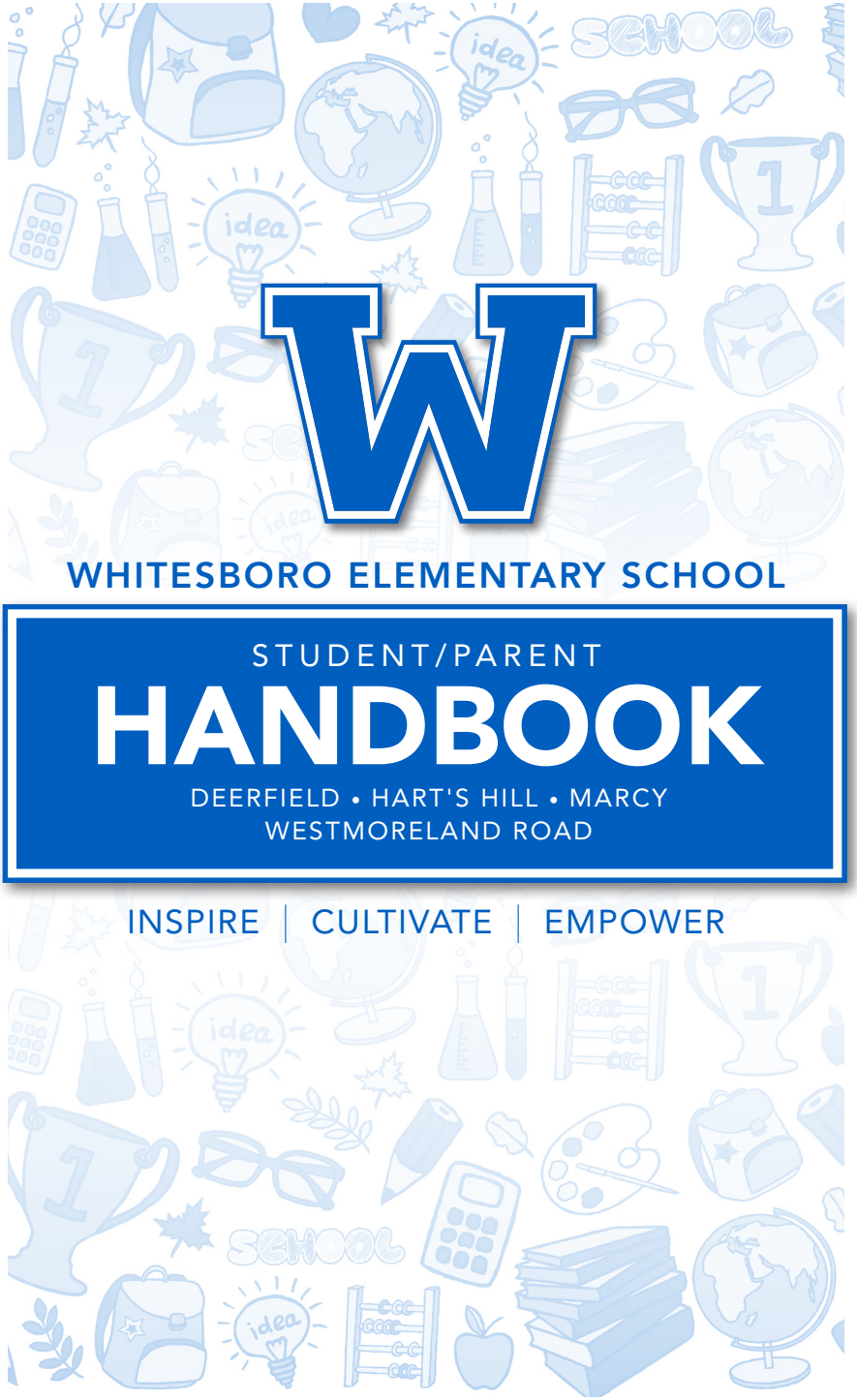

WHITESBORO ELEMENTARY SCHOOL

STUDENT/PARENT

HANDBOOK

DEERFIELD • HART'S HILL • MARCY
WESTMORELAND ROAD

INSPIRE | CULTIVATE | EMPOWER

INTRODUCTION

Welcome to the Whitesboro Elementary School program. We have a fine tradition of academic excellence and encourage you to be an integral part of maintaining this by your active involvement. This handbook has been developed to familiarize you and your parents with the rules and regulations that govern our school community. It will also serve as a guide to help you answer any questions you may have concerning our educational program. Our staff is very willing and able to answer any questions you may still have. Enjoy your years at Whitesboro Elementary Schools and make the most of the opportunities offered to you. Strive to become all of which you are capable of being. Have a great year!

DISTRICT DIRECTORY

Central Office Building		(315) 266-3300
Superintendent of Schools	Mr. D. Russo	(315) 266-3303
Assistant Superintendent of Learning and Accountability	Mr. J. Egresits	(315) 266-3302
Assistant Superintendent for Business	Mr. J. Muller	(315) 266-3306
Director of Special Programs & Services	Ms. T. Pawloski	(315) 266-3309
Superintendent of Buildings/Grounds	Mr. K. Storsberg	(315) 266-3312
Transportation	Mr. A. Kirk	(315) 768-9740
Director of Pupil Personnel and Human Resources Services	Mr. C. O'Neil	(315) 266-3240
Elementary Schools:		
Deerfield	Ms. K. McGowan	(315) 266-3410
Hart's Hill	Mr. L. Manolescu	(315) 266-3430
Marcy	Mrs. M. Leone	(315) 266-3420
Westmoreland Road	Mrs. R. Dichiera	(315) 266-3440
Middle School	Mr. E. Rothdiener	(315) 266-3100
	Mr. M. Spost	(315) 266-3100
Parkway	Mrs. S. Davis	(315) 266-3175
High School	Mr. D. Cognetti	(315) 266-3323
	Mr. M. Lee	(315) 266-3230
	Mrs. K. Hobaica	(315) 266-3228
Website	www.wboro.org	

SCHOOL CLOSING DUE TO WEATHER CONDITIONS/ EMERGENCIES

Occasionally, it may be necessary to close school or delay its opening. To know if school will be delayed or closed, you should listen/watch:

WIBX-950 AM	WUTR-TV Utica	WTVH Utica
WRUN-1150 AM	WKTV Utica	
Spectrum Cable News	WIXT-TV Syracuse	

Please do not call the school, as telephone lines are very busy on such days. If any emergencies cause a closing of school, announcement will be made on the local radio and television stations. School closing information will also be posted on the District Website and communicated via ParentSquare.

ACADEMIC SECTION

DISTRICT MISSION STATEMENT

To inspire, cultivate and empower all learners to maximize their potential.

OUR VISION

Together with our community, the Whitesboro Central School District provides a dynamic, comprehensive program committed to relevant, engaging, individualized experiences, while fostering a culture of personal and professional growth in a safe, diverse and positive learning environment.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

1. Be Respectful

2. Be Responsible

3. Be Safe

CHARACTER EDUCATION THEMES/SIX PILLARS

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Citizenship

ACADEMIC INTERVENTION SERVICES

The academic intervention services available in the Whitesboro School District Elementary Schools are:

- Math and ELA support services are available for students in grades 1-5 with significant academic deficits. The level of services are based on multiple data points and will be determined by the Teacher Support Team (TST), with parent input.
- Math and ELA remediation will be provided to students in grades 1-5 identified as a result of scores achieved on the district-adopted math and ELA assessments and/or classroom performance.
- A.I.S. assistance provided by regular and remedial classroom teachers.

ELEMENTARY SCHEDULE

Buses Arrive:	
8:30 a.m.	Westmoreland Road Elementary School **(Students are not to be dropped off before 8:30 a.m.)**
9:10 a.m.	Deerfield, Hart's Hill and Marcy **(Students are not to be dropped off before 9:10 a.m.)**
Teacher Arrival:	
8:00 a.m.	Westmoreland Road Elementary School
8:40 a.m.	Deerfield, Hart's Hill and Marcy
Buses Depart:	
2:45 p.m.	Westmoreland Road Elementary School
3:30 p.m.	Deerfield, Hart's Hill and Marcy

Parents signing their child out of school prior to bus dismissal must send a note in to child's teacher and must sign the sign-out sheet in the Main Office.

HOME TUTORING

In the case of extended illness, parents should request home teaching by contacting the school principal and/or child's teacher. However, even if home teaching is not necessary, students, parents and teachers should communicate so that work can be sent home during periods of illness. A minimum of one (1) day is needed to fulfill a request for schoolwork to be sent home.

HOMEWORK GUIDELINES

In accordance with Board of Education Policy 8306, The Whitesboro Central School District recognizes that homework is one of many instructional tools that can support and enhance student learning. Homework assignments should be meaningful, purposeful, tied to the curriculum, encourage critical thinking, and reinforce classroom instruction. Homework should not be punitive or assigned as a punishment. Please refer to BOE Regulation 8306.1 for more specifics regarding homework.

Homework can be assigned to a group or individual and should serve one or more of the four purposes listed below:

1. Practice to help students master specific skills (limited to materials presented in class).
2. Preparation for future lessons.
3. Extension to help determine if students can transfer specific skills or concepts to new situations.
4. Assignments involving creativity to integrate many skills and concepts.

MAKE-UP WORK

Students who are absent from class or school have the responsibility to complete make-up work or tests **upon their return to class or school**. The student must take the initiative in making the necessary arrangements with their teachers to complete this work within the designated time frame as established by the teacher.

STUDY SKILLS

The following is a list of suggestions that may help students with their studies:

1. Eat a good breakfast in the morning.
2. Get plenty of sleep at night.
3. Attend school and classes regularly.
4. Pay attention in class and listen carefully.
5. Participate actively in class discussions.
6. Take notes in class, using a separate section in your notebook for each course.
7. Write down the assignments to be studied.
8. Make and keep a time schedule for study.
9. Ask questions when you do not understand.
10. Prepare for examinations by doing your work day by day, and by reviewing your notebook and textbook.
11. Take advantage of the periods to get individual help from your teachers when you need it.

ATTENDANCE PHILOSOPHY

There is a positive correlation between regular attendance at school and academic success. Our school has an obligation to expect regular attendance and punctuality from our students in school and class. Students have a responsibility to come to school regularly and be on time to school and to all their classes. Parents have a responsibility to see that their children meet these requirements. Excessive absences and/or tardiness will be addressed through written and verbal communication. Parent/guardian, social worker and administrator involvement may be necessary if the problem persists.

Letters will be sent to parents/guardians of students who are absent/tardy every 5, 10, 15, 20, 25 days. Individual teachers have developed classroom discipline plans that establish consequences regarding tardiness to their classes. Students chronically late to school or classes will be referred to the Main Office and contact will be made by the social worker.

If a student does arrive to school late, the parent/guardian MUST sign in at the Main Office.

COMPULSORY EDUCATION LAW

According to the School Law of the State of New York, all children between the ages of 6 and 16 must be in attendance at school at all times during which the school is in session. The following are excused absences:

1. Illness of student.
2. Severe storm or impassible roads.
3. Death or severe illness in the immediate family. This does not, however, provide for continual absences.
4. Religious observances.
5. Required presence in court.
6. Approved college visits.
7. Military obligations.
8. Medical or dental appointments.

Whenever possible, medical and dental appointments are to be scheduled outside of school time. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time. The following are unexcused absences and within the meaning of the compulsory education law will not be accepted:

1. Family trips or vacations.
2. Employment-including paper routes and babysitting.
3. Shopping.
4. Job hunting.
5. Truancy from school.
6. Hunting, fishing, sports events, concerts, etc.

EARLY RELEASE FROM SCHOOL

To be excused early from school for any reason, a student must bring a note from the parent or guardian on the day that he/she wishes to be excused. This excuse should be given to the classroom teacher as soon as the child enters school in the morning. Students may not leave the school without prior permission from the school nurse or an administrator, and from the Main Office. Students will only be released to their parent, guardian, or some other adult designated in writing by their parent or guardian. To be released due to sickness during the school day, students must report to the school nurse to receive permission to leave. A student should receive permission from his/her teacher prior to reporting to the Health Office. Any student leaving school without permission is subject to disciplinary action.

POLICIES AND PROCEDURES

To gain proper credit for daily attendance, the following procedures should be followed:

1. All students who attend Whitesboro Central Elementary Schools must be in their class before:
   - Westmoreland Road: 8:45 a.m.
   - Deerfield, Hart's Hill and Marcy: 9:20 a.m.
   - Any student arriving **after the designated time** is to report to the Main Office immediately to receive a pass to enter class. Students will not be allowed into class without this pass.
2. In the event a student feels ill during the school day, the student will be sent to the Nurse's Office for an evaluation and the nurse may make the decision to send the student home. If this occurs, the parent or emergency contact person will be notified and arrangements made to send the student home. The parent or guardian will report to the Main Office in order to sign the student out of school.
3. **When a student is absent, the parent or guardian should call Deerfield, Hart's Hill and Marcy Elementary Schools before 9:20 a.m. and Westmoreland Road Elementary School before 8:45 a.m.**
4. Notes for absence, tardiness, or early dismissal: Parent-written notes are required to excuse absences, tardiness to school or early dismissal. Notes for absences are to be turned in to the student's teacher. The student must present notes for tardiness or early dismissal directly to the classroom teacher. Notes can also be submitted via ParentSquare. **All notes must include the following information and be handed in on the day the student returns to school:**
   - Student's full name.
   - Date(s) of absence, tardiness, or early dismissal.
   - Specific reason for the absence, tardiness, or early dismissal per New York state regulations; i.e., illness, medical appointment, college visit, etc.
   - Contact telephone number for destination, if applicable.

Bus Changes -

- These only will be made if room exists on the bus. **ALL** bus changes for the day **MUST** be made in writing on a **DAILY** basis.

ACTIVITIES AND CLUBS

Parent-Teacher Organization (PTO): Our PTO is comprised of parents, teachers, and administration. This organization sponsors many activities, projects, and assemblies that support the academic endeavors of our district and individual school.

Yearbook: The Yearbook staff puts many dedicated hours into creating a book of memories for our students. In some schools, the PTO coordinates the yearbook, while in others, it is created by staff.

FUNDRAISING

All fundraising activities must have written approval by the building principal. Any money collected is to be kept in the safe in the Main Office until a deposit can be made.

VISITORS TO SCHOOL

In our continued effort to increase building security and the safety of our students and staff, all visitors are to report directly to the Main Office and observe the following procedures:

- If you are picking up your child, you will need to sign him/her out.
- If you are bringing your child to school after school has begun, you will need to sign him/her in.
- If you are volunteering or visiting for any reason, you will need to sign in and obtain a pass that must be worn visibly. All volunteers and/or visitors must present their driver's license for the Raptor system.

WHITESBORO CENTRAL SCHOOL DISTRICT DIGNITY FOR ALL STUDENTS ACT (DASA) HARASSMENT AND DISCRIMINATION IS PROHIBITED AT SCHOOL

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work, because of the other student's race, color weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

Should you have a concern related to harassment or discrimination that you wish to report, you may do so by contacting the appropriate Dignity Act Coordinator:

High School:	Mr. D. Cognetti	(315) 266-3323
Middle School Campus:	Mr. E. Rothdiener	(315) 266-3100
Deerfield Elementary	Ms. K. McGowan	(315) 266-3410
Hart's Hill Elementary	Mr. L. Manolescu	(315) 266-3430
Marcy Elementary	Mrs. M. Leone	(315) 266-3420
Westmoreland Rd. Elementary	Mrs. R. Dichiera	(315) 266-3440

WHITESBORO ELEMENTARY SCHOOLS
PROCEDURES ON SCHOOL DISCIPLINE

RIGHTS AND RESPONSIBILITIES

It is the policy of the Board of Education of the Whitesboro Central School District that students shall have the attached Bill of Rights and Responsibilities. Said Bill of Rights shall be published and explained to all students annually. The Board of Education also directs the administration to develop a discipline code for student behavior, which also shall be publicized to all students and provided in writing to parents annually. This code of conduct has been developed consistent with the Safe Schools Against Violence in Education Act and the District Code of Conduct. Copies of the code of conduct are available in the Main Office/ Administrators' Offices or online at **www.wboro.org** (Chapter 18 of the Laws of 2000 and Section 100.2 of the implementing Commissioner's Regulations).

The Board directs the administration to use appropriate school personnel and other resources separately or in combination in identifying and resolving discipline problems. The following is a list of people and resources that would be appropriate:

1. **People Involved**
   - A. Students
   - B. Teachers
   - C. Parents
   - D. Respective Principal, or Pupil Personnel Service Group, including Counselor
   - E. Superintendent
   - F. Board of Education

2. **School Resources**
   - A. Psychological evaluation
   - B. Psychiatric consultation
   - C. Designated period of counseling with counselor and/or social worker and/or psychologist
   - D. Alternate instruction, tutoring in or out of school
   - E. Alternative placement

3. **Community Resources**
   - A. Counseling from community agency
   - B. Voluntary intake at Probation in Oneida County
   - C. Formal PINS petition at Oneida County Family Court

STAFF DEVELOPMENT

It is recognized that professional growth on the part of the entire staff will increase the effectiveness and success of the Discipline Policy. In-service programs to familiarize the professional staff with provisions and processes of the policy will be offered annually. The professional staff will be encouraged to make use of these in-service opportunities which may include: faculty meetings, after school workshops, Superintendent's Conference Days, department meetings, school visitations, attendance at professional conferences and workshops, and informal sessions with resource personnel.

DISCIPLINE RESPONSIBILITIES

BOARD OF EDUCATION

A primary task of the Board of Education is to establish District policy. It shall be the responsibility of the Board to:

a. Adopt and support a clearly defined code of conduct.
b. Provide adequate numbers of personnel and resources including, but not limited to, sufficient building space, supplies and materials, and training so that the conditions within the school are conducive to a positive learning environment.
c. Listen and react to the views of the total community.
d. Employ qualified personnel who are understanding, sensitive to, and genuinely interested in young people.
e. Provide time for regularly scheduled in-service training for all school employees.

ADMINISTRATION

As the educational leaders of the school district, administrators set the disciplinary climate. It shall be their responsibility to:

a. Communicate to staff, students and visitors consistent expectations for conduct meeting the standards set by this Code.
b. Help the staff evaluate their own procedures and attitudes in relation to the interactions within their classrooms.
c. Receive teacher or counselor referrals of students with behavior problems; confer with these students and otherwise conduct appropriate fact-finding; communicate with parents; and set up cooperative procedures for bringing about modification of the students behavior.
d. Utilize all appropriate auxiliary staff and outside agencies to help parents and students identify behavior problems and seek solutions.

e. Provide the opportunity for students and staff to approach the administrator directly for redress of grievances.
f. Be fair, firm and consistent in all disciplinary decisions affecting students, parents and staff.
g. Maintain open lines of communication between the school and the home.
h. Assume responsibility for the dissemination and enforcement of the District's discipline policy and ensure that all cases are resolved promptly.
i. Comply with pertinent laws and regulations governing hearings, suspensions and students' rights.
j. Facilitate the acquisition by staff members of knowledge and skills that support their implementation of this Code.
k. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status, with the intent of strengthening students' self-concept and promote confidence to learn.
l. Confront issues of bullying, discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
m. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
n. Report incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to an administrator's attention in a timely manner.

PARENT RESPONSIBILITIES

To achieve a cooperative, wholesome relationship between home and school that is essential to each student's successful development and achievement, it shall be the responsibility of parents to:

a. Send their child to school as required by the New York State Education Law.
b. Insist on prompt and regular attendance.
c. Make certain that all absences are properly excused.
d. Provide for their child's health, personal cleanliness, suitable grooming, and appropriate dress.
e. Guide their child from the earliest years to develop acceptable behavior, to exercise self-control and to be accountable for their actions.
f. Teach their child respect for law, for the authority of the school, and for the rights and property of others.

g. Know, understand, and support the rules their child is expected to observe at school; to be aware of the consequences for any violation of these rules; and to accept legal responsibility for their child's action.
h. Instill in their child a desire to learn by providing a place conductive for study and ensuring completion of homework assignments.
i. Demonstrate an enthusiastic and supportive attitude toward school and education by becoming acquainted with their child's school, its staff, curriculum and activities, and by attending parent-teacher conferences and school functions.

STUDENT RESPONSIBILITIES

It shall be the responsibility of students to:

a. Be aware of and obey school rules and regulations.
b. Accept responsibility for their own actions.
c. Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
d. Attend school regularly and punctually.
e. Take advantage of the academic opportunities offered at school.
f. Support and participate in school activities.
g. Maintain habits of personal cleanliness.
h. Respect school property and the property of others.
i. Strive for mutually respectful relationships with teachers and administrators recognizing their role as surrogate parent in matters of behavior and discipline.
j. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
k. Be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.

As it is impossible to list all student responsibilities, it is emphasized that lack of responsibility means the weakening of rights. Neither the rights nor responsibilities listed in the document shall be construed to deny other rights and responsibilities retained by students on their own campus in their capacity as members of the student body or as citizens. Students who think that there is misapplication of any of these procedures have the right to assistance from parent(s), guidance counselors, administrators, or the Board of Education.

ROLE OF TEACHERS AND SCHOOL RELATED PERSONNEL

1. In recognition of their charge in educating the children of our community, it shall be the responsibility of the teachers and staff to:
   a. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
   b. Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.
   c. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to students and require observance of them.
   d. Enable students to discuss their problems by listening to students, remaining open-minded, and considering student recommendations in the decision-making process.
   e. Be fair, firm, and consistent in enforcing school rules in buildings, school buses, on the school campus and at school functions
   f. Affirm students and give positive reinforcement for acceptable behavior.
   g. Demonstrate, by word and personal example, respect for law, order, and self-discipline.
   h. Refer to a counselor or administrator any student whose behavior requires special attention.
   i. Seek to develop close cooperative relationships with parents/guardians for the educational benefit of the student by keeping open communication with parents and by sending communications home promptly.
   j. Communicate to students and parents:
      1. Course objectives and requirements
      2. Marking/grading procedures
      3. Assignment deadlines
      4. Expectations for students
      5. Classroom discipline plan

STUDENT CONDUCT

1. Acceptable and appropriate conduct by students shall be consistent with the student responsibilities outlined in this code of conduct.

   Whenever possible, teachers and staff members are encouraged to use realistic, positive discipline techniques, which reward and enforce positive behavior. The District shall formally recognize responsible student behavior in forums such as academic awards assemblies and through certificates for perfect attendance. The District encourages the development of additional methods of recognition.

2. Unacceptable and Inappropriate Behavior:
   a. Any violation of law
   b. Being under the influence of alcohol on school premises or at school functions; selling, consuming or being in possession of alcohol on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school function.
   c. Being under the influence of or possessing, consuming, selling or exchanging drugs or narcotics (controlled substances, prescription or non-prescription drugs, look-a-like and illegal drugs, or drug paraphernalia) on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school function. Excepted is any drug taken in accordance with a current prescription signed by a physician that is to be taken by that particular student at the time in question.
   d. Stealing, lying, cheating, plagiarism, forgery or other acts of dishonesty.
   e. Verbal or physical threats, intimidation, or extortion.
   f. Fighting or causing physical harm to another.
   g. Disrespect toward an administrator, faculty or other staff member.
   h. Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include school grounds, school buildings, or a school bus.
   i. Possession or use of knives or other weapons on school property or at school functions.
   j. Failure to comply with the directions of a teacher, administrator or other school employee.
   k. Engaging in acts of harassment or sexual harassment as defined in the District's policies.
   l. Using in words, clothing, or signs, profane, lewd, vulgar, abusive

language or behavior such as lewd or indecent exposure which may incite or offend another person; or constitute substantial disruption or material interference with the mission, work or discipline of the school community.

m. Selling, using or possessing obscene material.
n. Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
o. Possession sale or use of tobacco, nicotine and e-cigarettes
p. Any willful act which disrupts the normal operation of the school community.
q. Unacceptable classroom behavior including being disrespectful to a teacher or staff member or inappropriate talking in class.
r. Unacceptable bus behavior including not staying seated, throwing objects, excessive loudness or other activities that distract the driver of the bus.
s. Public displays of affection.
t. Gambling.
u. Vandalism of school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on district property.
v. Reckless endangerment.
w. Graffiti.
x. Food fights.
y. Tattoos: No temporary tattoos in school.
z. Use of a laser pointer (except for instruction).

* School is not an appropriate environment to use electronic equipment that is noisy and/or disruptive to the educational process. The use of electronic devices, such as cell phones, smart watches or smart devices and any audio/video recording equipment, etc. (unless approved by administration) during school hours is prohibited and they are subject to confiscation.

3. A student's dress, grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:
    a. Be safe, appropriate, and not disrupt or interfere with the educational process.
    b. Recognize that extremely brief garments including, but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
    c. Ensure that underwear is completely covered with outer clothing.

d. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
e. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
f. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
g. Not include the wearing of hats or other headgear in the building during regular school hours except for medical or religious purposes.

4. Gun-Free Schools
   a. In accordance with Code of Conduct 1102, the Gun-Free Schools Acts of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3), and this Board policy, the punishment for violation of Code of Conduct 1102 shall be a suspension from attendance upon instruction for a period of not less than one calendar year, unless the Superintendent shall determine to modify such punishment. The Superintendent's determination shall be on a case-by-case basis.

   b. The term "firearm" as used in Code of Conduct 1102 is defined in 18 U.S.C.A. Section 921(3) and shall include any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm. The term "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that "destructive device" shall not mean any device not designed or redesigned for use as a weapon.

   c. The Superintendent shall refer a pupil determined to have violated Code of Conduct 1102 as follows:

      1. If the pupil is under 17 years of age, to a presentment agency for a juvenile delinquency proceeding; except a pupil 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate law enforcement agency.

2. If the pupil is 17 years or older, or 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate law enforcement agency.

5. Bomb threat/Fire alarms

Any person who knowingly reports false information or initiates or circulates a false warning of an impending occurrence or a fire or explosion, as well as the release of a hazardous substance to an official organization that deals with emergencies, is guilty of a misdemeanor for a first offense and a Class E felony for two or more offenses (Penal Law Sections 240.50, 240.55, 240.60).

In addition, a school district can seek restitution from the parent or legal guardian or a minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb for the expense of responding to such false report or incident. The total expense recoverable may not exceed $5,000 (Gen. Oblig. Law d 3-112).

6. Assaults on Teachers and Students

Any person who intentionally causes injury to an employee of a public school district, or not being a student of the school, causes physical injury to another who is a student at the school, is deemed to have committed Assault in the Second Degree, a Class D felony, Penal Law (Penal Law d120.05, Subdivision 10).

GLOSSARY OF DISCIPLINARY ACTION

The goal of the disciplinary program at Whitesboro Central School is to effect positive change in students' behavior. It is an attempt to modify behaviors from unacceptable to acceptable levels. Consequently, there are various forms of action that may result from inappropriate behavior or from violating school rules, regulations or policies. **THESE ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

1. **Warning**- An administrative request made to a student in order to correct a behavior.
2. **Parent Conference**-Held with appropriate individuals, which may include teacher, counselor, administrator, and student.
3. **Activity Suspension**-The student is suspended from attendance or participation in school sponsored activities. Student is not suspended from class or from the building. Parent is notified.

4. **Detention**-The student is obligated to attend as scheduled. If absent or excused on the day of a scheduled detention, the date of the detention is automatically changed to the next detention date. If you cannot attend detention as scheduled, you must make arrangements to be excused IN ADVANCE.
5. **In-School Suspension**-The student is directed to the in-school suspension room for part or all of the school day. Arrangements are made for the student to obtain class work, but the student is not allowed to attend classes from which he or she has been suspended. A member of the staff or substitute supervises the in-school suspension room when possible. It is an area of absolute quiet and restricted study. Students are not allowed to socialize with other students while on in-school suspension.
6. **Out-of-School Suspension**-The student is suspended from the building and all classes for a definite period of time, up to a maximum of five (5) days. This period of time may be extended or duplicated by the superintendent. A student suspended from school may not appear or loiter on school property or at any school-sponsored event at or away from school. It will be the suspended student's responsibility to make up all work missed during the suspension period. The student will have to make arrangements with the individual teachers for class work assignments, etc. Parents are to assume complete responsibility for the student during the period of suspension.
7. **Superintendent's Hearing**-Following a Superintendent's Hearing, the Superintendent may take whatever action deemed appropriate, including indefinite suspension from school. Parent is notified.
8. **Long-term Suspension**-The student may be suspended out of school for the balance of the semester, or the school year, subject to the Superintendent's decision. Parent is notified.
9. **Personal Liability**-The school district may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or the parent of the student for damages to personal property.
10. **Police Notification**-In cases involving criminal conduct, school authorities may refer the matter to appropriate law enforcement authorities.
11. **Bus Privilege Suspension**-Students are not permitted to use the transportation provided by the Whitesboro Central School District for the period specified. **The student's parent(s) are responsible for bringing the student to and from school.**
12. **Restriction of Privileges**-A student may have certain privileges suspended for a set period of time. These may include such privileges as: library use, participation in after school activities and other privileges as determined by the administrator.

DEFINITIONS OF IMPROPER STUDENT CONDUCT

Academic Misconduct: Engaging in any of the following actions:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

Arson: The intentional destruction or damage by fire, explosion, or smoke to district facilities and the property of persons using the district facilities.

Assault/Battery: The intentional malicious use of physical force on another person that put them at physical risk and harm.

Bomb Threat: The intentional action of a bomb threat when no bomb exists or the instigation, initiation, or communication to the school district or any of its employees of a claim of a bomb or threat thereof when none exists.

Destruction of Property/Vandalism: The intentional damaging of, defacing or other impairment of district property or other property belonging to other persons while they are on school property or at school-related activities.

Disruptive Student: An elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Drug/Alcohol Abuse: The possession, use, being under the influence of, or sale of drugs, alcohol, or related paraphernalia.

Electronic Harassment: Written communication that is sent electronically which, by virtue of content and/or existing circumstances, is likely to disrupt the conduct of classes or after school activities or to undermine the maintenance of discipline within the school setting.

Extortion: An intentional action that reasonably instills fear in another individual in order to obtain something to which they are not entitled.

False Alarm: The intentional activation of a fire alarm when no threat of a fire exists or the instigation, initiation, or communication to the district or any of its employees of a fire or threat thereof when none exists.

Fighting: Combative physical contact between two or more persons.

Forgery: To reproduce something for deceitful purposes or for unfair gain.

Hazing: Any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, or team.

Inappropriate Display of Affection: Kissing, caressing, or other overt expressions of affection.

Indecent Exposure: Exposure to sight of the private parts of the body in a lewd or indecent manner.

Insubordination: Failure to comply with the reasonable request of a district employee authorized to make such requests.

Morally Offensive Behavior: Use of vulgar language or profanities, possessing or distributing obscene or pornographic literature and clothing or demonstrating lewd or lascivious behavior.

Physical Harassment: Any actions that subject another to physical attacks or threats thereof, that place the other person at the likely risk of physical harm.

Reckless Endangerment: Any action that creates an unsafe situation for self or others.

Sexual Harassment: Unwelcome sexual advances, requests for special favors, threats or other verbal or physical conduct of a sexual nature to district staff or students.

Theft: The unlawful taking possession of or control over property belonging to the school district or persons using the facilities.

Tobacco Use/Possession: Tobacco use or possession anywhere within a school building or on school grounds or during school-related activities held at off-campus sites.

Trespassing: Entry onto the school district's property without authorization or when such privilege has been suspended.

Verbal Abuse: Speech or gestures which, by virtue of content and/or existing circumstances, is disrespectful or demeaning to district staff or other students.

Violent Student: A student under the age of 21 whom:

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

Weapons and Explosives: (including but not limited to fireworks devices) The use, possession of, or sale of dangerous weapons or explosive devices of a nature or in a quantity which is sufficient to cause personal injury to the holder thereof or others and/or damage to school district property.

This list is not meant to be all-inclusive and any student conduct not here defined, which constitutes a violation of the statutes of the State of New York or any established rule or regulation of the Whitesboro School District, shall be punishable by penalty to be imposed at the discretion of the appropriate school district personnel.

Guidelines to Phases of Discipline

K-5 Disciplinary Procedures

1. Consistency is the essential requirement of any disciplinary policy. To maintain this consistency, the following steps constitute the usual procedure in behavior control:
    a. Verbal consultation between teacher and student
    b. Teacher-principal conferences (may include student)
    c. Principal-student conferences
    d. Principal-parent-teacher-student conferences
    e. Consultation with principal and Pupil Personnel Team which may, if necessary, result in referral to family court

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided at each level. At each level there are examples of infractions to be treated at that level. The list is intended to be descriptive, rather than exhaustive. Each level also has a description of procedures that school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

Level A-These misbehaviors constitute minor infractions of school rules, which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

Classroom Infractions

Teacher-Dealing with routine classroom disciplinary problems such as disruptive behavior, negative influence, unexcused tardiness, academic misconduct, being unprepared for class, etc.

The teacher represents the first line of authority in dealing with routine behavioral problems, which interfere with the teaching/learning process.
Note: For any severe offenses, involve administration immediately.

Examples of outside classroom infractions:

1. Failure to follow instructions
2. Neglect of safety rules
3. Violations of study hall privilege
4. Abuse of hall, locker, or library privileges
5. Tardiness
6. Inappropriate language
7. Failure to bring in a note for absence from school
8. Taunting and/or teasing of others
9. School disruption
10. Inappropriate display of affection
11. Verbal altercation between two or more students

12. Littering or leaving removable graffiti in the building
13. Violation of library rules and regulations
14. Use of electronic devices such as cell phones and audio/video recording equipment (unless approved by the administration)
15. Inappropriate attire that is unsafe, revealing, or has a message that is socially offensive
16. Skirmish

Optional Disciplinary Responses:

A. Verbal reprimand
B. Seat change
C. Behavioral contract
D. Strictly supervised study hall
E. Restriction and/or loss of privileges
F. Written apology or action plan for future decision making
G. Parental contact and/or conference
H. Clean up after school and/or payment of damages
I. Detention
J. Warning letter
K. Referral to in-school or outside agency
L. Any combination of the above

Level B-Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of the infractions may be a result of misbehaviors that have continued to occur even after disciplinary measures have been taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

Examples of Infractions:

A. Unmodified Level A misbehavior
B. Harassment of other students
C. Repeated misbehavior on the school bus
D. Petty theft
E. Gambling
F. Use of profanity or obscenity
G. Possession or distribution of pornographic materials
H. Leaving school without permission
I. Defiance and insubordination
J. Forgery
K. Cutting scheduled classes or detention

L. Harassment graffiti
M. Truancy
N. Reckless endangerment
O. Possession of lighters, matches, or other incendiary devices
P. Unauthorized possession or use of laser pointers, pens, or other laser-related devices
Q. Verbal threats of physical harm

Procedure:

1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel
2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken
3. The parent or person responsible for parental control shall be notified
4. The administrator maintains a record of the offense and the disciplinary action taken

Optional Disciplinary Responses:

A. Continuation of the more stringent Level A options
B. Recommend or refer for sustained counseling
C. Parental conference
D. Temporary withdrawal of certain privileges or participation in school activities
E. Teacher removal of a student from the classroom
F. Suspension of school bus transportation
G. In-school suspension
H. Out-of-school suspension (except for truants)
I. Any combination of the above

Level C-Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may threaten the health, safety, or emotional well-being of others in the school. If the misbehaviors at this level could violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can be best addressed through disciplinary action taken at the school.

Examples of Infractions:

1. Unmodified Level B misbehavior
2. Repeated truancy
3. Sale, possession, or use of tobacco products on school property or school bus
4. Extortion
5. Stealing and/or possession of stolen property
6. Physically threatening other students
7. Serious acts of defiance or threatening a teacher or support staff
8. Fighting (physical harm)
9. Vandalism
10. Possessing, using, or being under the influence of drugs or alcohol on school property or at school-sponsored activities
11. Serious disruptive behavior
12. Leaving school grounds without permission
13. Interference in the execution of duties of school personnel
14. Verbal, written or electronic communication which demeans or ridicules on the basis of race, gender, religion, sexual orientation, or ethnicity
15. Possessing or using a pellet or BB gun on school property or at related events

Procedures:

1. The infraction is reported or the administrator investigates further and confers with staff members on the circumstances and immediate needs
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures
3. If appropriate, the administrator contacts law enforcement officials
4. Written statements are taken as needed

Optional Disciplinary Responses:

A. Continuation of appropriate Level B Options
B. Full withdrawal from participation in school activities (including field trips)
C. Restitution for damages
D. Referral to outside agency
E. In-school suspension
F. Out-of-school suspension
G. Referral to superintendent for possible hearing
H. Referral to judicial system
I. Any combination of above

Level D-Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action, which immediately removes the student from school and calls for the intervention of appropriate authorities.

Examples of Infractions:

1. Unmodified Level C misbehavior
2. Possession and/or sale of stolen property
3. Extortion from other students
4. Indecent exposure
5. Tampering with a fire alarm
6. Pulling a false fire alarm
7. Starting a fire on school property
8. Major vandalism
9. Grand theft
10. Possession and/or use of explosives
11. Arson
12. Providing, selling, or using illegal chemical substances and/or alcohol on school property and/or at school-sponsored activities
13. Making a bomb threat
14. Assault and battery
15. Possession, use, and/or transfer of lethal weapons on school property or at school-related activities
16. Hate crimes (including targeting individuals or groups with threats, ridicule, or violence, including verbal, written and electronically displayed ridicule)

Procedures:

1. Having verified the offense, the administrator meets with all of those involved
2. The principal initiates procedures according to established policy for excluding the students from school and notifies the parents or persons in parental control immediately
3. The principal informs the superintendent
4. School officials contact the proper authorities and assist in the prosecuting of the offender when appropriate
5. The principal submits a complete and accurate record to the superintendent for possible board action

Optional Disciplinary Responses:

A. Full restitution of damages
B. In-school suspension
C. Out-of-school suspension
D. Alternative school
E. Superintendent's hearing
F. Referral to appropriate agencies
G. Any combination of the above

REMOVAL OF DISRUPTIVE STUDENTS FROM THE CLASSROOM AND SCHOOL PROPERTY

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting (not in the hallway unsupervised). Such practices may include, but are not limited to, (1) short-term "time out" in a designated area with supervision, or (2) sending a student to the social worker or psychologist. Time-honored classroom management techniques such as these do not constitute disciplinary removal for purposes of this code.

Student Suspension from School

1. When suspension of a student from attendance for a period of five days or less pursuant to section 3214(3) of the Education Law is proposed, school officials shall immediately notify the parents or the persons in parental control in writing that the student may be suspended from school. Written notices shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension at the last known address or addresses of the parent or persons in parental control. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents or persons in parental control. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents, or persons in parental control, of their right to request an informal conference either on the phone or in person.

2. The suspension of pupils for a period in excess of five (5) school days shall be conducted in accordance with regulations of Section 3214 of the Education Law.
3. Pupils who repeatedly are substantially disruptive to the educational process or who substantially interfere with the teacher's authority in the classroom shall be subject to a minimum out-of-school suspension of two (2) days. A student who is repeatedly substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom is defined as one who is removed from the classroom by a teacher more than four (4) times in one marking period. Such suspension period may be reduced on a case-by-case basis.

POLICY ON PLAYGROUND AND CAFETERIA REGULATIONS

Playground Behavior:

1. When the weather permits, students will go outside for recess. It is imperative that they wear proper attire for the type of weather that prevails. Our elementary team of administration, nurse, teachers and teacher aides has the right to keep students inside from recess if proper attire is not worn.
2. During inclement weather, students will remain in the building. **Recess will be provided only if space becomes available.**
3. Students are to walk to and from the play area using the designated doors.
4. Students will play inside the announced areas and are to stay outside unless they have the permission of the teacher/teacher aide on duty to return to the building.
5. Snowball throwing, ice, or other objects that may cause injury are not allowed. During the winter students should refrain from sliding or playing on icy areas. Sliding down a slippery hill is permitted only with adult consent from the duty person.
6. In the event of an injury, the adult on duty must be notified immediately.
7. Students should not interfere with games in progress by their classmates and must show proper respect for the duty staff at all times.
8. Students who do not cooperate by following the recess rules will be suspended from the play period and will remain in the classroom.
9. Hardball bats and hardballs are not allowed on the playground. Softballs can be used during games under supervision.

10. Rules governing the use of specific playground equipment will be reviewed by the duty staff and announced to students at the beginning of each week.

Cafeteria Behavior:

1. Students will walk to the cafeteria and will enter the cafeteria and wait in line like ladies and gentlemen. They will go through the line and take a seat at their assigned cafeteria table.
2. Students may talk in a **LOW VOICE** during the lunch period and will give their attention to the duty staff when requested. This may be done by using a whistle.
3. Students must remain seated unless permission to leave is given by the duty staff. Proper table manners are to be followed at all times.
4. Students must show proper respect for adults in the cafeteria and the cafeteria line. All food must be picked up from the floor and table before leaving the cafeteria.
5. Students **MUST** follow the posted rules in the cafeteria.

NOTE:

The above consequences listed in all phases are intended to serve as a GUIDELINE to students and parents. Its purpose is to make students aware of the consequences for inappropriate behaviors. The incidents and consequences shown above are NOT EXHAUSTIVE, NOR ARE THEY INTENDED TO BE ALL-INCLUSIVE.

The administrators have the delegated authority to apply the discipline procedures listed above and may deviate from the prescribed consequences for particular infractions if, in their judgment, the individual situation so warrants, based on the circumstances, number of previous problems and intent.

In cases of chronic repeat offenses, the student may be suspended from school five (5) days pending a superintendent's hearing. Students who exhibit behavior that appears "out of control" may be referred to the Teacher Support Team for further review and recommendations. Recommendations may include: academic or psychological testing, referral to Committee on Special Education (CSE), and referral to Oneida County Department of Social Services or Probation, and/or alternative academic programs.

APPENDIX A

BUS DISCIPLINE PROCEDURES

Our Philosophy

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation.

Our Bus Rules

1. Follow directions of the driver at all times
2. Stay seated in your seat at all times
3. Keep all parts of your body in the bus and to yourself
4. No pushing, shoving, or fighting at any time
5. No eating, drinking, smoking or spitting
6. Do not litter, write on, or damage the bus in any way
7. Do not use profanity, rude gestures, tease or harass anyone on the bus

If a Student Chooses to Break a Rule

First Time:	Driver verbally warns students and documents in daily log.
Second Time:	Parents contacted by driver or bus garage personnel, documented on daily log (probationary period begins).
Third Time:	Bus Conduct Form issued, parents contacted by Building Administrator/Coordinating Teacher. Three (3) day bus suspension plus suspension from all bus riding privileges for that period.
Fourth Time:	Five (5) day bus suspension plus suspension from all bus riding privileges for that period. Parent contacted by the Building Administrator/Coordinating teacher.
Fifth Time:	Principal's Hearing.
Sixth Time:	Superintendent's Hearing.

Severe Disruption

The following inappropriate behavior will result in suspension of transportation privileges immediately:

1. Physical harm to a student (may result in arrest).

2. Physical harm or threat of physical harm to driver (may result in arrest).
3. Failure to give a correct name when asked.

APPENDIX B

STUDENTS WITH DISABILITIES DISCIPLINE PROCEDURES

When a student with a disability violates the discipline code of the school that he/she attends, a meeting of the building administrator and the special education teacher shall be held to determine:

A. Whether the student is capable of following the school discipline code:
   1. Was the behavior the result of an **inability to understand** the rules?
   2. Was the behavior the result of an **inability to control** inappropriate behavior?

B. If the student is capable of following the discipline code despite his/her disability, then the appropriate school regulations will be followed.

C. If the student is not capable of following the school discipline code because he or she cannot understand the regulations, appropriate actions to ensure understanding will be attempted.

D. If the student is found to be incapable of following the school discipline code after reasonable efforts have been made to obtain cooperation, because he or she cannot control his or her appropriate behavior, then the teacher or administrator will refer the student to the Committee on Special Education (CSE).

E. The Committee on Special Education can modify the student's Individual Education Program, if appropriate, to include alternatives and options for dealing with inappropriate behavior, such as being sent to a "time out" area, in-school suspension, being sent home, loss of privileges, etc.

F. If a student with a disability's behavior is determined to be dangerous to himself or others, then the building administrator must take immediate and appropriate action, followed by immediate notification of the home school and referral to the Committee on Special Education (CSE).

   If such action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the student, opportunity for the student to respond, opportunity for a parent conference, and Superintendent's Hearing if suspension is for more than five (5) days.

The Board of Education will review this policy annually and amend when appropriate.

APPENDIX C

NONDISCRIMINATION IN AN EDUCATIONAL SETTING/ PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING

It is the policy of the Whitesboro Central School District that there be no discrimination against or in favor of any district student, employee, or job applicant on the basis of sex, age, race, creed, color, national origin, gender, gender identity, religion or disability. The district does not tolerate harassment by anyone in one of the aforementioned protected groups. All employees and students must avoid such harassment, and are responsible for assuring that the schools are free from such harassment at all times. Any employee or student who feels he or she is a victim of any such act of discrimination or harassment may file a complaint under one of these polices with the DASA Coordinator, at your respective building (found on page 9). In finding that an employee or student has engaged in conduct constituting such harassment may result in disciplinary action against such employee or student in the manner prescribed by law.

SEXUAL HARASSMENT

The Whitesboro Central School District policies prohibits employees, students and other individuals from making unwelcome sexual advances, requests for sexual favors, threats and other verbal or physical conduct of a sexual nature to other employees or students when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or (3) such has the purpose or effect of unreasonably interfering with an individual's work or school performance, or creating an intimidating, hostile, or offensive working or learning environment. Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic or physical conduct relating to an individual's sex; and the display of sexually-explicit pictures, clothing, greeting cards, articles, books, magazines, photographs, or cartoons.

INVESTIGATIVE PROCEDURE

Complaints of prohibited harassment or any other types of discrimination on the basis of sex, age, race, creed, color, national origin, religion or disability, including alleged violations of Title IX of the Education Amendments of 1972, and of Section 504 of the Rehabilitative Act of 1973, or the regulations thereunder, will be promptly and thoroughly investigated if reported to the appropriate DASA Coordinators, Principal, or the Compliance Coordinator (Mr. Christopher O'Neil, Director of Pupil Personnel Services).

APPENDIX D

SECTION 504-DISCRIMINATION AGAINST PERSONS WITH A DISABILITY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone whom:

1. Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

The Whitesboro Central School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate and, if the student is determined to be eligible under Section 504, to offer access to appropriate educational services.

If the parent or person in parental authority disagrees with the determination made by the professional staff of the school district, he or she has a right to a hearing with an impartial officer or designated school official.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

1. Inspect and review his or her child's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights.
5. A hearing on the issue if the school refuses to make the amendment.

Any alleged grievances should be reported to the Section 504 Coordinator, Director of Pupil Personnel Services, Whitesboro High School, 6000 Route 291, Marcy, New York 13403; telephone (315) 266-3240.

APPENDIX E

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES)

Program Implementation

The Whitesboro Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and "Internet." The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Whitesboro Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the District Computer System

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Whitesboro Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of Whitesboro Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive

2) Use of obscene or vulgar language

3) Harassing, insulting or attacking others

4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means

5) Using unauthorized software on the DCS

6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator

7) Violating copyright law, including the illegal file sharing of music, videos and software

8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying

9) Disclosing an individual password to others or using others' passwords

10) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation

11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.

2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.

3) When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Notification/Authorization

"Passive Consent" (Opt-out) Student access to the DCS will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of the DCS in accordance with law, Commissioner's Regulations and/or District policies and procedures. (5301.1, Agreement for Student Use of District Information and Technology Resources.)

WHITESBORO CENTRAL SCHOOL DISTRICT COMPUTERIZED INFORMATION RESOURCES PARENT/GUARDIAN NOTIFICATION/REQUEST TO DENY COMPUTER USAGE

PARENT/GUARDIAN NOTIFICATION REGARDING COMPUTER USAGE

In order to become a user of the Whitesboro Central School District's computer facilities, equipment, and Internet accounts, I understand that it is necessary to comply with District policy and regulations for the use of technology as presently in force and as may be amended from time to time. A violation of the District's policy and/or regulations regarding use of computerized information resources ("Acceptable Use Guidelines") may result in the loss of computer access, disciplinary action and/or prosecution in accordance with law, regulation and/or the District Code of Conduct. I further understand that access to the computer facilities may include filtered access to the Internet.

I understand that individuals and families may be liable for violations of District policies and regulations/procedures for such use. While every reasonable effort will be made by School District personnel to monitor proper usage and provide Internet filters to questionable materials, it is the parent's responsibility for guidance of Internet use – setting and conveying standards for their son/daughter to follow when selecting, sharing or exploring information and media. Students who abuse the acceptable use of technology on the Internet may be removed from access in accordance with applicable due process procedures.

I have reviewed the Whitesboro Central School District Acceptable Use Policy and Regulations for use of technology with my son/daughter. In consideration of the use of the Whitesboro Central School District networks and in consideration for having access to the information contained on them and an Internet account, I release the Whitesboro Central School District from any claims of any nature arising from my son/daughter's use of the Internet.

PARENT/GUARDIAN REQUEST TO DENY COMPUTER USAGE

In order to achieve the career development and technical education (occupational) learning standards articulated by the New York State Department of Education, students will be provided access to instructional materials and processes available only through the use of computers. **I understand that if I do not request, in writing, that my child <u>not</u> use computers, an account will be created to facilitate such access.**

Parental requests to deny student use of District computers will be considered in accordance with law and/or regulations.

School District Public Relations/Website Permission

From time to time the school district may wish to publish examples of student projects, photographs of students, and other work either in local print media or on the district web site. Understand that the use of a photograph and/or video image may include print and/or broadcast applications.

In the case of the district web page, district regulations state: "Web pages include only the first name and the initial of the student's last name. Pages or file names may not include a student's telephone number, address, e-mail address or names of other family members or friends."

If you object to the use of your student's work or picture being published by either of these means, complete the form provided in the back of this handbook or please notify the building administrator in writing.

GENERAL POLICIES

ACCIDENTS, INJURIES, AND INSURANCE

Student accidents must be reported immediately to the school nurse where an accident report will be filled out. The Whitesboro Central School District student accident policy furnishes medical, hospital, and dental service indemnity when accidental bodily injury is sustained while a student is engaged in a school-sponsored activity. **No benefits will be paid by this plan to the extent that benefits are payable under any other policy or prepayment plan**. This policy is only in excess of those benefits payable under family and employer policies.

ANNOUNCEMENTS

Announcements are read daily over the public address system. In order to be well informed on school affairs, students should listen carefully. Teachers and students wishing to have a general announcement made should obtain an announcement form from the Main Office. A completed form should be submitted to the Main Office one (1) day prior to when the announcement is to be made. An administrator must also approve it. Only essential administrative announcements or cancellations will be made at the end of the day.

APPROPRIATE DRESS

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

A student's dress, grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:

a. Be safe, appropriate, and not disrupt or interfere with the educational process.
b. Recognize that extremely brief garments including, but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
c. Ensure that underwear is completely covered with outer clothing, skirts/shorts should be finger-tip length.
d. Include footwear at all times, no flip flops or backless sandals.
e. Not include items that are vulgar, obscene, and libelous or denigrating to others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
f. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
g. Not include the wearing of hats or other headgear in the building during regular school hours except for medical or religious purposes.

If the manner of dress is such that it violates these standards, the student will be asked to make a change of clothing, and sent home if necessary to do so. Students will be responsible for any work missed as a result of leaving and returning to school.

ELECTRONIC EQUIPMENT

School is not an appropriate environment to use electronic equipment that is noisy and disruptive to the educational process. The use of cell phones, tablets, computers during school hours is prohibited and such items are subject to confiscation. Watches that have a recording feature are not allowed in school or on the bus.

FINES AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment. Any damages done to library books, textbooks, Chromebooks or other school equipment due to misuse or negligence must be paid for. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment that has been damaged should be reported to the building principal, who will determine if student negligence or misuse caused the damage. If this is found to be the case, the student and his/her parents or guardian will be expected to pay for the damages.

PHYSICAL EDUCATION UNIFORM

All students in grades four and five are expected to change for physical education classes. They will be asked to purchase and wear the Whitesboro Central School District physical education uniform only.

HANDICAPPED ACCESSIBILITY

The Whitesboro Elementary Schools are handicapped accessible. Handicapped parking areas are located in parking lots adjacent to the buildings. Handicapped areas have also been planned for concerts or other events held at the school. If you will need handicapped parking, please contact the Main Office one (1) day prior to the event.

Also, there are handicapped accessible restrooms in the elementary schools.

Any further questions concerning handicapped accessibility needs should be directed to the school administration.

LOST AND FOUND

There is a lost and found box in each of the Elementary School Buildings. The school district is not responsible for items lost. Although your locker should be locked, it is not totally secure, so please do not bring valuables to school.

MEDICATION DURING THE SCHOOL DAY

School policies regarding administration of medication are consistent with procedures established by State Education Law.

For students to receive medication (prescriptions or non-prescription, including cough drops and other over-the-counter drugs) during the school day, the following procedures **MUST** be followed and renewed each year:

- The parent or legal guardian must submit a written request to the school authorities together with a written request from the prescribing physician indicating the frequency and dosage.
- The medication must be brought to the school by a responsible adult in the original container labeled with the name of the drug and the dosage.

Unless these procedures are followed, medications will **NOT** be administered in school. **Students may not carry medication with them!**

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including kissing, embracing, etc., are not appropriate in school. Those students involved will first be warned. Further incidents will result in appropriate disciplinary measures and parents will be notified.

SAFETY PROCEDURES

We have a responsibility to maintain a safe and non-threatening environment conducive for learning. No student has the right to disrupt this environment, interfering with other students' learning or teachers' instruction. Those students who disrupt this process through their actions or words will be disciplined according to our written code of conduct. We will not tolerate any acts of harassment or threatening behavior. Those incidents should be reported to the administration. We will take the appropriate measures to maintain a safe and non-threatening environment every day for all students.

All students have a moral responsibility to report to staff any information that they may have regarding possible threats to the health and safety of others in the building. This information will be kept confidential.

PESTICIDE NOTIFICATION

Our district uses current Integrated Pest Management practices to reduce the use of pesticides in our buildings and on our grounds. It may be necessary, however, to use pesticides periodically during the year. New York State law requires that schools maintain a list of staff and parents who wish to receive written notice of forty-eight (48) hours prior to a pesticide application at their school facility. If you wish to be included on this notification list, or for further information on the district's pesticides program, please contact Kevin Storsberg, Superintendent of Building and Grounds at (315) 266-3312.

MAIN ENTRANCE

For the safety and security of all members of our educational community, we utilize one main entrance to the elementary schools. This door is the main entry way at all schools. All outside doors will be locked at all times:

Westmoreland Road Elementary School: 9:00 a.m.
Deerfield, Harts Hill and Marcy: 9:30 a.m.

EMERGENCY DRILLS

Bus - We are required by law to have three emergency bus drills during the school year. The purpose of these drills is to practice evacuating buses in the event that there is a fire or an accident and to learn the location and use of emergency equipment such as the axe, first-aid kit, fire extinguishers, road flares, and emergency doors and windows.

Fire - If a fire is detected anywhere in the building, pull the nearest alarm. Report to the nearest teacher, custodian, or office, the location of the fire and then leave the building. Law specifies that 12 emergency drills be held each year. Fire drill signs and evacuation routes are posted in every room and it is imperative that the building be quickly, quietly, and safely vacated.

Lockdown - At least four lockdown drills will be held in each of the elementary schools yearly.

The following rules are to be followed when the fire alarm sounds:

1. Everyone will leave the building quickly and quietly following your teacher's directions.

2. Once outside, move well away from the building and keep the driveways clear for the use of fire apparatus.
3. Remain quiet and attentive to further instructions.
4. Do not return to the building until the proper instructions have been given.

A school false alarm represents an intolerable hazard to safety. Anyone ringing a false alarm is subject to both a fine and imprisonment under state law. Suspension out of school, as well as prosecution, may result for anyone found guilty of this offense. Tampering with the fire-fighting equipment will also be dealt with severely.

SCHOOL SPIRIT/SPORTSMANSHIP

School spirit is loyalty to all functions of the school. A loyal student supports his or her school and does the utmost to keep his or her scholastic and activity standards at the highest level.

Good sportsmanship is important. Our behavior at school athletic events reflects upon the character and reputation of our school and us individually.

Elementary students must be accompanied by an adult when attending athletic contests.

SURVEILLANCE CAMERA USE

The Whitesboro Central School District promotes student, staff and visitor safety in all District facilities, grounds and buses. In an attempt to ensure a safe and effective learning environment, the Board promotes the use of surveillance cameras when necessary in all District facilities, grounds or buses. Surveillance cameras will not be used in private areas such as restrooms and locker rooms where there is reasonable expectation of privacy. Such prohibition does not preclude the use of audio recordings by law enforcement or District personnel when used in accordance with their official duties and as authorized by law.

TELEPHONES

There is a phone in the Main Office for students who need to use the phone during the school day. Please do not attempt to contact your child on a cellular phone.

TEXTBOOKS

Students are assigned textbooks for their subjects during the school year. Textbooks should be kept in good condition, and this is the responsibility of the student. A fee will be charged if textbooks are lost or damaged.

TOBACCO, NICOTINE AND E-CIGARETTES

The school has an obligation to protect the health and welfare of the students in its care. Given the potential long-term harmful effects of tobacco use, documented in research and statistics presented by the surgeon general and other medical experts, school permission for student use of tobacco is inconsistent with that obligation and serves to negate the instructional objectives of the state-mandated health curriculum.

Use of possession of tobacco products, including smokeless tobacco, nicotine and E-Cigarettes is prohibited on school grounds, according to school policies and public law. This includes all school property and all school events (concerts, sporting events, etc.) and is not only limited to students, but also all persons in attendance. Violations will be referred to the administration for action as called for in the discipline code. Any person who repeatedly uses tobacco on school grounds may be reported to the Oneida County Department of Health and subject to significant fines.

WHERE TO GO WHEN YOU ARE LOOKING FOR ...

Main Office:
Morning announcement form
Permission to use phone
Sign-in and out as a visitor
Registration information
Bus passes
Go home early notes
Attendance
Tardy notes-All tardy students **MUST** bring a note from home and their parents must come into the building to sign them in.

Bus Problems:
Transportation Office
Coordinating Teachers
Principal

Nurse's Office:
Illness sign out
Physical examination form
Personal hygiene

Social Worker:
Outside family services intervention
Social problems

Student's Name:

Teacher/Grade:

STUDENTS AND PARENTS ARE TO READ THE STATEMENT BELOW AND THEN SIGN.

I have had the opportunity to read the STUDENT/PARENT HANDBOOK with my parents/guardians and to ask questions with reference to its contents. I have a general knowledge and understanding of the rules and regulations set down in this handbook, and I will accept the responsibility for abiding by them.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Date Received by Teacher: _____

* Return this form to your child's teacher **ASAP**.

APPENDIX F

Whitesboro Central School District
Website/Media Release Parental Consent

I understand that from time to time the school may wish to publish examples of student projects, photographs of students, and any other work on the internet accessible Worldwide Web server or via the media.

District Regulations State: "Web pages may include only the first name and the initial of the student's last name. Pages or file names may not include a student's telephone number, address, e-mail address, or names of other family or friends."

YES	NO	
☐	☐	I give permission for my child's work to be published on the District website, newspaper, newsletters and/or other District publications.
☐	☐	I give permission for my child's video image and/or photograph to be published on the District website or TV media.
☐	☐	I give permission for my child's photograph to be published in the newspaper, newsletters, Parent Square and/or other District publications.
☐	☐	I give permission for my child's image/child's work to be posted on school-affiliated social media platforms.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

* Return to your child's teacher **ASAP**.

The Alma Mater

Hail to thee! O Sons of Whitesboro
We have a trust to keep;
The love of Whitesboro High School
And her high ideals to seek;
Loyalty is for the blue,
And the white means honor bright,
So we'll all stand true forever
To the Royal Blue and White.

Through the four long years of high school
'Midst the scenes we love so well;
We have struggled on and upward
'Till we've reached the goal ideal;
Whitesboro High, we'll ne'er forget you;
You have always loomed so bright,
And we'll all stand true forever
To the Royal Blue and White.

When we're launched on life's great journey
And we come to toil and care;
We will think of dear old Whitesboro
And the morals we've learned there;
We'll uphold her fine ideals,
And we'll represent the right –
Be right, be square, be true, be fair
To the Royal Blue and White.