

# VIOLET AVENUE ELEMENTARY SCHOOL



2025 – 2026  
School Year

# VIOLET AVENUE ELEMENTARY SCHOOL

191 Violet Avenue  
Poughkeepsie, NY 12601

Phone: 845-486-4499

Fax: 845-486-7796

Eric Romanino, Acting Principal - [ericromanino@hpcsd.org](mailto:ericromanino@hpcsd.org)

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## STUDENT PLANNER AND PARENT / STUDENT HANDBOOK

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*This planner belongs to:*

Name: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

Bus Route: \_\_\_\_\_

## WELCOME TO VIOLET AVENUE SCHOOL

It is our pleasure to WELCOME you back to school! We are looking forward to providing many exciting and rewarding learning experiences for your child this school year.

This handbook contains valuable information about our expectations and programs. It has been carefully prepared and presented so families know and understand the policies and practices of Violet Avenue School.

Our school makes special efforts to create and promote a good relationship between the home and school. Newsletters, regular conferences and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contact by calling the school, emailing or making an appointment to see the teacher and/or principal.

We look forward to working together. Our school has a proud tradition of helping children to do their very best, and with your support, I am sure the present year will be successful for all of us.

### PARENT SQUARE

The district uses Parent Square to communicate important information with families. It is important that you visit our website [www.hpcsd.org](http://www.hpcsd.org) and sign-up for this service. Please keep your email and phone numbers up-to-date to ensure that you get timely information.

### ARRIVAL OF STUDENTS/SCHOOL HOURS

School hours for students: **9:25 a.m. – 3:40 p.m.** Students should not arrive at school before 9:25 a.m. and should leave for home at 3:40 p.m. The school cannot accept responsibility for supervising students who arrive before 9:25 a.m.

### Early dismissal on designated days - 12:40 p.m.

Students being delivered to or picked up from school should be dropped off at the north parking lot but should enter the building at the front door. The circle is reserved for bus traffic. Parents that are picking their students up at the end of the day should remain in their car in the parent pick-up line that gets formed in the north parking lot by the side door. A staff member will greet you there. You must show a picture ID to the staff member dismissing your child. If you need to pick up your child who usually takes the bus, please call the office or write a note so he/she can be added to the pick-up list.

### WHO'S WHO IN OUR OFFICES?

Acting Principal..... Mr. Eric Romanino

Secretaries..... Mrs. Gretchen Burnett  
Mrs. Christine Stangel

Cafeteria Manager..... Mrs. Lisa Hajkowski

Nurse..... Mrs. Heidi Bathrick  
Psychologist..... Mr. Robert Corkery  
Social Worker..... Mrs. Toni Gordineer

### ATTENDANCE

Regular daily attendance is essential for all students. Children whose attendance is irregular lose the important continuity of instruction and are hindered in learning. It is important to establish the habit of consistent attendance and punctuality.

It is also expected that family vacations be scheduled during school recesses so that students will not miss regularly scheduled school days.

When students are ill, please keep them at home for the safety of other students and staff. When a child returns to school following an absence, he or she **must** bring a dated, written excuse from a parent or guardian, giving the specific reason for the absence.

The following circumstances are the only recognized excuses for school absence: personal illness, family illness, death in the family, and religious holidays.

To advise the school of any attendance issues (absences, early pick-up, late arrival) please email [vasattendance@hpcsd.org](mailto:vasattendance@hpcsd.org).

### BUS TRANSPORTATION INFORMATION

Most children will have the experience of riding a school bus either by being a bus student or as transportation for a field trip. Therefore, all children should remember to:

1. Enter the bus in an orderly manner and sit in the assigned seat.
2. Remain seated while the bus is in motion.
3. Talk quietly and listen to all directions given by the bus driver.
4. Keep head, hands and arms inside the bus at all times.
5. Do not bring pets, large objects or glass containers on the bus.
6. Check the traffic in both directions before crossing the street after leaving the bus. Even though traffic is supposed to stop for a stopped school bus, do not proceed across the street until the bus driver signals to go across.

School bus safety programs are conducted three times a year, but real safety depends on student conduct. Remember, riding the school bus is a privilege.

### BUS PASSES

Bus passes are **REQUIRED** of children who wish to ride on a school bus other than their assigned route to and from school. Parents are required to send a signed note to school which states the

date, name of the child for whom the pass is requested, the name (and/or address) of the alternate location requested and the school bus route. The student then brings the note to the school office for a bus pass. The student should present the bus pass to the driver. If the student does not have a signed note we will not issue a bus pass or call the parents. Parents of students who need to be dropped off at a babysitter's must complete a babysitter request form in the school office.

Since bus routes are arranged for buses to carry the largest number of students within bus safety limits, there may be times, due to the number of students already on the bus, that the passes cannot be issued.

**(A note is required if your child is not to ride the bus. Without a note from a parent, your child will be placed on their assigned route.)**

### BUS DISCIPLINE

We expect that students will follow these rules:

**R**espect adults and other riders/students!

**I**nside voices only!

**D**river sets the rules!

**E**nter and exit safely!

**S**it in your seat!

Bus discipline procedures will be carried out as follows: bus drivers report bus safety discipline violations to the principal. Upon receipt of the first two reports, the principal speaks with the student and notifies the parent. Upon a third violation, the student is again counseled, the parent is communicated with directly and the child may be suspended from the bus for up to five days.

Any questions concerning bus problems, bus routes, stops, schedules, bus driver's conduct, etc. should be reported to the principal at 486-4499 and to the Transportation Supervisor at 229-4070.

### HEALTH SERVICES INFORMATION

School health services are those activities directly related to the present health status of the school child. Complete evaluation of each child's health includes a physical examination by the school or family physician, health assessments and observations by those closely connected with the child, screening of vision and hearing by the school nurse, and weighing and measuring. Each student new to the district, and every child enrolled in grades 1 and 3 must have a recent health examination (within one year). Either a school physician or family doctor can perform this examination.

### CHRONIC ILLNESS

The office needs to know of chronic illnesses such as asthma, rheumatic fever, diabetes, allergies, etc. We need definite written instructions on file in case of an emergency.

### ILLNESS AT SCHOOL

You will be called if your child becomes ill at school. A neighbor or friend's phone number must be listed with our office. Please keep this information updated. ***We must be able to reach our parents at all times.***

### MEDICATION

Under no circumstances may a student be permitted to self-administer medicine. A school nurse, per physician's written instructions, may administer only medication prescribed by a physician in school. An adult must deliver medications to the Health Office; please do not send medications with your child. Over-the-counter drugs cannot be administered in school, by school personnel. In addition, only oral medication will be administered to students on field trips. Students who require medication to be taken by injection will need to be accompanied by a parent or guardian who must give any needed injections. If the parent or guardian is unable to attend, the student must remain in school during the field trip.

### EMERGENCY PROCEDURE FORMS

You will receive an emergency form for each of your children on which you should list phone numbers of the family doctor and people to notify in the event your child may become ill or injured during school hours. In the best interest of your child, we urge you to complete and return this form promptly each year. Any change of a student's personal status should be reported to the school office in advance including: moving (within or out of the district), telephone number, name change (family or individual), and temporary residence change due to family emergency.

### PHOTO/VIDEO POLICY

From time to time throughout the school year, photos and videos may be taken of students participating in an activity or function. **If you do NOT want your child to be photographed or videotaped, you must write a letter to the Main Office stating your wishes.**

### CAFETERIA

Breakfast and lunch will be provided free of charge to all students in the HPCSD for the 2023-2024 school year.

We require children to use the cafeteria in the manner for which it has been designated. Good table manners are expected and children are responsible for "picking up" after themselves when they are finished with their lunch. The lunch program is a privilege and service provided as a convenience for children and families.

### SNACKS

The classroom teachers schedule snack time. We encourage children to bring satisfying, nutritious snacks to school. Candy is not permitted.

### CAFETERIA RULES

We expect that students follow these rules:

**L**et's stay in our seats!  
**U**se inside voices!  
**N**ice manners!  
**C**lean up after yourself!  
**H**ave respect for monitors and others!

### RECESS POLICY

Students will have a forty-minute scheduled lunch/recess period each full day school is in session. Students will have approximately 20 minutes of recess and 20 minutes for lunch. Decisions to have outdoor recess will depend upon the weather. Students will have outdoor recess as long as the temperature falls between 20 ° F – 95 ° F and it is not raining.

All students assigned recess must be on the playground during recess. Students should always dress for outdoor recess. In the colder months this includes boots for all students if there is snow on the ground and snow pants for younger students. In the winter, we encourage you to have students in grades K-2 bring extra clothing to school to change into in case they get wet outside.

### PLAYGROUND RULES

**P**lay safely and follow the rules!  
**L**isten to all adults!  
**A**lways keep hands and feet to yourself!  
**Y**ou should have FUN!

### SCHOOL NORMS

We have developed the following expectations for behavior in the building. They are:

#### **WE ARE DARING TO BE AWESOME!**

**A**lways treat others the way you want to be treated!  
**W**ork hard!  
**E**veryone follows the rules!  
**S**tay safe!  
**O**nly kindness!  
**M**ake good choices!  
**E**ncourage others!

### CLASSROOM RULES

**S**tay on task!  
**M**ake good choices!  
**A**lways be honest!  
**R**espect yourself and others!  
**T**ake responsibility for your work and actions!

## CHARACTER EDUCATION

The staff at Violet Avenue School is committed to educating children of good character. Through the partnership of our character education program and your continued effort at home, our students develop many positive qualities that enable them to succeed in life. Morning announcements, hallway displays, assemblies and classroom activities are used to build and reinforce excellent character. Qualities such as respect, responsibility, kindness, courage and honesty are just a few that we strive to instill in our students. Making character development a priority will ensure the bright future of our students.

## LOST AND FOUND

All clothing found on the school grounds, is placed on the lost and found area in the cafeteria. Money, jewelry and other articles of value are turned in to the office. Students may claim them after proper identification.

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administration and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuables at home.

All clothing should have the child's name on it. This includes hats, gloves, sweaters, coats, knapsacks and boots.

**Students should not bring phones, Apple watches, video games, recording devices, other electronic equipment, or toys to school. The school cannot be responsible if these items are lost or stolen. Please enjoy them at home.**

## DRESS CODE

- Shirts must cover the belly button
- Shorts/skirts must reach to mid-thigh
- Tank tops must be worn with a t-shirt underneath, halter tops and off-the-shoulder tops are not allowed
- Shoes/sandals must not have high heels or high wedges and must be safe for the playground and climbing stairs
- Valuable jewelry must be kept at home
- Words on t-shirts should be appropriate for school
- No make-up

There may be exceptions to the dress code for special occasions, such as Moving-Up Day.

## CURRICULUM

The Violet Avenue School curriculum is designed to stimulate creativity and to develop critical thinking. Opportunities are offered for individual and group projects, scientific experiments and field experiences. In addition to our academic program, students participate in classes in library media skills, art, music and physical education.

### BUILDING LEADERSHIP TEAM (BLT)

This is a group of staff, parents and community members who work together to set and achieve academic goals for Violet Avenue. Feel free to contact Mrs. Strang at 845-486-4499 if you are interested in being a member of this important team.

### TESTING

Student performance is assessed both informally and formally. These assessments are important in that they provide us with information about what it is your child knows and is able to do. The information from these assessments allows us to provide the best possible instructional plan for your child.

### ACADEMIC INTERVENTION SERVICES (AIS)

Students who score below certain benchmarks on the statewide assessments are eligible for AIS services in school. In addition, AIS services are also available to students in grades Kindergarten through Grade 2 in literacy and mathematics. These services are provided by certified teachers and teaching assistants. Small group instruction is provided both in the classroom and in a separate location, depending upon the needs of the students. If your child is determined to be eligible for AIS, you will be notified in writing. Parents are notified about these programs when their children are determined to be eligible, so notification may occur anytime during the school year.

### SUPPORT SERVICES

The following support services are offered at Violet Avenue School to all students who would benefit from this extra assistance.

- Speech and Language Development
- Academic Intervention Services in English Language Arts and Math
- ENL (English as a New Language)
- Early Intervention services in English Language Arts and Math
- Social Skills Groups
- Counseling
- Child Data Team

### BOOKS

Parents are responsible for the books that children bring home. Please ensure that your child cares for school property and returns items in good condition so others can use it.

### PARENT CONFERENCES

Conferences are encouraged and welcomed by the faculty. Please send a note to the teacher to schedule a conference. Two specific times in November and April have been designated as parent-teacher conference dates. Please remember that appointments must be made to meet with teachers to ensure that you receive their full attention.

### HOMEWORK POLICY

Your child's teacher assigns homework. Please contact the teacher if you have questions regarding the homework or their grading policies.

## PTA

The Violet Avenue School PTA (Parent Teacher Association) has been highly involved in improving our school. Although PTA membership does not require attendance at meetings, we hope that you will be an active member of our school community. We want to hear your opinions and ideas!

Each year the PTA sponsors several fundraising projects. With the help of families, these projects can be very successful. The PTA funds many important activities at the school. More information concerning the PTA will be sent home with your child.

## SECURITY SYSTEM

Our security system includes cameras at every entrance to the building. The doors must remain locked at all times and anyone that would like to enter the building must ring the bell to the right of each door. This will activate a camera in the Main Office, which will allow our office staff to see and hear you. When the office staff has acknowledged you, please advise them of who your child is and the purpose of your visit. The office will then deactivate the lock and announce that you may enter the building. Please go directly to the Main Office to sign-in.



## **Hyde Park Central School District**

### **Student Acceptable Use Policy**

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

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

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

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

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

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

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

Cross-reference:  
5300, Code of Conduct  
5695, Student Use of Personal Electronic Devices

Revised: May, 2016  
Adopted: November 12, 2009 / October 17, 2016

#### **Agreements**

1. All users of the HPCSD network and equipment must comply at all times with the Hyde Park CSD Acceptable Use Policy #4526.
2. All users are accountable to all school, district, local, state, and federal laws.
3. All rules and guidelines are in effect before, during, and after school hours, for all HPCSD devices whether on or off the school campus.

4. All files stored on HPCSD equipment, network, or associated cloud storage are property of the district and may be subject to review and monitoring.
5. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
6. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
7. Students may only log in under their assigned usernames. Students may not share their passwords with other students.
8. Any failure to comply with the rules outlined in this document, or in district policy, may result in disciplinary action. HPCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
9. All users are expected to follow existing copyright laws and educational fair use policies.

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

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



Dr. Pedro Roman  
Superintendent of  
Schools

Ryan Judge  
Asst. Superintendent  
for Human Resources  
& Professional  
Development

Melissa  
Lawson Asst.  
Superintendent for  
Student Supports

Linda Steinberg  
Asst. Superintendent  
for Finance & Operations

### Parental Rights to Referral and Evaluation for Special Education Services or Programs

The Hyde Park Central School District offers support for students in general education such as psychological services, curriculum and instructional modifications and Academic Intervention Services (AIS). The Response to Intervention (RTI) team in your child's school may make a referral to the Committee on Special Education (CSE) if interventions have not been successful. In addition, parents and guardians have the right to refer their child to the Committee on Special Education (CSE).

A referral is a written statement asking that the school district evaluate your child to determine if he or she needs special education services. This written statement should be addressed to:

Joanna Murphy, Director of Special Education  
PO Box 2033  
Hyde Park, NY 12538

There is a requirement that the building principal offer to meet with you to discuss other ways to help your child. As a result, you may withdraw your referral, or ask that the referral process continue.

Additional information is available in English and Spanish in a document called, *A Parent's Guide to Special Education* at [www.nysed.gov](http://www.nysed.gov).

## **HYDE PARK CENTRAL SCHOOL DISTRICT ATTENDANCE POLICY IN PLAIN LANGUAGE**

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

### **Attendance Requirements**

- All students must attend school daily and arrive on time.
- All absences, lateness, or early departures (excused or unexcused) are counted on a student's attendance record.
- If your child is going to be absent, late, or leave early during a school day, you must notify the school beforehand.
- When your child returns to school, you must provide a written explanation of their absence, lateness, or early departure.

### **Responsibility**

The responsibility for attending school is shared by the student, parents and the district.

- Students have the responsibility to attend their regularly scheduled class or classes and to make up work that is missed for approved reasons.
- Parents have a responsibility to stress the importance of attendance and minimize the amount of class time their children miss.
- In elementary schools, the classroom teacher will record attendance once each day.
- In secondary schools, the classroom teacher will take attendance during each class period, unless a class is self-contained, in which case attendance will be taken once at the beginning of the day.
- All absences, tardiness and early departure will be recorded as unexcused until the Building Attendance Officer receives a note from the student's parent or guardian indicating that it was for an excused reason.

### **Excused and Unexcused Absences**

Excused absences are described as:

- Personal illness or injury
- Doctor/Dentist/Health Clinic Visits
- Illness or death in the immediate family
- Weather conditions at the discretion of the principal
- Religious observance
- Quarantine
- Required court appearance
- College visits

- Military obligations
- School sponsored events and programs
- Emergency first response

### **Consequences of Excessive Absences, Tardiness and Early Departures**

School building personnel will contact the student's parents and the student's guidance counselor if a student's record reveals excessive absences, excused and/or unexcused (10% unexcused absences are considered chronic).

Unexcused absences may result in disciplinary action consistent with the district's code of conduct. Penalties may include: detention or denial of the privilege of participating in or attending extracurricular events. If educational neglect is suspected, Child Protective Services (CPS) will be notified in accordance with Board Policy 5460.

### **Attendance/Grade Policy Related to Absences**

Each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc. Students are expected to attend all scheduled classes. Absences may affect a student's participation grade, the ability for a student to make up work and the ability to receive credit for that course. Please consult the District's full attendance policy on the District website: [www.hpcsd.org](http://www.hpcsd.org) for further information.

Revised on June 26, 2024

## Hyde Park Central School District

### CODE OF CONDUCT Plain Language Summary

The Board of Education recognizes that a safe and orderly school environment is necessary for students and district personnel in order to provide a quality education without disruption or interference. To achieve this environment, responsible behavior is required of all students, district personnel, parents and other visitors that is based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

This document is intended to give students, parents, staff and visitors an overview of the expected behavior while on school property or attending school functions and the consequences when these expectations are not met. Expectations for acceptable conduct on school property or during participation in any school function are clearly described in the Code of Conduct that has been adopted by the Board of Education. Possible consequences of unacceptable conduct and the fair and prompt administration of discipline when necessary are also included in this document. Anyone interested in more information and specific details should obtain a copy of this document which is available on the district website [www.hpcsd.org](http://www.hpcsd.org), or from the office of any school, as well as our District office.

The goal of the district is to assist students in learning self-discipline and to assume and accept responsibility for their own behavior, as well as the consequences of 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 district 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. In summary, students may not engage in behavior that is disorderly, insubordinate, disruptive, and violent or which endangers the safety, morals, health or welfare of others. In addition, students are expected to refrain from misconduct and from assisting another student in prohibited conduct.

#### Reporting Violations

All students are expected to promptly report violations of the Code of Conduct. Students may report to a teacher, guidance counselor, the building principal (or someone the principal designates) or any administrator in the building. Any student observing another student in danger of causing physical harm to oneself, other students or staff must immediately report it. Such physical harm can come from a weapon, alcohol or illegal substances, as well as other sources.

## **Discipline**

When discipline must be imposed because of a breach of the Code of Conduct, it will be done promptly, fairly and in a lawful manner with the objective of most effectively improving behavior and self-discipline. If a staff member observes or receives a report of conduct that requires greater disciplinary measures than the staff member is authorized to impose, that staff member will report the behavior to their immediate supervisor. Determining the appropriate disciplinary action will consider the student's age, the nature of the offense, the circumstances that led to the offense, and the student's prior disciplinary record. Information from parents, teachers and/or others will be considered, as well as the context of the situation. As a general rule, discipline will increase in severity with each offense. Under no circumstances will corporal punishment or any act of physical force upon a student for the purpose of punishment, be used for discipline. However physical force for the purposes of protecting oneself or others, or for protecting school property, or for restraining or removing a disruptive or insubordinate student, may be used if other methods are not effective.

Students who are found to have violated the district's Code of Conduct may be subject to an oral warning, written notification to parents, detention, removal from class, suspension (from attendance, transportation, athletic events, extra-curricular events or social events), in-school suspension or loss of privileges. Except for verbal warnings, parents will be notified when discipline is imposed on a student. For all discipline other than verbal warnings and lunch detention, the student and their parents are entitled to a formal or informal meeting with the staff member imposing the discipline. Refer to the complete Code of Conduct for those cases as well as a description of the staff members authorized to impose each type of discipline and the process to be followed.

A student who brings a weapon to school will be suspended. Students guilty of violence or who are habitually disruptive will be suspended for up to five days. Upon appeal, the Superintendent of Schools may change the suspension based on the student's age, grade and disciplinary record, input from parents, or extenuating circumstances, to a more effective form of discipline.

If a student under the age of 17 is habitually truant, ungovernable, or disobedient or otherwise demonstrates that they require supervision or treatment, the district may file a PINS (person in need of supervision) petition in family court. The district may also file a PINS petition on students found to be in possession of marijuana and similar illegal substances.

## **Discipline of Students with Disabilities**

Discipline of students with disabilities will follow the procedural safeguards required by applicable laws and regulations. These students will have no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. A student identified as having a disability shall not be disciplined for behavior related to their disability. The Committee on Special Education will determine whether the behavior that violated the Code of Conduct is related to the disability.

## **Involvement of Law Enforcement**

Code of Conduct violations that are also a crime will be reported to the local police. Anything that a student brings to school (or on a school bus) that is not allowed on school property will be confiscated and the parent or guardian will be notified. Confiscated material that is illegal will be reported to the local police.

## **Investigations**

Students may be questioned about alleged violations of the Code of Conduct without being informed of their rights or having their parents notified. The staff member questioning them will tell them why they are being questioned. School lockers, desks and other assigned storage areas are school property and may be searched individually or collectively without warning and without notifying the student to whom the area was assigned. If particular evidence or contraband is being sought, the person to whom the area is assigned will be given an opportunity to admit that the item or items is in the area before it is searched. Such an admission will be considered when assigning discipline. Searches of such areas may be authorized by a school official if the official has credible reason to believe the search will reveal evidence or contraband. Students are required to remove outerwear (coats, hats, etc.) if requested by a school official during a search or questioning.

The police will not be involved in violations of the Code of Conduct that are not criminal. The police will be invited to enter school property if the school district believes a criminal act has occurred on school property. In addition, the police may enter school property or a school function to question or search a student, or to conduct a formal investigation involving students, only if they have a search or an arrest warrant or probable cause to believe a crime has been committed on school property or at a school function. Before police officials are permitted to question or search a student, the building principal or someone designated by the building principal will try to notify the student's parent to give the parent the opportunity to be present during the questioning or search. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

## **Notification to Outside Agencies**

If the district has reason to believe a student has been abused, neglected or maltreated, the district will notify local child protective services and cooperate with them in conducting interviews of students. Such interviews may be conducted on school property and may include school officials. If the nature of the allegations is such that it may be necessary for the student to remove any of their clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel will be present during that portion of the interview. No student will be required to remove their clothing in front of an official of the opposite sex or in the presence of fewer than two interviewees.

## **Rights of Students**

The district is committed to safeguarding the rights given to all students under state and federal law while promoting a safe, healthy, orderly and civil school environment. All district students have the right to participate equally in all district activities. Students have the right to present their version of events relevant to disciplinary procedures. Students can receive a copy of school rules at any time. Students have the right to an explanation of the rules. Along with these rights, all students have a responsibility to know and follow the rules, treat district staff and their fellow students civilly and respectfully and work to the best of their ability.

The Dignity Act Coordinators for 2025-2026 are as follows:

RRS: Matthew Darling, Principal 229-4060

NPE: Megan D'Alessandro, Principal 229-4040

NES: Josefina Haire-Wilber, Principal 229-4055

VAS: Eric Romanino, Acting Principal 486-4499

HMS: Eric Shaw, Principal 229-4030

FDR: Michael Ruella, Principal 229-4020

District Dignity Act Coordinator: Melissa Lawson, Assistant Superintendent for Student Supports 845-229-4000

FOR THE FULL CODE OF CONDUCT, PLEASE SEE HPCSD BOE POLICIES (0115, 0115-E, 0115-R and 5300 through 5300.75) by going to [hpcsd.org](http://hpcsd.org), selecting the Board of Education tab, Selecting the Board Docs option, Select Policies.

Revised June 26, 2025

## HPCSD BOE POLICY 1450: Complaints About Certain Federally Funded Programs

Any person or entity representative may allege that the district has violated a law, rule, or regulation in the administration of any “covered federal program” under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) (see list below). As required by the State Education Department (SED), before persons or representatives may submit complaints to SED, they must first submit a complaint in writing to the Superintendent of Schools. After 30 days, any decision of the Superintendent which is unsatisfactory to the complainant, or the district’s lack of a response to the complaint, may be appealed to SED.

The federally-funded programs subject to this complaint procedure are:

- Title I, Part A: Grants to Local Educational Agencies
- Title I, Part C: Education of Migratory Children
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title II, Part A: Supporting Effective Instruction
- Title III, Part A: Language Instruction for English Learners and Immigrant Students
- Title IV, Part A: Student Support and Academic Enhancement Grants
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part B: Rural Education Initiative

All such complaints to SED must be signed and submitted in writing, and include, as outlined by SED:

1. A statement that the district has violated a requirement of a federal statute or regulation that applies to any of the programs listed above;
2. The facts on which the statement is based, including sufficient information as to when, where and the nature that is perceived to be in violation of law and/or regulation;
3. Documentation of attempts to resolve the issue with appropriate personnel at the local level where the child that is the subject of the complaint attends. Appropriate personnel could include the child’s teacher, building principal, pupil personnel director, the Superintendent or Board of Education; and
4. The complainant’s recommendation for resolving the complaint.

Complaints may be either emailed to [CONAPPTA@nysed.gov](mailto:CONAPPTA@nysed.gov) with “COMPLAINT” in the subject line of the email, or mailed to NYSED at the following address:

New York State Education Department

Office of ESSA Funded Programs

Attention: Complaint Coordinator

89 Washington Avenue, Room 320EB

Albany, New York 12234

SED will acknowledge, review, investigate and resolve the complaint, according to SED's complaint procedures, within 60 SED work days, unless an extension is granted by SED. Both the complainant and the district have the right to appeal to the U.S. Department of Education within 30 days of receiving SED's Letter of Resolution. Such appeals must be sent to:

United States Department of Education

Compensatory Education Programs

400 Maryland Avenue, S.W.

Room 3W230, FOB #6

Washington, D.C. 20202-6132

The district will disseminate this complaint procedure, free of charge, to parents of students, as well as appropriate private school officials or representatives.