket. When the school's records indicate a prior parking violation, the student's vehicle will be

towed away and stored at the owner's expense. Additionally, the student will be issued a disciplinary referral. Vehicles should be locked. Although the parking lot is patrolled, parking is at the student's own risk. Dansville High School assumes no liability for damaged or vandalized vehicles.

The general rules for driving and parking are as follows:

1. Students must park in designated student areas.
  - a. Student parking is located at the Sports Complex.
  - b. Students in Health Careers or Sports Science Academy may park in the front parking lot.
2. The speed limit on campus is 15 miles per hour. Slower speeds are required as per weather conditions and parking lot congestion.
3. A complete stop must be made at all stop signs.
4. Students may not loiter in the parking lot or in vehicles.
5. Dansville High School reserves the right to tow vehicles on school grounds.
6. Students violating traffic law or the Code of Conduct may be subject to school imposed discipline including suspension from school. In addition, law enforcement may be contacted.

**E. Cellular Phones/Electronic Devices:** When a legitimate need exists (e.g., power outage, pick up arrangements) for a student to communicate with parents via cell phone during class time, the student must report to the Main Office to make arrangements with administrative staff to make a call.

The extent of the confiscation and/or search of the cell phone or electronic device is dependent upon the circumstances present at that time and within the discretion of school authorities. Whether or not when the cell phone/electronic device is returned to the student or parent is also dependent upon the circumstances presented at the time of violation. Remember: cell phones or electronic devices, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in a school sanction and/or criminal investigation by the police.

## **XII. SERVICES FOR STUDENTS**

### **A. School Counselors**

Your counselor will act as a facilitator in the decision-making process: explaining curriculum; describing course content; interpreting achievement and aptitude test scores; advising you of requirements for various colleges and careers; helping you to assess your needs and interests; and assisting you to develop an educational plan that will help you achieve your goals. It is not your counselor's job to make decisions for you, but rather to help you consider the important information that should enable you to make better decisions. Furthermore, your counselor is trained to help you deal with behavioral or personal problems. Personal counseling is one of the aspects of the job which counselors enjoy.

In the event a counselor, school administrator, school nurse or SRO determine it necessary, a referral will be made to social services, medical/psychiatric personnel, etc. Any time that you would like to meet with your counselor, come to the counseling office before or after school or during free periods to schedule an appointment.

## **B. College/Career Resources**

Dansville High School employs counselors who are available to teach application and interviewing skills, provide experience to explore college opportunities and support you with your college/career search.

The Dansville High School also employs a career exploration coordinator to schedule job shadowing experience and job investigation opportunities. See your counselor to schedule an appointment with the career exploration coordinator.

## **C. Visitations by College and Military Representatives**

Representatives from many area colleges and various branches of the service are scheduled each year to visit Dansville High School. Consult the counseling office, website, weekly emails or discuss upcoming visitations with your school counselor to see when representatives will be in the building.

## **D. Library**

All students who want to use the library must have a pre-signed pass from the librarian or library aide. Should the library approach maximum capacity, students with research and homework assignments will be given priority. The school library is an important research and study center for everyone. When in the library, students are expected to adhere to the rules established by the librarian. The library should not be used as a place to socialize. Students who go to the library are expected to have a pre-signed pass from a teacher.

## **E. Chromebooks**

A Student who repeatedly causes damage to a Chromebook may lose the privilege to use a Chromebook in school and/or take a Chromebook home.

## **F. Internet Access**

Internet access is a privilege. The Internet is governed by the approved Board of Education "Acceptable Use" policy. Students must agree to the "Acceptable Use Policy" each time they log onto a District device including, but not limited to, Chromebooks, desktop computers and tablets. Violators of this policy are subject to loss of Internet access and other disciplinary actions. The use of Instant Messenger, Google Chat, and other on-line communications used for anything other than school related activities is absolutely prohibited.

The use of computers and the Internet are important tools in research and therefore should be used appropriately. Students are responsible for good behavior on school computer networks just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided to students to conduct research and communicate with others. Access to network services is given to students who agree to act in a consistent and responsible manner. Access is a privilege – not a right, and the District uses appropriate technologies to restrict access to

inappropriate sites. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over the networks. It is presumed that users will comply with District standards and will honor the agreements they make each time they log-in. Beyond the clarification of such standards, it is impossible for the District to completely monitor or control the communications of individuals utilizing the network. NOTE: This school district subscribes to GoGuardian and other filtering systems, and the Genesee Valley Educational Partnership monitors student accounts for violations of the Acceptable Use Policy. For more information regarding the Dansville Central School technology plan, which includes Acceptable Use Policy and 1:1 guidelines, visit: <https://docs.google.com/document/d/1BVWDQXbBpohGtnco-fWsqu8E9HJa8BtWTCyvphx7FSk/edit>

### **G. Weight Room**

The weight room is open to all students who wish to use it. Proper and adequate supervision is necessary at all times. Horseplay and dangerous acts will not be tolerated. Athletic teams will be given priority for weight room usage before and after school. Coaches are expected to schedule times in the weight room with the Athletic Coordinator.

### **H. Pool**

The pool is open to all students who wish to use it providing that proper and adequate supervision is present. A certified lifeguard with "Water Safety Instruction (WSI)" is the only appropriate supervisor. Athletic teams will be given priority for pool usage before and after school. Coaches are expected to schedule times in the pool with the Athletic Coordinator.

### **I. Health Services**

The nurse's office is available for student utilization when medical emergencies present themselves. Students who need to visit the nurse's office must obtain a pass from their teacher prior to leaving class. The nurse, or any other staff member, is prohibited by law from dispensing any medication to students, including over-the-counter medication, without written authorization from the student's physician and parents. Medication administration permission forms are available in the Health Office. All students are encouraged to utilize this form in the event that minor aches and pains are incurred during the school day that may necessitate the use of mild pain relievers. It is important that proper communication take place between the school nurse and parents/guardians regarding student health issues. Student injuries that occur on school grounds should be reported to the nurse immediately. Also, inform the nurse of other conditions that may prohibit a student from participating in activities or any allergies that a student may have.

### **J. Food Service**

Lunches are provided to students who wish to purchase hot food from the cafeteria for a nominal charge. A variety of lunch options are available every day. Sandwiches are available in the event a student forgets their lunch money. Free and reduced lunch is an option available for families who have limited incomes (<https://www.dansvillecsd.org/site/default.aspx?PageType=3&ModuleInstanceID=2703&ViewID=C9E0416E-F0E7-4626-AA7B-C14D59F72F85&RenderLoc=0&FlexDataID=4281&PageID=2353>)



&Comments=true ). Free and reduced lunch is confidential information. The only person who has access to this information is the cafeteria manager. Families should feel comfortable knowing that this information is not shared with anyone. Applications are available in various send-home informational packets and from the cafeteria manager.

### **K. Transportation**

Transportation is available to all students in grades 7-12. Students are reminded that there is no eating or drinking allowed on the buses. The Transportation Supervisor is available to schedule student pick-ups and answer questions at 335-4070. Please consult the yellow "School Bus" information guide for rules, regulations, and schedules.

### **L. Student Activities**

The Dansville High School offers an array of activities and clubs, which include student leadership, world cultural experiences, community service, interest groups and academic competitions and experiences. Each student is encouraged to participate in one or more of these programs.

### **M. Student Council**

It is the purpose of this organization to aid the school administration in its decisions by communicating the feelings and views of the student body. The goal of the Student Council is to improve communication throughout the school. Representatives from each class are selected by their classmates. Officers are elected by the student body.

### **N. Poster Policy**

All posters and informational hangings to be placed in the halls or on bulletin boards must be approved by a club advisor or by the school administration. Inappropriate signs will be removed or denied permission to be hung.

### **O. Digital Education**

Chromebooks and emails (@dansvillecsd.org) are for educational use only. The district does not support students using Chromebooks for personal use. Emails intended to be sent to large groups must be approved by administration before being sent.

### **P. Athletics**

Dansville School District offers a variety of sports for students. Students are encouraged to try out for at least one sport per sporting season. More information is available in the athletic coordinator's office.

### **Q. School day (Hours):**

It is expected that students are in school from 7:50 to 3:20. The 9th period (2:29 – 3:20) is a part of the school day and students are expected to attend any administrator, teacher or club advisor appointments.

**R. Self Harm Protocol:**

The purpose of this regulation is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide in furtherance of the District's Self Harm Prevention Policy.

**S. Online Course Credit:**

The Board of Education recognizes that new technologies are changing the way instructional material can be delivered to students. These technologies may permit the district to more effectively reach all students and provide expanded and enriched curriculum opportunities. Therefore, the Board encourages teachers and administrators to utilize online instructional opportunities for students. The use of distance learning opportunities (e.g., through BOCES), where students attend class in the district with instruction provided remotely by a teacher at another location, may be utilized but is not covered by this policy.

In accordance with Commissioner's regulations, the Board authorizes the use of district-approved online courses which enable students to earn course credit, in accordance with this policy. Such online course instruction may be used to supplement a class offered by the district ("blended course") or it may be the sole mechanism for delivering the subject matter ("online course"). Online courses may be provided either with district instructional staff, through a BOCES contract, or through a shared services contract with another school district.

The Superintendent is directed to develop the following:

1. a mechanism for reviewing and approving online educational programming that can be used to enable students to earn course credit as either part of a blended or online course in accordance with Commissioner's Regulations and policy 4200, Curriculum Management;
2. criteria and procedures for admitting students to online courses; and
3. methods for monitoring the efficacy of online courses.

In developing the procedures above, the Superintendent, with the assistance of appropriate staff, shall consider:

- the equitable access of students to blended and/or online courses;
- the adequacy of instructional support for students utilizing blended and/or online courses;
- the budgetary impact of use of blended and/or online courses; and
- the fit of online education resources to New York State learning standards.

A.) Accelerate U: <https://www.edutech.org/resources/accelerateu-online-learning>