



# **EDEN HIGH SCHOOL**

**2024-2025**

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***This agenda belongs to:***

# **STUDENTS' RIGHTS AND RESPONSIBILITIES**

## **STUDENT RIGHTS**

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

## **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day, unless they are legally excused, and be in class, on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to the direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as positive representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. To report any or all types of bullying/harassment/cyberbullying to guidance counselors, teachers or building administrators.

## **STUDENT CIVILITY**

All student interaction and communication among themselves, teachers, District administrators, other District personnel and visitors on District property will be appropriate, civil and respectful. Students are expected to behave with dignity and treat others with respect and courtesy. Students should respect their peers, teachers, and school staff. Individual behavior should not interfere with the rights of others. Students are expected to use language that is appropriate in demonstrating respect for self and others. Profanity, vulgar language including, but not limited to, negative comments based on race or ethnicity and obscene comments or gestures toward others will not be tolerated. Appropriate disciplinary action will be taken.

## AGENDA BOOKS

Each student will receive an agenda book at the beginning of the year. **This book must remain intact with no pages being removed.** This book contains all the rules and regulations as well as serves as the student's pass book and assignment book. Since this book serves as a students' daily pass, those who report to class without their agenda book may receive a detention.

## PASSES

Each student will find a monthly allotment of passes on the following pages. These passes are to be used to go to the lavatory, locker, nurse, to see a teacher, or use the phone. They should not be abused. Abuse of this privilege may result in loss of monthly passes.

1. Students must request permission to use these passes. Once all passes are used the student may no longer request permission to leave class. The passes do not transfer to the next month if not used.
2. The teacher has the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.
3. Students need not use their monthly passes to go on an errand for a teacher, go to the office when called, or to see a teacher at the teacher's request. Teachers should use the TEACHER PASSES below for such purposes.

## ATTENDANCE

1. Students who are absent from any of their classes or school at least 10% of the school days will be in danger of losing academic credit for that class or classes. When the District determines that a student has exceeded twenty (20) absences in a 1 credit course or ten (10) absences in a half ( $\frac{1}{2}$ ) credit course, the District will stop grading the student in that course, but the student will remain in and be required to attend the course without receiving credit. By law, all absences, excused or unexcused, will be recorded.
2. Students taking additional vacation days while school is in session will be charged with one absence for each school day missed.
3. For students in a half ( $\frac{1}{2}$ ) year course that reach thresholds of four (4) & eight (8) of unexcused absences, a parent meeting will be scheduled. For students in full year courses that reach thresholds of 5, 10, 15, & 18 unexcused absences, a parent meeting will be scheduled. Parents will also be notified by mail when a student accumulates four (4) absences in a half ( $\frac{1}{2}$ ) credit course and /or ten (10) absences in a 1 credit course. Notification will also be given when the limit is exceeded.
4. Students who violate the attendance regulations and believe special consideration should be given in their situation may appeal in writing or in person to the Building Principal. This must be done within five (5) school days from the date of notification. The Principal will convene an appeal panel (STAGE 1) composed of faculty members to decide on the appeal.
5. Subsequent appeals may be made in writing to the Principal or his/her designee (STAGE 2) five (5) school days after notification of the STAGE 1 decision.

**Special Note on Appeals:** It will be the student's responsibility to see that all the data is filled in and that the attendance record is attached at all stages. Any supporting data is to be obtained by the student and presented with the appeal.

## **SPECIAL CONDITIONS**

1. New Entrants -- Attendance of students entering a class after the start of the school year will be handled on a prorated basis.
2. Re-entrants -- The attendance of students leaving and re-entering during the same school year will be cumulative.
3. Home Teaching -- Home teaching may be assigned for long-term illness and does not count against the student. A doctor's note is needed when applying for this service.
4. Physical Education -- Students are reminded that special requirements must be met for Physical Education classes as per instructions from your Physical Education teacher.

## **ARRIVAL AT SCHOOL**

Students should normally arrive at the Middle School between 7:15 a.m. and 7:25 a.m. and will be marked tardy at 7:30 a.m. Because there is no supervision, students are allowed in the building no earlier than 15 minutes before the start of school unless they are dropped off by the bus or unless they are here for a teacher supervised activity. Students must go directly into school. Students are not allowed to leave school grounds without prior permission. A student arriving at school after 7:30 a.m. during homeroom should report directly to the Attendance Office.

## **ABSENTEES**

Whenever it is necessary to be absent from school, a parent or guardian must call the Attendance Office at 992-3663 to explain the reason for the absence. If no call is received, the Attendance Office will call the student's parents or guardians to obtain the reason for the absence.

A student will be excluded from participation in any extra-curricular activity (sports, clubs, field trips, or any other related functions) on a day he/she is absent from school, or not present by 9:45 a.m. Any exception to this would require verification from parent/guardian as to the presence of unusual circumstances. Any medical or court appointments will require written verification from the official source.

Students with special transportation arrangements must contact the transportation department at 992-3633 if transportation is not needed for the day.

## **TARDINESS**

The law recognizes only a few legitimate excuses for being late to school, such as personal illness, illness in the family, requirement of students at home in an emergency, impassable roads, weather making travel unsafe, quarantine and attendance at clinics or court. Excuses noted as "personal reasons" are not acceptable. Examples of personal reasons are: missing the bus, oversleeping, visiting with a neighbor or friend, etc. After every three (3) instances of unexcused tardiness, students will receive a detention. For every six (6) instances of unexcused tardiness a parent meeting will be scheduled.

## **LATE TO CLASS**

If a student reports to class late three (3) times without a pass then the teacher may complete an Office Discipline Referral Form.

## **EARLY DISMISSAL**

New York State Education Law stipulates that no student can be off campus for any reason unless parental permission has been given. Further, it is always necessary to gain permission from the Principal to leave campus during school hours. An off-campus pass is required.

A written note explaining the reason for the off campus or a telephone call to the Attendance Office by 8:00 a.m. is required before an off-campus pass will be granted. If a student is to be picked up for early dismissal, a parent, guardian and/or approved adult must come to the attendance office to sign the student out.

The general reasons for which an off-campus pass will be issued are:

1. Medical and dental appointments that cannot be scheduled at any other time.
2. A funeral, when a member of the family or student is acting as a representative of the school.
3. Job or college interviews, with an appointment, that cannot be scheduled at any other time.

It would be the option of the Principal's Office not to issue an off-campus pass for these reasons: If the student is in danger of failing a subject or is in any danger, in the case of seniors, of not graduating. This would be done by personal contact with parents. Any student off campus without permission will be considered truant and discipline will follow.

## **OFF-CAMPUS PERMISSION/PROCEDURES**

1. A telephone call or a written note from a parent to the Attendance Office must be received by 8:00 a.m.
2. A pass will be ready in the Attendance Office before 1st Period on the day which the Off Campus is to occur.
3. Before leaving, the student must sign his name and parent must sign at the time of departure on the off-campus sheet in the Attendance Office.
4. Upon return, the student must fill in his exact time of arrival on the off-campus sheet.

## **TRUANCY**

Truancy may result in in-school suspension. Any exception to the above will be determined by the Principal in accordance with the student's individual circumstances.

## **VACATION PROCEDURE**

### **Policy for Student Voluntary Absences during School Time:**

Vacation time requests cannot be granted and are ill-advised; it must become the parents' decision. If parents choose to do so, it is recorded on the student's permanent record as an unexcused absence with parental permission. **STUDENTS ARE RESPONSIBLE FOR ALL WORK MISSED DURING THEIR TIME OF ABSENCE.**

- A. Parents must provide notification at least two weeks in advance to the Principal.
- B. Parents must also inform the Attendance Office or Principal as to the length and date of absence.
- C. Refer to attendance section for rules on excessive absences.

# PROCEDURES

## ACADEMIC PROBATION/ELIGIBILITY

A student's first responsibility is to their academic achievement before all other activities. Participation in our comprehensive student activity program and interscholastic athletic program is a privilege that comes along with being academically successful. In order to ensure that students place a priority on a well-rounded education, the following Academic Probation policy has been developed by the building-level Shared Decision Making Team.

1. Students will be placed on the Academic Probation list if:
  - They are failing one class
  - Have an incomplete in a class
  - **Below 70%** in two or more classes
  - In addition, students will be placed on the Academic Probation list at the start of a new year if they failed one or more classes during the previous school year.
2. Students will remain on the Academic Probation list for five weeks. The report will be posted on the Parent Portal and a copy will be given to the students during homeroom on Monday morning informing them of their eligibility status for the upcoming week. The updated list will be in effect from the beginning of the school day on Monday through the end of the day on Sunday.
  - A. Teachers will report weekly progress for the students on the Academic Probation list each Friday afternoon.
  - B. Students will be given a report during homeroom every Monday morning informing them of their eligibility status for the upcoming week.
  - C. Parents/Guardians can view a copy of the report by logging into PowerSchool on a computer and clicking academic probation at the top left. The PowerSchool App will not accurately reflect the current academic status.
  - D. If you have any questions about the report, you should email the individual teacher. For general questions, you can contact your child's guidance counselor at 716-992-3601.
  - E. A letter will go home every five weeks that your child remains or is placed on academic probation.
  - F. The updated list will be in effect from the beginning of the school day on Monday through the end of the school day on the following Sunday.
  - G. It is the responsibility of the student to monitor their own academic progress in order to meet the requirements for participation in school-sponsored events.
  - H. While on Academic Probation (list is in effect for five weeks), students must meet the requirements located on the chart (see below).
  - I. Students who do not meet the requirements to be removed from the Academic Probation list each week will be unable to participate in any school-sponsored activities; this includes, but is not limited to: dances, club/organization activities, class trips, the musical, and all athletic events (either as a team

member or spectator). Music department requirements for class grading purposes are exempt from this policy.

- J. It is the responsibility of all faculty advisors/coaches to enforce the Academic Probation list and to prohibit the participation of students whose names appear on the list in all school extra-curricular activities.
- K. It is the responsibility of the student to monitor their own academic progress in order to meet the requirements for participation in school-sponsored events.
- L. While on the Academic Probation list for five weeks, students will need to do the following:

### **Academic Probation/Eligibility Requirements**

<b>Academic Performance</b>	<b>Eligibility/Participation</b>	<b>Requirements</b>
Satisfactory (S) in all classes	Eligible for full participation in school-sponsored activities.	None
Unsatisfactory (U) in 1 class	Eligible for full participation in school-sponsored activities, including practices and games, so long as all requirements are met.	Report to Academic Enhancement Program after school Tuesday, Wednesday, and Thursday.
Unsatisfactory (U) in 2 classes	Ineligible for participation in school-sponsored activities and games, but may attend practices so long as all requirements are met.	Report to Academic Enhancement Program afterschool Tuesday, Wednesday, and Thursday.

❖ **All students with 3 or more Unsatisfactory (U) are required to attend the Academic Enhancement Program.**

### **ACCIDENTS**

All accidents, regardless of how minor, occurring to pupils going to or from school, on school property, engaged in school-sponsored activities off campus or on the school bus must be reported to the teacher or person in charge of the activity as soon as they occur.

The person in charge will fill out and sign an accident report sheet to be sent to the clinic. Students are to report to the clinic the following day. Also, the student is to notify the nurse whether or not outside medical attention was necessary.

### **TRANSPORTATION RULES**

1. The bus driver has complete charge of pupils while they are entering, leaving and riding on any bus. Pupils are expected to conduct themselves, so that they do not distract the driver. Any pupil who has a behavior problem will be reported to the

Principal. Bus reports could result in the pupil being denied transportation. In such cases, parents will be notified. **(See Section XI, B # 2)**

2. Be on time at your scheduled stop. Stand back from the road a safe distance and stand still when the bus is approaching your stop. No pushing or horseplay.
3. Students are required to pass in front of the school bus when crossing the road to board or get off a bus, after being signaled by the driver.
4. All students should board their bus immediately at dismissal time and take their seats. They must stay in their seats until the bus comes to a complete stop at the unloading point.
5. There is to be no use of tobacco products or lighting of matches on the bus.
6. There is to be no shouting, loud talking or whistling, bullying, and harassment.
7. Head, hands, arms or other parts of the body are not allowed out of the windows at any time. No articles are permitted to be thrown from the bus.
8. All students will ride their regularly scheduled bus to and from school unless permission to deviate has been given by the Principal.
9. Students taking late buses must have a late bus pass signed by a teacher. The pass is only good at the time stated and will be honored only at the high school.
10. No live animals or items of a dangerous nature (i.e., glass, sharp edges, etc.) will be allowed on the bus.
11. No large items such as musical instruments and sporting equipment will be allowed on the bus unless it is in a case or sports bag and adhere to N.Y.S.D.O.T., S.E.D., and D.M.V. regulations.
12. Inappropriate behavior on the bus could result in a loss of transportation.
13. Coaches must accompany their teams on the bus to and from all events.
14. At the discretion of building principals, inappropriate use of electronic devices on buses will be subject to discipline as per #8 under Article IX Prohibited Student Conduct.

## **CAFETERIA LUNCHES**

Lunches are available during all three-lunch periods. Students may purchase a lunch in the cafeteria or bring one from home. Students and parents may set up prepaid accounts online by going to [myschoolbucks.com](http://myschoolbucks.com) or by sending in a check to the high school cafeteria. Make checks payable to Eden Central School. Please include your child's name in the memo.

Eden Central School cafeterias will remain cashless. We will not accept cash or give change for any transaction.

If a student's account does not have sufficient funds, they will be allowed to charge a meal. Charges should be paid back in a timely manner.

Any student who owes money may not buy snacks or extras until the charges are paid in full. Snacks and extras can never be charged.

## **STUDENT DRESS CODE**

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

The dress code includes, but is not limited to the following and the final decision is that of the school administrator.



A student's dress, grooming, appearance, includes hair style/color, jewelry, make-up and nails. A student's cleavage, front, back and side midriff and buttocks must be covered with clothing.

1. Clothing, hairstyles and all jewelry worn must be safe and not disrupt or interfere with the educational program.
2. Students must wear footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Skirts, dresses and shorts must be an appropriate length.
4. All outerwear, which includes but is not limited to, coats, gloves, and jackets are not to be worn in the building.
5. Hats, hoods, bandanas, doo rags, visors, non-functional headgear and sunglasses are not to be worn inside the school building, except for religious or medical purposes.
6. All buttocks and boxers must be completely covered with outer garments.
7. No sleepwear, which includes but is not limited to, pajamas, pajama pants, bathrobes, and slippers. Likewise, it is not permissible for students to carry or wear blankets around the building. Exceptions on days designated by the school (ex: Spirit Week, team unity days)
8. Tube tops, halter-tops, and backless tops are not allowed. One-shoulder tops, strapless tops and low-cut tops that show cleavage are not allowed.
9. See-through clothing is not allowed.
10. Bare midriffs front, back or middle are not allowed. Shirts or tops must cover the waistband of pants, shorts or skirts.
11. The wearing of chains and spike jewelry that may be used or construed as a weapon is prohibited. (No spikes, pins or chains)
12. Clothing and accessories must not display (1) racial or ethnic slurs, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote messages including alcohol, tobacco and other drugs.
13. String backpacks or backpacks of similar size are allowed to be carried during school hours. They must be able to hang on the back of the desk's chair or under the desk. Large sport bags will not be allowed to be carried during school hours.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including out of school suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **DRIVING PERMITS**

Students who desire to drive to school must get a driving permit application from the Principal, completely fill it out, have it signed by a parent, and return it to the office. The administration will review the application. If everything is in order, the application will be approved. Students driving to school must adhere to these rules:

1. All student vehicles must have a parking pass.
2. All cars must be parked in the tennis court parking lot. The first row is reserved for teachers only. Students parked in the first row may have their vehicles towed away at their expense. This rule includes motorcycles. There is a special area reserved for motorcycles only.

3. **Students are not allowed in the parking lot during the school day, for any reason, without prior approval from the Main Office and must be escorted.**
4. Students must drive with extreme caution and must refrain from excessive noise in the operation of vehicles.
5. The maximum speed limit on school property is 10 m.p.h.
6. School buses and pedestrians **always** have the right of way.
7. All students attending vocational programs must take the bus to and from their program.

Any violation of driving rules or school rules will result in the assignment of detentions and/or the loss of privilege to park on school property.

## **DRUG AWARENESS PARENT PROGRAM**

Any Eden student who wishes to attend dances or other school related activities must have at least one parent or adult guardian attend a basic alcohol and other drug training program that will take place at the Eden High School. These meetings will be scheduled and announced to the parents prior to the start of the school year. Once a parent attends, it is good for seven years.

## **FIRE DRILLS**

A fire escape plan is posted in each room. Teachers should review all plans and procedures with their students. Students should study the plan and become familiar with it. In case of a fire alarm, students should listen for instructions from their teachers. Students should exit the building quickly and quietly but in an orderly fashion. Talking, disorderly conduct, and inattention during the fire drills can ultimately cause harm to students in a real fire situation. Students who are uncooperative during a drill will be sent to the office for disciplinary action.

## **USE OF THE LIBRARY**

The Library is open from beginning of the school day to the end of the school day. Usage of the Library during school hours is by pass only. Library passes must be completely filled out and signed by a teacher before coming to the Library. Students may use the Library during study hall periods and are to remain in the Library for the entire period.

## **LOCKERS**

All students will be assigned a locker. Lock numbers and combinations will be assigned by the Vice Principal. In the interest of protecting students' property and lockers, the following rules should be strictly observed:

1. Never share combinations with others and do not preset combinations.
2. Memorize combinations then destroy written records. If you forget the combination, check with the Vice Principal. If you have another type of locker problem, stop in the office and see the Vice Principal. The problem will be corrected as soon as possible.
3. Use your own locker; never trade with another student.
4. Students will be held responsible for damage they cause to their lockers. If your locker is tampered with or broken into, report it to the office immediately.
5. Kicking or slamming locker doors make them irreparable. Report any mechanical problems to the office.

6. Keep lockers clean and neat. Do not paste items to locker doors.
7. Leave valuable items at home.
8. Lockers are the school's property and can be searched at any time by the Principal.

## NATIONAL HONOR SOCIETY

The Eden High School chapter of the National Honor Society has developed its selection procedure to comply with national standards and guidelines. However, the selection procedure used at Eden High School may vary slightly from that of other schools, as national guidelines allow each chapter to modify its selection process to meet local needs. NHS is more than just an honor roll. The Eden Middle & High School National Honor Society chapter establishes rules for selection for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built. "Once selected, members have the responsibility to continue to demonstrate these qualities".

### NHS ELIGIBILITY

Juniors and seniors who are enrolled as full-time students at Eden High School are eligible for consideration as members. In order to be academically eligible, a student must have and maintain a cumulative grade point average of 93 or higher. Grade point averages are figured based on the student's performance from the start of earning high school credit (could be in eighth grade) through the end of the first semester of junior year for junior candidates and through the end of the junior year for senior candidates. Grade point averages are not rounded up. In order to be eligible, the student must have attended Eden High School for a minimum of one semester. For more information on the National Honor Society process go to the Eden High School website.

### NURSE/CLINIC

**Any student leaving the building without first getting permission from the clinic or office will be considered truant and will be dealt with accordingly. Students should not call home, the nurse, or someone in the office will do that for you.**

Students who feel ill or are injured while in school, should report to the clinic immediately or at a teacher's referral. If the nurse is unavailable, they should report to the office for instructions.

Students who feel ill may be released to go home only if parental consent is received by the Nurse or Principal.

Under New York State Law, the nurse is permitted to give first aid treatment only to injuries received in a school activity and to give medication only on the written order of the family physician.

If a student misses more than 20 minutes of a class it will be treated as a class absence.

### STUDENT VISITOR PASSES

The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the attendance office and present photo ID upon arrival at the school and state the purpose of their visit. Visitors will be

required to sign the visitor's register and follow specific building procedures. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.

3. Parents or citizens who wish to observe a classroom while school is in session are required to obtain permission in advance from the building principal.
4. Visitors are expected to refrain from taking class time to discuss individual matters with teachers. Visitation will occur in a way that avoids or minimizes disruption to the normal learning process and the ordinary classroom routine. The building administrator may accompany visitors during the visit when appropriate. Visitors are expected to maintain confidentiality regarding information acquired during the course of the visit.
5. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants. Before a child may be released from the building to a visitor, the visitor must be approved by the building principal or designee as one having the legal right to take the child. The visitor will wait in the main office for the child to come from the classroom and/or follow other duly approved procedures for that building.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

## **VOCATIONAL EDUCATION**

1. All students must ride to and from their vocational program on school provided transportation.
2. Students are not allowed to go to their cars prior to leaving or returning from their vocational programs. No students are allowed in the parking lot without permission from the main office.
3. Students will leave and enter the school building through the doors next to the bookstore.
4. Students who are returning and going to lunch must report directly to the cafeteria they may not go to their lockers first as classes are already in progress.
5. Failure to behave properly on the school bus could result in loss of transportation and jeopardize your program. (All bus transportation rules apply.)

## **PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

Students may be subject to disciplinary action up to and including suspension from school when they:

**A. Engage in conduct that is disorderly and/or disruptive. Examples of disorderly and/or disruptive conduct include, but are not limited to:**

1. Running in hallways.
2. Making inappropriate or unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community. Students are responsible for having their lunches with them in school. In rare instances that a student forgets lunch, a parent may bring it in; however, food deliveries for an individual or for a group of students disrupt the normal operation of the school community. Requests for food deliveries to accommodate a group must be approved in advance by the principal, i.e., classroom activities, birthdays, etc.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building. Nor, without such permission, are they permitted to enter any school building before it is normally opened or to remain in any school building after it is normally closed.
7. Loitering on school premises.
8. Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; evading the district's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
9. Unauthorized use of personal electronic devices/equipment (i.e. cell phones, MP3 devices, cameras, smartwatches and other personal electronic devices deemed inappropriate by the administration):
  - a. Electronic devices in grades Pre-K-5 are deemed inappropriate by the administration.
  - b. At the Middle and High School, no cell phone use is permitted in instructional settings unless directed by the teacher. This includes texting, looking at the time, etc. Cell phones must be set in silent mode and put away in the student's pocket or bag; not on their desk. Cell phone use is permitted in the hallway only during passing time. (not during an instructional time once classes are underway). Cell phone use is permitted in the cafeteria during lunch periods at the discretion of the supervisors. The use of other electronic devices in the classroom is the discretion of the teacher and by individual building procedures.
  - c. **Should students use headphones outside of the classroom (Hallway, cafeteria, etc.) they may only be used in one ear.**
  - d. If any cell phone or electronic devices are seen or used without teacher permission in the classroom, they will be confiscated and returned at the end of the day with one day of detention. For the second violation, they will receive one day of I.S.S. For the third offense, two days of I.S.S., electronic devices will be confiscated, and a parent may retrieve the cell phone or electronic device by scheduling a meeting with an administrator. Students who fail to comply with staff requests will face additional consequences.
  - e. NYS Education Department prohibits students from having any electronic device during NYS assessments. Possession of electronic devices will mandate a zero for the assessment.

10. Unauthorized use of a personal computer, laptop, tablet or e-reader and/or other computerized information resources.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but not limited to:**
1. Failing to comply with the reasonable directions of teachers, school administrators, other school personnel in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving class or school without permission.
  3. Skipping an assigned class or detention.
- C. Engage in conduct that is violent. Examples of violent conduct include:**
1. Committing an act of violence (such as hitting, kicking, punching, and/or scratching) upon any other person on school property or attempting to do so.
  2. Bringing in a weapon onto School District property or to a school function.
  3. Possessing a weapon.
  4. Displaying what appears to be a weapon.
  5. Threatening to use any weapon.
  6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  7. Intentionally damaging or destroying school district property.
  8. Engaging in verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student, teacher, administrator, other district employee or any person lawfully on school property to fear for his or her physical wellbeing.
- D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:**
1. Lying to school personnel.
  2. Forgery.
  3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing videos, audio recordings or pictures (written material, cell phones, internet, YouTube, etc.).
  5. Discrimination, which includes the use of a person's actual or perceived race, age, sexual orientation, use of recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, or disability as a basis for treating another in a negative manner.
  6. Harassment, which includes the creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse. Harassment includes behavior that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on the student's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex. Harassment, even if it occurs while at home, may have consequences at school if the conduct interferes with the school environment.
  7. Intimidation/extortion, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort.

8. "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety, and welfare of students or employees.
9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliation with or maintaining membership in any school-sponsored activity, organization, club or team.
10. Selling, using or possessing any obscene material.
11. Using vulgar or abusive language, cursing or swearing.
12. Actual or attempted possession, consumption, sale, distribution or exchange of alcoholic beverages, tobacco, tobacco products, e-cigarettes (also known as electronic cigarettes or smokeless cigarettes), nicotine-delivery devices and JUUL or similar devices or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia or use of such drugs or be under the influence of any such substances on school property or at a school function or being under the influence of any of these. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs; or possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, CBD products (containing cannabidiol, such as oils, pills, candy, etc.). Drug paraphernalia and any substances commonly referred to as "designer drugs." **Any such substance found on school property will be confiscated.**
13. Inappropriately using or sharing prescription and/or over-the-counter drugs.
14. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
15. Gambling.
16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
17. Initiating a report, warning of fire or other catastrophes without valid cause, misuse of 911, or discharging a fire extinguisher.
18. Instigate or encourage another person to violate this code of conduct
19. Actions that create an intentional breach in building security. This includes, but is not limited to, propping exterior doors open, admitting individuals into the building through any means besides the designated front entrance, and not following sign-in/sign-out procedures upon entering or exiting the premises.

**E. Engage in misconduct while on the school bus.**

It is crucial for students to behave appropriately while riding on the district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to remain seated and conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

**F. Engage in any form of academic misconduct. Example of academic misconduct include:**

1. Plagiarism.
2. Artificial Intelligence (such as ChatGPT) to complete assignments without the instructor's permission.
3. Cheating.
4. Copying.
5. Altering records.
6. Assisting another student in any of the above actions.

## REPORTING VIOLATIONS

All students are expected to promptly report to school staff, chaperones, or other appropriate adults, all violations of the Code of Conduct, including but not limited to, threats of violence; possession of a weapon, alcohol, and/or illegal substance.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor. This person shall investigate the matter and 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 building principal or his/her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practicable, but in no event later than the close of business the day the principal or his/her designee learns of the violation. The notification may be made by telephone, followed by written communication in a timely manner. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

## DISCIPLINARY PENALTIES, PROCEDURES, MINIMUM PERIODS OF SUSPENSION AND REFERRALS

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

Disciplinary action, when necessary, will be firm, fair and consistent. School personnel authorized to impose disciplinary penalties will consider the following:

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

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

### A. Penalties

Students who are found to have violated the district's Code of Conduct may be subject to one or more of the following penalties. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral and written warnings: any member of the district staff.
2. Written notification to parent: counseling staff, teachers, principal, superintendent, or any other member of the district staff, in consultation with the building principal or his/her designee.
3. Classroom detention: teachers.
4. School detention: principal or his/her designee.
5. Suspension from transportation: principal or his/her designee.
6. Suspension from athletic participation: coaches, principal or his/her designee
7. Suspension from social or extracurricular activities: activity director, principal, or



his/her designee.

8. Suspension from or loss of other privileges: principal or his/her designee.
9. In-school suspension: principal or his/her designee.
10. Removal from classroom: teachers (under circumstances defined in the Code), principal or his/her designee.
11. Short-term (five days or less) suspension from school: principal or his/her designee.
12. Long-term (more than five days) suspension from school: superintendent
13. Permanent suspension from school: superintendent

## **B. Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### 1. Detention

Teachers, principals and the superintendent may use before or after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified of the penalty and the student has appropriate transportation home following detention or to detention.

### 2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Educational Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

### 3. Suspension from athletic participation, extracurricular activities, and other privileges as per the Athletic and Extracurricular Code of Conduct.

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

4. In-School Suspension

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes the building principals and the superintendent to place students who would otherwise be suspended from school as of the 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 parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

### Behavior-Related Offenses and Consequences

The following range of consequences should apply in most circumstances. In unusual or extreme cases, this range may not be appropriate. For cases involving absence, truancy, class cutting, tardiness to school or to class, the intention is not to remove the student from the school or the classroom setting except in extreme circumstances.

PINS – (Person In Need of Supervision) PINS petitions should be filed only after communication with the Superintendent of Schools who will insure applicability to current laws and/or regulations.

**The following is advisory in nature. In all instances, student discipline is at the discretion of the administrator who may impose a lesser or greater consequence to each infraction.**

**All violations of the Code of Conduct may be subject to a Superintendent’s Hearing.**

<u>Description</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>Over 3<sup>rd</sup> Offense</u>
Affection, Public Display	Warning	1 Day Detention	2 Days Detention	3 Days Detention
Arson	5 Days Suspension			
Assault/ Extortion - Student/Staff Member	5 Days Suspension			

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**All violations of the Code of Conduct may be subject to a Superintendent’s Hearing.**

<u>Description</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>Over 3<sup>rd</sup> Offense</u>
Cafeteria Behavior - Disruptive	1 Day Detention or Possible Removal from Cafeteria	2 Days Detention, or Possible Removal from Cafeteria	3 Days Detention, Possible Removal from Cafeteria	1 Day I.S.S.
Class Tardiness, 3 or more	1 Day Detention	2 Days Detention	3 Days Detention	
Clothing/ Apparel, Inappropriate.	Verbal Warning, Change clothing	1 Day Detention, Change clothing	2 Days Detention, Change clothing	3 Days Detention, Change clothing
Disrupting Assembly	Removal, 1 Day Detention	Removal, 2 Days Detention	Removal, 3 Days Detention	Removal, 1 Day I.S.S.
Disrupting Class	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Driving Violation	3 Days Detention	5 Days Detention	Possible removal of parking	
Driving/Riding to BOCES unauthorized	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Possible Fighting - Stop on Command	Verbal warning, 1 Day Detention	3 Days Detention	5 Days Detention	
Fighting-Violent	3 Days Suspension	5 Days Suspension		
Forgery	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Graffiti	1 Day Detention, possible payment of damages	2 Days Detention, possible payment of damages	1 Day I.S.S., possible payment of damages	
Harassment/ Bullying/Hazing Physical Verbal Written Cyberbullying	Administration Discretion Based on Incident			
<p><b>The following is <u>advisory</u> in nature. In all instances, student discipline is at the discretion of the administrator who may impose a lesser or greater consequence to each infraction.</b></p> <p><b>All violations of the Code of Conduct may be subject to a Superintendent's Hearing.</b></p>				
<u>Description</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>Over 3<sup>rd</sup> Offense</u>
Indecent Exposure	Administration Discretion Based on Incident			
Insubordination	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Leaving Class	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Leaving School Without Permission – Insubordination	1 Day I.S.S.	2 Days I.S.S.	3 Days I.S.S.	5 Days I.S.S.

Littering	1 Day Detention	2 Days Detention	1 Day I.S.S	
Loitering Halls/Lavatory/ After Hours	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Look Alike Drugs	3 Days I.S.S.	5 Days I.S.S.		
Misconduct in I.S.S. or Detention	Repeat Consequence	Administration Discretion Based on Incident		
Misuse of: Electronic Devices/Cell Phones	Confiscate, 1 Day Detention	Confiscate, 1 Day I.S.S., Parent Meeting	Confiscate, 2 Days I.S.S.	Administration Discretion
Plagiarism/ Cheating	Possible Zero on the Assignment	Possible Zero on the Assignment, No make-up Assignment, 2 Days I.S.S.		
Pornography	3 Days Suspension	5 Days Suspension		
Possession Entertainment	Confiscate, 1 Day Detention	Confiscate, 1 Day I.S.S.	Confiscate, 2 Days I.S.S.	
Possession: Drugs/Alcohol	Confiscate, Administration Discretion	5 Days I.S.S.		

**The following is advisory in nature. In all instances, student discipline is at the discretion of the administrator who may impose a lesser or greater consequence to each infraction.**

**All violations of the Code of Conduct may be subject to a Superintendent's Hearing.**

<u>Description</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>Over 3<sup>rd</sup> Offense</u>
Possession: Nuisance Device	Confiscate and 1 Day Detention	Administration Discretion Based on Incident		
Possession & Theft of Property:	3 Days I.S.S.	5 Days I.S.S.	Administration Discretion Based on Incident	
Possession & Use: Tobacco Products & E- Cigarettes	Confiscate, 1 Day I.S.S.	Confiscate 2 Days I.S.S.	Confiscate 3 Days I.S.S.	
Possession & Sale: Uses Fireworks, Etc.	Confiscate, 3 Days I.S.S.	Confiscate, 5 Days O.S.S.		
Racial/Ethnic Slurs	2 Days Detention	3 Days Detention	1 Day I.S.S.	
Skipping Class	1 Day Detention, No Makeup Work	2 Days Detention, No Makeup Work	1 Day I.S.S.	
Skipping Detention	Reschedule Detention, Verbal Warning	2 Days Detention	1 Day I.S.S.	
Smoking/Use of Tobacco Products & E- Cigarettes	Confiscate, 1 Day I.S.S.	Confiscate, 2 Days I.S.S.	Confiscate, 3 Days I.S.S.	Confiscate, 5 Days I.S.S.

Speeding/Reckless Driving	Verbal Warning, 3 Days Detention	No Parking – 1 Week, 3 Days Detention	No Parking – Permanent, 5 Days Detention	
Trespass, Criminal	Arrest			
Uncooperative with Substitute Teacher	1 Day Detention	2 Days Detention	3 Days Detention	
Vandalism	Administration Discretion Based on Incident			
Vulgarity/Swearing at Student/Staff	1 Day Detention	2 Days Detention	1 Day I.S.S.	
Walking Out of Class	1 Day Detention	3 Days Detention	1 Day I.S.S.	
Weapons	5 Days Suspension, Superintendent's Hearing			

## CONSEQUENCES FOR VIOLATIONS OF BEHAVIOR AND DISCIPLINE POLICIES

The professional staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

- The severity of the incident.
- **A student's previous violations and/or consequences for the same or a related offense.**
- If the offense interfered with the responsibility/rights/privileges/property of others.
- If the offense posed a threat to the health or safety of others.
- If the student has an Individualized Education Plan or a 504 Plan.
- The logical relationship between the offense and the consequence.
- The age-appropriateness of the consequence.

The building principal or his or her designee will 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. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.

3. Restrain or remove a student whose behavior interferes with the orderly exercise and performances of school or District functions, power and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with the Commissioner's regulations.

## **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, the school nurse and district employees 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.

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant.

Unless a crime has been committed on school premises, the school office will contact the student's parents or guardians to arrange for their presence or obtain their consent in order for their child to be questioned by police officials.

### **Student Lockers, Desks, Data Files, and other School Storage Places**

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. For additional information on Searches and Interrogations, including information pertaining to the questioning or interviewing of students by law enforcement officials, and requirements associated with these actions, please refer to Board of Education Policy §7330.