

Ellis B. Hyde Elementary School

2025-2026

Student Handbook



**ELLIS B. HYDE ELEMENTARY SCHOOL
PARENT-STUDENT-SCHOOL HANDBOOK**

AGREEMENT FORM

Please sign, date, and return the slip below to your child's teacher.

Families are asked to read and understand the expectations outlined in this handbook.

Expectations:

1. Respect all adults and students. Bullying behavior will not be tolerated.
2. Respect school property and the property of others.
3. Keep anything that might be used as a weapon or that could cause injury to someone at home.
4. Act in a civil manner. No fighting, horseplay, or "fooling around".
5. Speak quietly and politely, with kindness. Do not use profanity or threatening words toward anyone on school grounds, on the bus, or during off-site school activities.
6. Walk in the building and to/from the buses.
7. Refrain from using distracting items during school hours (including toys, music players, cell phones, gaming devices, game cards, etc.).
8. Come to school on time and be prepared to stay until 3:20 P.M. If behavioral and academic expectations are met students will be dismissed at 2:20 P.M.
9. Bring the necessary supplies to each class (including writing utensils, paper, and planner).
10. Complete all assigned work and participate in class.
11. Refrain from chewing gum.
12. Dress and accessorize appropriately.
13. Demonstrate responsibility in the use and care of the ChromeBook.

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We agree to abide by the expectations listed on the "Agreement Form" page and described in the parent-student-school handbook, and we will support the school in enforcement of the expectations.

Child's Signature: _____

Parent/Guardian Signature: _____

Date: _____

WELCOME TO A NEW SCHOOL YEAR

Dear Families of EBH Elementary,

I am thrilled to be a part of the EBH community.. It is with great enthusiasm that I embark on this journey alongside your children, dedicated educators, and our supportive community.

As we begin this school year, I am committed to fostering a nurturing environment where every student can thrive academically, socially, and emotionally. Together, we will celebrate achievements, overcome challenges, and create memorable experiences that contribute to each child's growth and development.

Communication is key to our partnership, and I encourage you to reach out with any questions, concerns, or ideas you may have. Your involvement is invaluable, and I look forward to working closely with you to ensure the success of every student.

Thank you for entrusting us with your child's education. I am excited about the possibilities that lie ahead and eager to embark on this journey with all of you.

Warm regards,

Ms. Pavone, EBH Principal

DISTRICT MISSION STATEMENT

“DCS students will exemplify the drive, capability, and compassion to achieve their full potential while contributing to our evolving local and global communities.”

EBH MISSION STATEMENT

We Care .. We Learn .. We Lead the Stampede

EBH is proud to share that we are a certified *Leader in Me* Lighthouse School. Our initial certification was earned in 2019, and continued after completing the recertification process in 2022 and 2024. As a Lighthouse school, we empower students to be leaders in their learning, in and out of the classroom. The principles of the 7 Habits of Highly Effective Students (i.e. Leader in Me) are embedded throughout our school - in classrooms, hallways, the cafeteria, buses, and even the playground. The 7 Habits are explained below:

<i>Habits</i>	<i>Principles</i>	<i>Key Concepts</i>
Habit 1: Be Proactive <i>You're in Charge.</i>	➤ Responsibility ➤ Choice ➤ Accountability ➤ Initiative ➤ Resourcefulness	★ Reactive vs. proactive ★ Freedom to choose ★ Carry your own weather
Habit 2: Begin with the End in Mind <i>Have a plan.</i>	➤ Vision ➤ Commitment ➤ Purpose	★ Mental creation precedes physical creation ★ Long-term goals ★ Class and school mission statements
Habit 3: Put First Things First <i>Work first, then play.</i>	➤ Focus ➤ Integrity ➤ Discipline ➤ Prioritization	★ Big Rocks
Habit 4: Think Win-Win <i>Everyone can win.</i>	➤ Mutual benefit ➤ Fairness ➤ Abundance	★ Win-Lose. Lose-Win, Lose-Lose, or Win ★ Win-Win ★ Win-Win or No Deal
Habit 5: Seek First to Understand, Then to Be Understood <i>Listen before you talk.</i>	➤ Respect ➤ Mutual understanding ➤ Empathy ➤ Courage	★ Listening with the intent to understand ★ When to listen empathically ★ Ask clarifying questions ★ Empathic communication in the digital world
Habit 6: Synergize <i>Together is better.</i>	➤ Creativity ➤ Cooperation ➤ Diversity ➤ Humility	★ Build on strengths ★ The path to conflict ★ Barriers to synergy ★ Path to Synergy™
Habit 7: Sharpen the Saw <i>Balance feels best.</i>	➤ Renewal ➤ Continuous improvement ➤ Balance	★ The four dimensions (body, mind, heart, spirit) ★ Overcoming obstacles

Parents play an important role in helping their children develop a deeper understanding and application of the leadership principles taught through Leader in Me. Here are some things you can do to help: Set goals with your family, ask your child how they use the 7 Habits in school, and use the 7 Habits in your own personal life.

HOME – SCHOOL COMMUNICATION

We believe very strongly in the importance of frequent communication between the home and school. Parents are receiving this student handbook at the beginning of the year, and will receive periodic notes from teachers, *Friday Folders*, EBH newsletters, district information on the web page, Progress notices when necessary, and report cards. If you have any questions as to how you can specifically help your child or have concerns, please contact your child's teacher or use one of the other choices from the below list of options. To aid in the process, we have included a list of people to call for various reasons.

Whom to Contact:

All of the following individuals can be accessed by dialing the Elementary School at 335-4030.

Principal	Gayle Pavone
General Questions	Kristina Kysor & Lauren Smith
Registration	Brittney Bennett at PS
Absences or Health Issues	Ms. Melinda Rittenhouse, RN
Special Education Questions/Concerns	Ms. Jennifer Swift
Teachers	Specific questions concerning your child email any time or call his/her teacher between 7:40-8:00 am, and 2:30-3:15 pm, Monday-Thursday. You can contact a specific teacher by dialing 335-4030, accessing the directory, and punching in the first three letters of the teacher's name. Outside calls do not ring through to classrooms during the school day. <u>Any urgent messages should be called in to the main office.</u>
Transportation	For routing questions call 335-4070
Food Service	Mrs. Rita Morrow at 335-4010

School Hours

Students may arrive and enter the building at 7:40 am. Announcements begin at 7:55 a.m. Students who arrive in their classroom after the announcements are considered tardy, must stop at the office to sign in, and must bring an excuse for being late. **Students who walk or are being dropped off should not plan to arrive prior to 7:40am.**

Dismissal Time: Students are dismissed from school every day at 2:23 or 3:20. 2:20 - 3:20 is a time for extra help with teachers. Clubs and activities will also be occurring during the 2:20-3:20 time period. **The 2:25-3:20 time period is required if a teacher requests a student's presence - it is considered part of our school day.**

Attendance

Regular attendance is essential to assure success in school. The only legal excuses accepted by the state are: sickness or death in the family, severe weather making travel unsafe, religious observance, quarantine, required court appearance, or remedial health treatment. Whenever possible, we ask that you schedule appointments when school is not in session. It is important for students to learn that school is a priority.

Absence Information

When it is necessary for your child to be absent from school, please call the school to let the office or nurse know they will be out. The school secretary will contact those parents who do not call us.

*When students return to school, NYS Law requires an excuse signed by their parent or guardian using their full name. The excuse must include the child's full name, date and the reason for the absence. If you know that your child will be out in advance, please send a note to the nurse. We will be sure that your child's teacher is notified.

Chromebooks

Each student in EBH will receive a ChromeBook that will be assigned to them. Students are responsible for taking care of this equipment from Sept-June. An Acceptable Use Policy was sent home for your review.

Release During the School Day

Students who leave school before dismissal time or arrive late must be checked in or out of the office. Please write a note and stop in the office if you will be picking your child up early. Your child will be called down to the office to meet you.

For safety purposes, students are not allowed to go out of the building to meet someone.

Parent Contact Information Sheets and Updates

Parents were mailed contact information update sheets over the summer to be completed by the beginning of the school year. Parents are asked to notify the school in writing when a change of information regarding a student occurs. Examples of changes include: new address, telephone number, last name, babysitter, legal custody (need a copy of document). This information is necessary in case the school needs to contact parents for reasons such as a student illness, emergency in the building, an emergency closing or early dismissal. **It is especially important that the name and number of the person to be reached in an emergency is accurate.**

Health Services

The school nurse is an important resource to the school and provides the following services:

- Communicates with parents/guardians and physician
- Assesses health needs of students and staff
- Records and reports assessments
- Promotes health and safety education
- Ensures all state mandates are followed (physical exams, eye exams, etc.)
- Provides care in all emergency cases, including first aid for minor injuries
- Administers medication as per board policy
- Provides individual health counseling and consultation

Confidentiality

The District adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow the Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that confidential medical information will be shared only with district personnel who need to know. The information shared could include understanding the impact a medical condition may have on a child within the classroom setting and/or how to recognize and potentially manage significant medical concerns until medical help arrives.

Illness

If your child is ill, please keep your child home in order to prevent illness from reaching others. Specifically, note that to return to school your child's symptoms must be subsiding, your child must be fever free without fever reducing medication and have not vomited for 24 hours, and/or on a prescription for the recommended amount of time. Students who become ill at school will need to be picked up at school within a reasonable amount of time by either a parent/guardian or an emergency contact. Ill students are not allowed to ride the school bus in order to prevent illness from reaching others.

Accidents

Any accident which results in an injury to your child while being transported to and from school or during the school day should be promptly reported to school authorities. Please encourage your child to tell the person in charge (teacher, bus driver, etc.) if they are injured at any time. Accident reports are filed and claims for insurance for medical treatment are forwarded to the guardian as soon as the reports are filed in the main office.

Emergency Care Action Plan

Any child with a severe or life threatening medical condition that may require adult intervention and oversight during the school day, such as, but not limited to, diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an Emergency Care Action Plan developed by the pediatrician. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care action plan, please be sure to bring the school nurse medical documentation from your physician as soon as possible, preferably before the start of school.

Child Health Plus

Every child deserves a medical home. If you require, but cannot afford, health insurance to secure private health care for your child, please contact Lauren Cutting, School Based Preventive Caseworker, for confidential assistance in applying for Child Health Plus. Child Health Plus is New York State's medical insurance program which serves uninsured children under age 19. The insurance is provided free or at a low cost. Coverage includes well child check-ups, immunizations, prescriptions, doctor visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The application is a simple one page form requiring proof of the child's age, household income, and residency.

Medication in School

All questions should be referred to the school nurse, Ms. Melinda Rittenhouse. The following excerpts from our Board of Education Policy on medication should be understood by all parents and students.

Before any medication, including aspirin or cough drops, can be administered to any student during school hours, the Board will require:

1. The written request of the parent, which will give permission for such administration and relieve the Board and their employees of liability for administration of medication.
2. The written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which to be dispensed, or the special circumstances under which medication will be administered, the period for which medication is prescribed, and the possible side effects of the medication.
3. All medication will be administered by the school nurse, the principal, or his/her designee.
4. All medications will be brought to school by the parent, will be in their original labeled containers, and shall be picked up by the parent at the end of the school year or the end of the period of medication, whichever is earlier. All medication not picked up within (20) days of the period of medication will be discarded.
5. Students are not allowed to carry medicines with them in school. Possession of either prescription or non-prescription drugs is a violation of the Student Discipline Policy.

Please see Ms. Melinda Rittenhouse if you need an Authorization Form for medication.

Physical Education Excuses

If students have a minor illness or injury and parents wish that they be excused from physical education on a particular day, they must present a note to the school nurse requesting to be excused. Students will then observe the class. Any condition that keeps a student from more than two consecutive physical education classes requires a doctor's note.

School Physicals

Health examinations are required for all students entering third and fifth grades and all students new to the district. The school physician will examine those students who have not been seen by their own physician. Parents will be notified if the school physician finds any conditions that need further investigation.

Visiting the School

****Visitors will not be allowed unless they have a specific appointment with a staff member.**

In the event that visitors are required to enter our building, for the health and safety of our students and staff, we ask all visitors to sign in at the office and receive a "Visitors" sticker. We will utilize the Raptor System. You will need to bring a photo ID to be scanned and a visitor tag will be printed. Young children, friends, or relatives are not permitted to visit a child's classroom unless an adult accompanies them.

Parent Conferences and Open House

A Title I Parent information night and parent conferences will be held in the fall. Parent conferences may be virtual or in person - more information will come at that time. **Our Open House will be on September 3 from 3:30 - 4:30.** This is also a good time to bring in supplies for the new year. If you wish to discuss your child's progress at any time throughout the year, please contact your child's teacher at 335-4030, from 7:40 – 8:00 a.m., 2:30-3:15 p.m., or leave a voicemail for him or her to retrieve at a convenient time. You may also contact them through email, this is often the best method.

Classroom Placement

The class placement process for the upcoming year begins in the spring of each year. We welcome parental input. If you desire to meet with the school principal, these meetings may be scheduled during the month of April and early May. We cannot honor requests for specific teachers.

Volunteers

All volunteers must be approved by the Board of Education. If you plan to regularly volunteer, please fill out an application for this process to begin. We invite all of you who may be interested in volunteering in our school to contact your child's teacher. Some of the ways volunteers can assist are: providing individual help to students, listening to them read, organizing materials, assisting in the library, and helping with special projects. Volunteers still need to stop in the office to be checked in.

Student Fundraising

Students are not allowed to sell anything in school unless it is connected with a school sponsored fund raising activity. Although we try to limit the amount we do as a school, our students may be involved in a fund raising activity during the year. Our PTO sponsors a major fundraiser each year to offer opportunities for our students.

Student Belongings

Please label all of your child's belongings, such as lunch boxes, bookbags, and other items that can be easily lost. Encourage your child to check the "lost and found" table when items are missing.

Cafeteria

Menus will be published weekly on the district website and morning announcements at school. Menus will also come home in Friday folders. **Fortunately, we will offer free breakfast and lunch to all of our students this year.** We request that any family who typically qualifies for free/reduced lunches to complete the application. This information is important for our school funding from the Federal Government. Applications will be sent home the first week of school.

Breakfast

Students will have access to breakfast each morning. These will be served from a cart at each entrance in a grab and go format. Breakfast is served starting at 7:40 am for all students.

Lunch

Students are allowed to bring their own lunch or select one at the school cafeteria. In addition, milk, ice cream, snacks, and ala carte items can be purchased. **For safety reasons, students are not allowed to bring any food or drink stored in glass containers.** Please be aware that there will be a charge for all al-a-carte items.

Cafeteria Rules

We desire for all students to enjoy their lunch period as it often seems to be their only “free time”. We must, however, maintain a safe and orderly environment in the cafeteria. The following guidelines will assist in creating a safe and enjoyable lunch period:

1. Students will not trade, share, or sell food or take someone else’s food.
2. Students will remain seated during lunch, and will raise their hand to get permission to get up when necessary.
3. Students will speak quietly to neighbors at the table.
4. Students will be responsible for their own behavior in the cafeteria.
5. Students will not leave the cafeteria without permission.
6. Students will clean their area before leaving.
7. Students understand that bullying behavior is not tolerated.

Birthday Treats/Snacks

To ensure the safety of students with health concerns and allergies to certain foods, all snacks that will be shared with students in the classroom must be store-bought. No homemade baked goods are allowed. No exceptions can be made as this is in accordance with the health code. No pop or carbonated beverages are allowed for snack.

Emergency Drills

As part of our ongoing commitment to ensuring the safety and well-being of all students and staff, fire drills and lockdown drills will be conducted during the school year.

Fire Drills: Fire drills are an essential part of our safety procedures. These drills help students and staff familiarize themselves with the actions to take in the event of a fire or similar emergency. During a fire drill, students will be guided to evacuate the building calmly and quickly to a designated assembly area. Our staff will ensure that everyone follows the established procedures to guarantee a safe and orderly evacuation.

Lockdown Drills: Similarly, lockdown drills are conducted to prepare students and staff for potential threats inside or near the school building. These drills involve securing classrooms or designated areas and maintaining silence until the all-clear signal is given. Please be assured that these drills are conducted with sensitivity and care, with age-appropriate explanations given to students to reduce any anxiety and to emphasize the importance of safety.

Purpose and Benefits: Both types of drills are crucial for ensuring that our school community is well-prepared in case of emergencies. They allow us to practice our emergency response procedures, identify any areas that may need improvement, and familiarize everyone with the steps to take to stay safe. We kindly request your support in discussing these drills with your child at home. Reassure them that these drills are a precautionary measure and emphasize the

importance of following instructions from teachers and staff during such times. If your child has any questions or concerns about the drills, please encourage them to discuss them with their teacher or school counselor.

Should you have any questions about our safety drills or require further information, please do not hesitate to reach out to us. We are committed to maintaining open lines of communication with our school community and ensuring that everyone feels informed and prepared.

Field Trips

In the event that the classroom teacher schedules a field trip, parents will be notified in advance. These trips are carefully planned and supervised by the teachers. In order to participate, students must have written permission from their parent or guardian. When it is necessary for students to bring bag lunches, they are available to purchase from the cafeteria.

School Transportation Information

Riding a Different Bus

Students must ride the bus to which they are assigned. Only in emergency situations will a student be given permission to ride a different bus home. **Students may not ride a bus just to go to a friend's house after school.** In emergency situations, please contact the EBH School Office. Please refer to the Transportation Manual you are receiving.

Second Afternoon Bus Run

Dansville Central School will have a second afternoon bus run for students Pre-K-6 on Mondays through Thursdays, available to students for activities beyond the regular school day. (See schedule above.) Students must be in the buildings and with a teacher in order to ride the second bus run home. Elementary students may use the time to take part in band, chorus, additional learning experiences, clubs and academic assistance. Regularly occurring groups such as elementary band and chorus will be set up on a permanent basis so that parents can arrange the necessary childcare after school. **STUDENTS ARE EXPECTED TO STAY UNTIL 3:20 IF REQUESTED BY AN ADULT.**

Bus Safety

Dansville Central School needs your help as parents in educating children about bus safety. **The district will conduct three safety drills during the year in September, December, and March.** All students will learn the importance of bus safety rules, both for regular transportation and field trips. Also, bus drivers may assign seats to some or all students at their discretion to ensure the safety of all students. In preparation for the opening of school, please review with your child the rules listed below:

Prior to getting on the bus:

- Arrive at the bus stop about five minutes before the bus arrives;
- Respect the property at the bus stop;
- Stay back from the road while waiting for the bus;
- As the bus arrives, students should line up in an orderly fashion. Please be aware of peers and younger students by providing an example as a good role model. Be careful not to push or shove younger students.
- Before crossing in front of the bus, be sure you can see the driver and the driver can see you.
- Wait for the driver's signal to cross the road.
- Remember to use the good citizenship and respectful behavior skills you learn in school. Show respect to other students at the bus stop with appropriate behavior and actions that are safety conscious. Remember that fighting or throwing snowballs is not a respectful way to treat your classmates.

Bus Conduct

The purpose of bus rules is to provide a safe bus trip for all students. Bus safety is a team effort which involves students, teachers, drivers and families. Parents should become familiar with the expected bus behaviors and discuss them with their child.

1. Stay in your seat with the seatbelt fastened and tight until the bus comes to a complete stop.
2. Face forward with feet in front of you on the floor (not in the aisles).
3. Put backpacks and personal items under the seat or on your lap to keep the driver's view clear.
4. Follow directions from the driver and/or bus monitor.
5. Keep hands and feet to yourself.
6. Use a talking voice (Level 1 - small voice).
7. Use kind words.
8. Respect other students' property (book bags, musical instruments, etc.)
9. Patiently wait your turn when getting on and off the bus.
10. Students may not carry the following on the bus: glass objects, pets, skis, ski poles, sleds, skateboards, tools, chemicals, or any objects that could cause injury.
11. New York State regulations prohibit eating and drinking on the bus.

Bus drivers will write a Bus Conduct report if unacceptable behavior, including disrespectful and/or hurtful behavior, occurs. Parents will be notified of each reported incident and the follow-up steps that will be taken. As a general rule, discipline will be progressive.

Safety for Walkers

Ask your child to keep in mind the hazards created by bad weather, which makes the going slippery for walkers and drivers alike and impairs everyone's visibility. Students should take care not to stand where they could slip and fall into the road and should not push or shove other students.

Reminders to All Motorists

Motorists should not drive or park in the bus loop at any time during the school day. Motorists who drive through any of the bus loops pose a serious threat to students. If a car is parked in the bus loop when the buses arrive, it must remain there until all of the buses depart. Motorists should not park in the Parent Drop Off loop at any time. This is for a quick drop off or pick up. **PLEASE DO NOT ask your child to walk across the parking lot to meet you. This is very dangerous.**

REMEMBER: It is illegal to pass a school bus which has its red lights flashing, whether on a public road or in the school bus loops/parking lots. Drivers face a \$250 fine plus points on their license for the first offense.

Student Progress Reports and Report Cards

All students will receive their report cards three times a year. The report card will include information regarding the student's progress in academic and social areas. Please check your child's report card carefully, sign the envelope it came in, and return the envelope to school promptly. You may keep the report card. Progress reports are sent to all families in October and to those who require it at other times in the year.

Homework

Homework is an extension of the learning that takes place in school. There are several reasons for homework to be assigned. We work hard to limit the amount of homework so that it is relevant and meaningful. Nightly reading and practice of math facts is always helpful.

Students are expected to record their homework assignments and complete them in the timeline given. Some classes have chosen to use planners. Directions on how to use this planner will be reviewed by the classroom teacher. If the planner is lost the student will need to purchase a new one from the Main Office.

The amount of homework varies from teacher to teacher, as well as from student to student (some students need more or less practice to master skills). **Homework should not exceed 10 minutes**

per grade level. Ex. 3rd grade homework shouldn't exceed 30 minutes on any given night. We ask parents to support learning by:

- providing a well lit study area free of distractions
- asking questions about the content of the homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night

If you have concerns about the amount of homework given by the teacher please contact the teacher directly.

Assigned Work Expectations

- Students are expected to complete assignments in a timely manner and hand them in when they are due.
- All work should be an example of the student's best effort and should be high quality.

Consequences for Owed Work:

1. If a student owes any assignment he/she may be expected to stay with a teacher until 3:20 p.m. to make up that assignment.
2. If a student has three (3) or more outstanding assignments, they may be expected to stay for an extended work time until 5:30pm. (5th and 6th grade only). This affords the student the opportunity to make-up work owed and get help with the expected task.
3. If students consistently owe work, the teacher will schedule a parent teacher conference to discuss this problem and work with the parents to create routines at home and school to complete the necessary work.
4. If work is still not completed despite the efforts of the teacher and parents, the student may receive a discipline referral and disciplinary actions from the principal.

Instructional Expectations

1. When students are expected to be in class, they should be in no other area of the school, unless they have permission and notify their teacher.
2. Students must report to their classroom teacher to request permission to leave the classroom for **any** reason.
3. Scheduled times will be given to students to visit the nurse, use the bathroom, and get drinks. Non-scheduled appointments during instructional time will be allowed only in an emergency or medical situation. Instructional time is considered to be when a teacher is directly instructing or giving directions.

Study Skills

Parents, please assist your child with study skills by reinforcing the following suggestions:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and share your thoughts in class.
3. Ask questions to clarify problems.

4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” will not help you to be successful.

Student Behaviors and Responsibilities

All students of the Dansville Central School District are subject to the District’s Code of Conduct, and students in the Elementary School shall, in addition, be subject to the behavioral expectations and responsibilities included in this Handbook.

School Discipline Philosophy

Students and staff have the right to a safe, orderly, and constructive educational environment. This atmosphere must be conducive to promoting educational growth at all times. It is our belief that each student should be treated as a person who can reasonably be expected to be responsible for his or her own behavior. Staff and administration will assist each student in this program of personal responsibility.

At the elementary school, the emphasis is on teaching students appropriate behavior and helping them to make good choices. We believe that all students can be successful at school by using their common sense and by showing respect for the school staff, for other students, and for themselves.

We believe that by developing and explaining a clearly understood procedure with specific consequences and expectations, we are dealing with discipline as another important part of our total educational program. We view the ability to behave properly as a crucial element in helping our students maximize their development.

We feel that students need to realize that they are immediately responsible for their own behavior. Our rules focus on safety and respect for the rights and property of others and will be consistently applied in the classroom, throughout the school, and during all extracurricular activities. Failure to behave will result in the need for students to verbalize why the problem happened, how it interfered with teaching and learning, and what needs to take place to ensure their behavior will improve.

The following Matrix outlines behavior expectations at EBH. Students, faculty and staff worked to create this and we will be consistently sharing these expectations. We are excited about how this will help EBH be a great place for learning!!

EBH BEHAVIOR EXPECTATIONS

	<i>Bathrooms</i>	<i>Cafeteria</i>	<i>Hallways</i>	<i>Playground</i>	<i>Classroom</i>
	<i>In the bathrooms we will...</i>	<i>In the cafeteria we will...</i>	<i>In the hallways we will...</i>	<i>On the playground we will...</i>	<i>In the classroom we will...</i>
<i>We CARE</i>	Be clean. Respect school property for our custodians and classmates. Be courteous. Respect the privacy of other students.	Be neat. Clean up garbage and trays, even if it is not yours. Hands off. Keep hands off of other people's space, property and lunch.	Pay attention. Stay to the right and keep chromebooks closed. Keep hands to self. Respect personal space and hallway decorations. Be polite. Use appropriate language in the halls and choose kind words.	Respect the environment. Take care of school equipment and keep the environment clean. Be safe. Make safe choices and use equipment appropriately. Have fun. Make the most of your free time.	Pay attention. Give full attention to the speaker and respect others' opinions. Be polite. Use school appropriate language in the classroom and choose kind words. Be proud. Take pride in self and learning.
<i>We LEARN</i>	Be quiet. Use low voices and appropriate language. Keep conversations to a minimum. Be quick. Spend less time in the bathroom and more time in class.	Talk, don't yell. Respect the learning in classrooms and the right to a peaceful lunch.	Use whisper voices only. Keep conversations to a minimum. Safety first. Always walk and go right to your destination.	Steer clear. Play away from the windows, walls and classrooms that are learning. Pay attention. Watch for teacher's signal and classmates lining up.	Be here. Be at school every day and do your best. Be ready. Be fully prepared with materials and ready to learn. Be focused. Stay on task and be an active participant. Be proactive. Advocate or ask questions when you don't understand.
<i>We LEAD</i>	Call them out! Hold others accountable for their poor choices.	Be patient. Show respect by waiting quietly in line. Be a win-win worker. Volunteer to help check and clean tables and floor.	Be friendly. A smile, wave and "hello" can go a long way. Relax. Any place in line is fine.	Be a buddy. Include or invite others in your activity. Be a good sport. Be a good winner, be a good loser. Report. Notify adults and peers of unsafe conditions and activities. Know the difference between tattling and reporting.	Be considerate. Show respect for all school property. Be positive. Approach tasks with a growth mindset and persevere through challenges. Be responsible. Hold each other accountable for our school-wide rules and expectations.

Student Disciplinary Code

The Dansville Central School District Code of Conduct applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. You can request a complete copy from the main office, and a summary of relevant provisions is outlined below.

A student may be suspended from school or be subjected to another form of disciplinary action when he/she behaves in a manner, which is:

1. disorderly, that is including, but not limited to:
 - a. fighting or behaving violently
 - b. threatening another with bodily harm
 - c. intimidating students or school personnel
 - d. making unreasonable noise
 - e. using abusive language or gestures, including racial or ethnic remarks which are improper
 - f. obstructing vehicular or pedestrian traffic, or
 - g. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or is
2. insubordinate, that is including but not limited to, failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of the student, or missing or leaving school without permission; or
3. engages in academic misconduct, including but not limited to;
 - a. plagiarism, and/or
 - b. cheating, or
4. engages in conduct in violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
 - a. vandalism or any destruction of real and/or personal property (including graffiti or arson)
 - b. Theft
 - c. tardiness
 - d. missing or leaving school without permission
 - e. truancy (the district will file a Person in Need of Supervision (PINS) petition for students who are a chronic case of truancy
 - f. possession/use/sale of drugs or alcohol
 - g. possession of weapons or fireworks
 - h. possession or use of tobacco or tobacco products

A suspended student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

Dangerous Weapons in School

The possession of any type of weapon or object that could be used as a weapon, which poses a danger to the safety and welfare of others, is not permitted on school property. This includes, but is not limited to, the following: pocket knives, BB guns, anything that is sharp and could cause injury, and ammunition of any weapon. The possession of weapons, including mace or pepper spray, will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the police notified if appropriate.

Consequences and Procedures

Discipline is most effective when it deals directly with the problem at the time and place it occurs. Disciplinary action is to be firm, fair, and consistent. School personnel are expected to use disciplinary action when necessary.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following:

- The student's age

- The nature of the offense and the circumstances which led to the offense
- The student's disciplinary record
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances

Students with disabilities will be disciplined in accordance with the procedures contained in federal and state law and their implementing regulations.

If a classroom teacher disciplines a student, but the student does not behave acceptably, the teacher may file a discipline referral with the building principal. When disruptive behaviors warrant a Disciplinary Referral to the school principal, students may be assigned consequences for their actions in accordance to the District Code of Conduct and Consequences. These consequences will be discussed with parents by telephone, in writing, or in a conference with the parents by the school principal or their designee.

Harassment

It is the policy of the Dansville Central School District to maintain an environment that is free from harassment: this includes sex, race, color, and national origin. The school district, therefore, prohibits any form of harassment in the workplace and school buildings or at school-sponsored activities and events where staff and/or students are in contact with each other.

Any student who believes that he or she has been subjected to any form of harassment, whether by a teacher, other student, or any individual on school grounds, or at school activities, should report the alleged misconduct to any one of the following staff:

- the principal
- the nurse
- school counselor
- school psychologist
- any teacher or staff member whom they trust

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

Dansville Central School Code of Conduct

This District Code of Conduct will be used to consistently and fairly assign consequences for violating school rules or committing prohibited acts. This section of the Handbook serves as a summary of those infractions and potential consequences.

All staff will enforce school rules, and teachers may establish additional rules within their classrooms. When a staff member determines administrative intervention is needed, the students will be referred to administration. Consequences may include, but are not limited to:

Consequence	Who may impose
Warning	Any staff member
Parent/Guardian notification	Any staff member
Conference with parent/guardian, advisor/coach, or others (e.g., service providers)	Any staff member
Restorative Practice/Peer Mediation	School Counselor / Trained Staff, Administration
Restitution (e.g., mediation, apology, school/community service, repair, payment)	Administration (with supports from counselors)
Behavioral contract or holding a consequence in abeyance (i.e., probation in lieu of a consequence)	Principal, Superintendent

Assigned seating	Any staff member
Pass restriction (i.e., movement around the building is supervised, reduced, or eliminated)	Principal
Loss of privilege(s) (i.e. Early Release/Late Arrival, parking on campus, courtyard access, etc.)	Principal, Superintendent
Suspension from Transportation, Athletic Participation, or Social/Extracurricular Activities	Activity Director/Coach/Director of Transportation, Principal, Superintendent
Detention (including teacher detention, lunch detention, afternoon detention, extended detention)	Teachers, Principal, Superintendent
In-School Suspension	Principal, Superintendent, Board of Education
Out-of-School Suspension	Up to 5 days by a Principal Beyond 5 days, with appropriate due process: Superintendent or Board of Education
Removal from classroom	Teacher, Principal
Expulsion or permanent suspension	Superintendent, Board of Education (with appropriate due process)
Pre-referral (i.e., a referral that notes a first time/lower level violation of the Code of Conduct can be reduced to pre-referral status in order to avoid its inclusion in the student’s permanent record).	Administration has the discretion to use this tool in consultation with referral author

Specific Behaviors

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

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

A. Socially Unacceptable Acts:

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

Inappropriate Attire and/or Failure to Comply with the Student Dress Code
Wearing attire which interferes with an environment conducive to learning by violating the Dress Code. Any student who refuses to come into compliance with the Dress Code will be subject to further discipline. 1. A student’s dress, grooming and appearance shall not endanger the health, safety and welfare of self or others, and must be appropriate. 2. A student’s dress, grooming and appearance must not pose a reasonably foreseeable risk of, or actually cause, a material and substantial disruption/interference with the educational process. 3. Attire and personal items which depict and/or promote violence, tobacco, drug, and/or alcohol use are prohibited. 4. Students should ensure undergarments are completely covered with outer clothing. 5. Attire and personal items must not have off-color remarks, obscenities, ethnic slurs and/or innuendo, and must not be vulgar, libelous, or denigrate another’s race, color, religion, ancestry, national origin ethnicity, gender, sex (including gender identity), sexual orientation, or disability. 6. Face paint and excessive drawing on any area of the body is not allowed. 7. Sunglasses will not be worn on one’s face while in the building. 8. Extremely brief, revealing, or see-through garments are prohibited. 9. Attire must include footwear at all times. 10. Low rise pants, shorts, and skirts cannot expose buttocks. 11. Gang related attire and/or insignia is prohibited.

12. Students may not wear trench coats or hoods on school grounds or at school functions. The coat allows for objects to be hidden. Hoods make it difficult to identify students. Both interfere with supervision and the district's ability to monitor and ensure a safe learning environment. This same principle applies to masks (non health-related), capes, flags, blankets and other garments that inhibit supervision and school security.			
First incident	Second incident	Third incident	Additional incidents
Upon request, the student modifies their attire to gain compliance	Upon request, the student modifies their attire to gain compliance One Detention	Upon request, the student modifies the attire to gain compliance Extended Detention Parent Conference	Additional incidents will warrant more severe consequences

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

Unauthorized Use of a Cell Phone or Electronic Device			
INTERNET ENABLED DEVICES Including but not limited to: all cell phones, smartwatches, tablets, earbuds, pagers, any other device capable of messaging Must be in classroom cubbies "bell-to-bell" from 7:40 - 2:23 THIS INCLUDES: All classrooms, Hallways, Cafeteria, Recess, Bathrooms, Library and outside on school grounds. If a student repeatedly refuses reasonable requests for compliance and/or conducts acts in violation of the EBH Code of Conduct language outside of the Internet-Enabled Devices Policy or Procedures, further disciplinary action may be taken.			
First incident	Second incident	Third incident	Additional incidents
Referral documentation Phone/device will be turned into the office to be stored and picked up at the end of the day Parent/Guardian will be notified	Referral documentation Phone/device will be turned into the office to be stored and picked up at the end of the day Parent/Guardian will be notified	Referral & detention assigned. Phone/device will be turned into the office to be stored and picked up following detention. Phone/device stored in main office and picked up each day for three (3) days. Parent/Guardian will be notified.	Referral – additional consequences determined by administration Parent/Guardian will be notified Phone/device will be turned into the office to be stored and picked up at the end of the day by Parent/Guardian. Contract between school and home to avoid further violations.

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

Misbehavior for a Substitute
All students are expected to be well behaved in classes being taught by a substitute teacher. Substitute teachers are an important

part of the educational community, and students must give them the proper respect for the difficulty of their jobs. Misbehavior for a substitute teacher interrupts your own learning and the learning of your classmates. Students with concerns about a substitute must report them to a school counselor or a building administrator prior to reporting to the class that follows the class covered by a substitute.

First incident	Second incident	Third incident	Additional incidents
One Detention or *Note of apology	Extended Detention or Detention & *Note of apology	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

Insubordination

Insubordination, or willful defiance, is defined as the refusal to follow the reasonable directives of any staff members or school volunteers or deliberately not being where a student is supposed to be at any given time, that includes knowingly providing false information. All students are expected to respond in a timely and respectful manner to all reasonable directives from teachers, staff, administrators, or school volunteers.

First incident	Second incident	Third incident	Additional incidents
One Detention	Extended Detention	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

Gross Insubordination

When a student is asked repeatedly to comply with the directives of any faculty, staff member, administrator or volunteer, and refuses or violates the Code of Conduct frequently over a short duration of time (i.e., 2 days), it may be considered Gross Insubordination. Gross Insubordination may include the failure to comply with health and safety requirements of the school including but not limited to those rules required by the Department of Health.

When Gross Insubordination rises to the level of disrupting the learning environment, students will be immediately suspended out-of school for the rest of the day of the occurrence.

First incident	Second incident	Third incident	Additional incidents
One day In-School Suspension Bus: Full day suspension from the bus Loss of privileges	Three day In-School Suspension Bus: Three day suspension from the bus Loss of privileges	Three day Out-of-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences Loss of privileges

Throwing Items

Throwing items outside of the context of physical education or extracurricular activities is prohibited. Students are not to throw items with the intent of hitting another individual. Obtaining items and intentionally modifying their purpose so that they become projectiles is forbidden.

In an administrator's discretion, restorative practices measures may be offered to reduce detentions in incidents occurring in the cafeteria if a student cleans the area in which the incident occurs.

First incident	Second incident	Third incident	Additional incidents
Two Detentions (Incidents occurring in the cafeteria: three lunch detentions)	Two Extended Detentions (Incidents occurring in the cafeteria: six lunch detentions)	One day In-School Suspension, contact School Resource Officer, and loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

Misbehavior in a Food Service Area

All students are expected to be well-behaved in food service areas. A large number of students need to be served in a short amount of time. Accomplishing this requires the cooperation of everyone. Students may not cut in line, engage in horseplay, or engage in any other behaviors which unfairly delay, disrupt, or compromise the health and safety of service.

First incident	Second incident	Third incident	Additional incidents
Three Lunch Detentions	Extended Detention	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences and loss of privileges

Misbehavior on a School Bus/District Transportation

All students are expected to be well-behaved on the school bus. Transporting students safely on district transportation is of paramount importance. Accomplishing this requires the cooperation of everyone. Students may not stand while the bus is moving, block the aisle in any way, distract the driver or monitor with loud noises, throw items on the bus, or engage in any other behaviors which unfairly distract the driver and jeopardize the safety of students. If a driver assigns a seat, then the student must sit in their assigned seat.

First incident	Second incident	Third incident	Additional incidents
Meeting with Principal	Detention	One day Suspension from the bus Extended Detention	Additional incidents will warrant more severe consequences and loss of privileges

Littering

Littering or carelessly discarding refuse is prohibited. All students are expected to clean up after themselves.

In an administrator's discretion, restorative practices may be offered to reduce detentions in incidents occurring on District transportation if a student cleans the area in which the incident occurs.

First incident	Second incident	Third incident	Additional incidents
Upon request, the student will pick up the litter	Upon request, the student will pick up the litter One Detention Bus: Suspension from transportation privileges for one day	Upon request, the student will pick up the litter Extended Detention Bus: Suspension from transportation privileges for three days	Additional incidents will warrant more severe consequences

Profanity/Obscene or Lewd Acts/Obscene Gestures

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

Least Severe

Least Severe profanity used almost involuntarily as an expletive, or casually in conversation. Use of words which are considered offensive and inconsiderate.

First incident	Second incident	Third incident	Additional incidents
Meeting with Assistant Principal and/or Principal	Extended Detention	Two Extended Detentions	Additional incidents will warrant more severe consequences

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

B. Self-Defeating Acts:

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

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

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

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

Leaving School/School Grounds without Permission			
All students must remain in school/on school grounds unless they follow the applicable procedures of the school.			
First incident	Second incident	Third incident	Additional incidents

One day of In-School Suspension	Three days of In-School Suspension	Three days of Out of School Suspension	Superintendent's Hearing
Loss of privileges	Loss of privileges	Loss of privileges	

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

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

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

C. Endangering the Welfare of Self or Others:

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

Possession of Banned Substances
There are individuals within the District with specific health needs including food allergies, allergies to perfumes and colognes, diabetic needs, and asthmatic needs. It is everyone's responsibility to contribute to the safety of these individuals. With this in mind, there may be circumstances where such substances are banned on school property. Notification will be given to all students and parents in these instances. In instances where these requests are not followed, students will be subject to disciplinary action.

Possession of over-the-counter (Advil, Ibuprofen, Tylenol, etc.) are included in this section as a violation to the Code.			
First incident	Second incident	Third incident	Additional incidents
Meeting with Principal and Nurse.	One Detention	Extended Detention	Additional incidents will warrant more severe consequences

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

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

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

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

Reckless/Dangerous/Disruptive Behavior			
Activities that have the potential of causing harm to self or others and/or may cause damage to property will be considered inappropriate for school. Disruptive behavior is reasonably likely to cause a disturbance to the learning environment of the school. Students are prohibited from opening exterior doors, as this jeopardizes the safety and security of the school.			
Minor Infraction			
Minor infractions are defined as behaviors that do not have the potential for serious physical injury and present a minor disruption. Examples may include, but are not limited to running in the halls or yelling.			

First incident	Second incident	Third incident	Additional incidents
Meeting with Principal	One Detention	Extended Detention	Additional incidents will warrant more severe consequences
Moderate Infraction			
Moderate infractions are defined as behaviors that may cause physical harm, property damage, or disrupt the learning environment. Examples include, but are not limited to standing on tables or horseplay.			
First incident	Second incident	Third incident	Additional incidents
One Detention	Extended Detention	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences
Severe Infraction			
Severe infractions are defined as behaviors that may cause severe physical injury, substantial property damage, or substantially disrupt the learning environment. Examples include, but are not limited to, speeding or erratic driving on school property, being in areas that could lead to severe physical injury, climbing out of windows, or extreme horseplay.			
First incident	Second incident	Third incident	Additional incidents
Two Extended Detentions Bus: three day suspension from transportation Loss of privileges	Two Days of In-School Suspension Bus: five day suspension from transportation Loss of privileges	Three days Out-of School Suspension Parent conference Loss of privileges	Superintendent's Hearing Loss of privileges

Condoning or Encouraging a Violation of the Code of Conduct			
Encouraging or condoning (overlooking/disregarding) a violation of the Code of Conduct is strictly prohibited. Acts that jeopardize school safety and security may warrant a more severe consequence than other acts.			
First incident	Second incident	Third incident	Additional incidents
One Detention or Extended Detention	Extended Detention or One day In-School Suspension Loss of privileges	One or two days In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences Loss of privileges

D. Violation of Academic Ethics:

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

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

First incident	Second incident	Third incident	Additional incidents
One Detention	Extended Detention Loss of privileges	One day In-School Suspension Loss of privileges	Additional incidents will warrant more severe consequences Loss of privileges.

E. Illegal Acts:

Students are to comply with the law on school property.

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

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

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

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

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

Loss of privileges	Loss of privileges	Loss of privileges	
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Stealing/Receiving Stolen Property

All students are expected to respect school property and the property of others. Students are also expected to respect the property of organizations and persons when participating in Dansville activities at other schools and organizations e.g., athletic competitions and field trips. Under no circumstances are students to claim the property of others as their own. Stealing/ receiving stolen property is defined as having in your possession property belonging to another without the prior permission of the owner's agent. Whenever the stolen item is determined to be of \$50 dollars or greater in value, it is likely that a Superintendent's Hearing will be scheduled. Incidents involving theft or stolen property may be referred to law enforcement.

First incident	Second incident	Third incident	Additional incidents
Extended Detention	One day In-School Suspension Loss of privileges	Superintendent's Hearing Loss of privileges	Superintendent's Hearing Loss of privileges

Damage to Public or Private Property

All students are expected to respect school property and the property of other students, staff, and visitors, including refraining from graffiti, vandalism or arson. Students are also expected to respect the property of organizations and persons when participating in Dansville activities at other schools and organizations, e.g., athletic competition and field trips. Consequences increase depending upon the actual or potential for damage, and/or how frequently the behaviors are repeated. Consequences listed below may not be appropriate if the damage is caused unintentionally through normal use. Intentional/reckless damage to school property may be turned over to law enforcement.

First incident	Second incident	Third incident	Additional incidents
Two Extended Detentions Restitution (payment) *Community service will result in a reduction of one Extended Detention Chromebook: Letter sent home to family, loss of privileges to take home and request for reimbursement.	One day In-School Suspension and loss of privileges Restitution/repair (payment or community service) Chromebook: Letter sent home to family, loss of privileges to take home and request for reimbursement.	Superintendent's Hearing and loss of privileges Restitution/repair (payment or community service) Chromebook: Letter sent home to family, loss of privileges to take home and request for reimbursement.	Additional incidents will warrant more severe consequences Loss of privileges

Damage to school property and/or entering a school building outside of business hours will result in restitution/consequences associated with the Code.

Possession/Exchange of Vaporizer Pens/Electronic Cigarettes/Vapor Related Paraphernalia

A student may not possess, exchange, or use vaporizer pens/hookah pens/e-cigarettes, or any vapor related paraphernalia.

First incident	Second incident	Third incident	Additional incidents
One Day In-School Suspension	Three days In-School Suspension Meeting with School Counselor/Social Worker	Five Days In - School Suspension Meeting with School Counselor/Social Worker	Superintendent's Hearing Loss of privileges

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

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

F. Extreme Violations of the Law:

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

Possession of Dangerous Objects or Weapons; Possession of Items Intended to Imitate a Dangerous Object or Weapon
Students are expected to contribute to the safe environment of school by not bringing dangerous objects or weapons onto campus which could cause harm to oneself or others. Weapons are defined earlier in this Code. For an item to be a weapon it must be capable of causing death or other serious physical injury or death. Any incident involving a weapon may be referred to law enforcement.
Use of Force or Violence
A student may not commit battery (the willful and unlawful use of force or violence upon the person of another), or assault with a weapon (the commission of an assault with a weapon or by any means of force likely to produce great bodily injury).
Possession of/Under the Influence of/Selling of Illegal Substances, and/or Alcohol
A student may not unlawfully possess (on person or in belongings, in locker, or in a vehicle), use, sell, or otherwise furnish, or be under the influence of Illegal Substances or Alcohol of any kind. A student may also not unlawfully offer, arrange, negotiate to sell, or attempt to or actually provide any Illegal Substance to another person. This offense includes the possession of drug paraphernalia, including but not limited to pipes, devices used for smoking, (i) Kits, used or designed for the purpose of planting, propagating, cultivating, growing or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived; (ii) Kits, used or designed for the purpose of manufacturing, compounding, converting, producing, or preparing controlled substances; (iii) Isomerization devices, used or designed for the purpose of increasing the potency of any species of plant which is a controlled substance; (iv) Scales and balances, used or designed for the purpose of weighing or measuring controlled substances; (v) Diluents and adulterants, including but not limited to quinine hydrochloride, mannitol, mannite, dextrose and lactose, used or designed for the purpose of cutting controlled substances; and (vi) Objects, used or designed for the purpose of ingesting, inhaling, or otherwise introducing drugs or illicit substances into the human body
Robbery or Extortion
A student may not take property not belonging to the student by violence, force, threat, or otherwise.
Sexual Acts/Sexual Assault
A student may not engage in any form of sexual contact with another on school grounds, or attempt to do so. A student may not encourage others to and/or engage in sexual acts or unwanted touching of any nature while on school grounds. A student may not attempt to or actually engage in unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person, or commit any violation of the Board of Education’s Sexual Harassment Policy. Sexual Acts under this Code includes sending, receiving or forwarding sexually suggestive and nude or nearly nude photos through text message, email or other electronic/digital means (colloquially referred to as “sexting”).
Harassment of a Witness
A student may not harass, threaten, or intimidate a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
Participation in Hate Violence
A student may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in New York State Penal Law 485.05
False Alarms/Making Severe Threats
A student may not falsely report or communicate an emergency. Additionally, students may not make a severe threat against the school or school personnel. Examples include, but are not limited to, pulling a fire alarm, purposefully calling 911 with non-emergencies, and making a bomb threat.

Dignity for All Students Act (DASA)

The Dignity for All Students Act (DASA) contains requirements for maintaining a positive learning environment for all students and is integrated with the Code. DASA specifically prohibits bullying, discrimination and harassment by school employees and students on school property or at a school function by school employees and students based on, BUT NOT LIMITED TO, actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Also included are provisions for reporting and intervening in cases of discrimination, harassment or bullying. Any related complaints should be brought to the attention of the Dignity Act Coordinator (DAC) to assist in implementation of the DASA in each school building. Students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee. The goal of DASA is to provide everyone with a safe and nurturing school environment conducive to learning by putting an end to harassment and discrimination based on, but not limited to, race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender, or sex. When possible, strategies intended to repair relationships are used to help the students move past the incident leading to the disciplinary referral.

Dignity Act Coordinators (DACs)

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

The Dignity Act Coordinator is:

- Superintendent: Kelly Zimmerman
- Principal: Gayle Pavone

Reporting Discrimination, Harassment and Bullying

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

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

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

Investigation

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

Response to Findings of Bullying

Based upon the results of this investigation, if the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated the Code or a material incident of harassment, bullying and/or discrimination has occurred, immediate corrective action will be taken as warranted, it will take prompt action reasonably calculated to end

the violation, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and verify the safety of the student or students against whom such violation was directed.

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

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

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

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

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