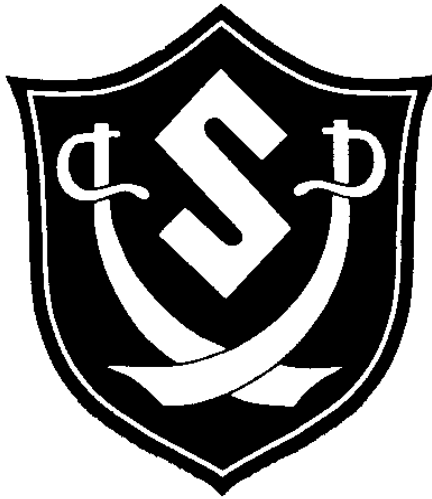


SCHALMONT HIGH  
SCHOOL STUDENT  
HANDBOOK  
2010-11



Schalmont High School  
One Sabre Drive  
Schenectady, New York 12306

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Student Name

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## **SCHOOL HOURS**

Classes begin at 7:40 A.M. A warning bell will ring at 7:38 A.M. at which time students must be on their way to their first period class. The salute to the flag and morning announcements will be at the end of first period (8:25). Upon completion of the school day, all students are expected to leave the building unless they are remaining for after-school help from a teacher. **Students are not permitted in the building after regular hours without scheduled and approved supervision.**

## **TIME SCHEDULE**

7:38	Warning Bell
7:40 - 8:30	Period 1
8:34 - 9:15	Period 2
9:19 - 10:00	Period 3
10:04 - 10:45	Period 4
<b>10:45 – 11:15</b>	<b>Period 5 Lunch</b>
10:49 - 11:30	Period 5
11:20 – 12:01	Period 6 class (for students who have period 5 lunch)
<b>11:30 - 12:01</b>	<b>Period 6 Lunch</b>
11:34 - 12:15	Period 6 class (for students who have period 7 lunch)
12:05 - 12:46	Period 7 class
<b>12:15 - 12:46</b>	<b>Period 7 Lunch</b>
12:50 - 1:31	Period 8
1:35 - 2:15	Period 9
2:30 - 3:30	After school activities and extra help (Monday, Tuesday and Thursday)
3:30	Late buses leave - Monday, Tuesday and Thursday. <b>Students must present an official bus pass signed by a teacher to be given to the bus driver.</b>

Student Schedules – Four Day (A, B, C, D) Rotation: A four day (A, B, C, D) rotation plan is used to schedule physical education classes, science laboratories, study halls, reading classes, and other program activities held in conjunction with study hall periods. You should refer to your student schedule for specific assignment on the rotation plan. All other classes meet on a five-day week basis.

**Passing Between Classes**

Four minutes are provided for students to pass from room to room. This provides enough time for students to pass without running. Students are expected to cooperate with teachers and hall monitors who are supervising traffic in the corridors. All passing is done within the corridor of the school with the exception that students are allowed to use the sidewalk under the canopy in front of the school. There should be no horseplay, pushing, shoving or yelling in the corridors at any time. Students should be extremely careful when opening lockers while people are passing. Students are not to sit on the floor before school, during periods, or between periods. *Loitering on landings and stairs is a safety hazard and is not permitted at any time.*

**Morning Announcements:** From 8:25 to 8:30 the morning announcements are read and the Pledge of Allegiance is said. Flag Salute Procedure – All students are to show proper respect for the flag during the Pledge of Allegiance each morning following the beginning of the homeroom period.

- Flag Salute Procedure – All students are to show proper respect for the flag during the Pledge of Allegiance each morning.
- All students are to remain seated, quietly, during the morning announcements.
- **Students are not to be released to go to lockers, lavatories, or the telephone during this time.**
- Announcements must be submitted to the main office on the day before they are to be made.

**Extra Help:** Teachers are available after the regular school hours to offer extra help. Students should feel free to request help, with appropriate advance notice whenever the need arises. Teachers have the right to request that students stay between 2:30 and 3:30 P.M. for extra help when necessary. Students are expected to stay unless arrangements are made in advance with the requesting teacher and providing buses are available. **Students must remain with a teacher for the entire time after school. In order to take the bus, the student must have a late bus pass from the teacher.**

## **ATTENDANCE**

In order to provide a deliberate plan to insure the provision of Education Law 3205 regarding compulsory attendance in New York State schools, the Schalmont High School administration shares these common beliefs.

1. Regular class attendance is one of the most important aspects of a student's education program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The interaction between students and teachers in the classroom is an integral component of learning.
4. There is strong correlation between consistent class attendance, parental involvement and academic success.

These beliefs support the need for daily attendance and are the basis for the compulsory attendance policy.

It is the policy of the Schalmont Board of Education to provide full-time academic instruction to all eligible students and to establish firmly defined parameters of attendance for students in grades 9 through 12 in the following manner:

**Class Attendance:** Students will attend all assigned classes, including BOCES during both the regular and/or extended school day for the entire time the classes are in session. A student will be considered in attendance if that student is (a) physically present in the classroom and/or working under the direction of the classroom teacher, (b) working pursuant to an approved independent study program, (c) receiving homebound instruction, or (d) in one class and a required curricular activity (including testing), and is physically present in the class or activity which the building principal has determined to be the assigned class or activity for that class period.

1. Absences from the regular or extended school day or BOCES classes may constitute insubordination and may be the subject of discipline in accordance with the school district policy and pursuant to Section 3214 of the Education Law.
2. Students who are legally absent shall be permitted to make up written assignments, quizzes, examinations and other course work missed due to absence. Such opportunity shall not extend to the lecture or other oral

instruction provided by the teacher. Opportunities to make up the work shall not alter the attendance record.

3. Credit for any given course is contingent upon (a) meeting the attendance requirements, and (b) obtaining a passing grade.
4. Students who are absent for 20 consecutive school days may be dropped from enrollment after compliance with the procedures set forth in section 3202 (1-a) of the Education Law.

**LEGAL ABSENCES:** The school is allowed to consider the following as legal reasons for absence:

Sickness

Sickness or death-in-family

Approved college visit

Impassable roads or weather

Religious observance

Quarantine

Military obligations

Requirement to be in court

Approved cooperative work programs

Attendance at health clinics

Medical and dental appointments with a note from the doctor's office

Driving tests

School music lessons

Education trips

*\*All other reasons are considered to be illegal. Regardless of whether absences are legal or illegal, all absences apply to the Board of Education Policy on attendance.*

***Students who are absent from school may not attend after school activities on the day they are absent unless approved by the building principal. If the absence occurs on a Friday, the student may not attend school sponsored activities on that weekend, unless approved by the building principal.***

**ILLEGAL ABSENCES:**

TRUANCY - a student absent from school without knowledge of the parent/guardian.

UNLAWFUL DETENTION - a student absent from school for a non-legal reason with the knowledge of the parent or guardian. (This includes vacations, baby sitting, missing the bus, overslept, etc.)

***Students who are illegally absent will not be allowed to attend or participate in after school activities. Students who are illegally absent or who cut a class are subject to a "zero" grade in class work due to be handed in or performed in class that day. If the illegal absence is on a Friday, the student may not attend school sponsored activities on that weekend.***

Attendance Procedures: When a student has been absent or late to school, the parent must provide a written note explaining the reason the day following the absence or lateness. The note is turned in to the first period teacher the day of the return. The parent may also call the Main Office in lieu of a note. Any student who fails to provide an excuse for an absence or lateness to school (providing telephone contact has not been made with a parent or guardian) may be referred to the Assistant Principal for disciplinary action. Parents are encouraged to contact the school by phone (355-6110) if they know the student will be absent.

*Occupational Education Students:* Students going to BOCES Shift I must sign in on the Vo-Tec bus at 7:35 A.M. before leaving the high school. Attendance for scheduled BOCES classes is required, and an illegal absence from BOCES will be treated as class cutting. BOCES students will lose credit for their course work based upon excessive absences.

**Daily Attendance:**

The coding of the attendance registers is to be completed by the designated attendance secretary. Attendance information will be made available to instructional staff. Teachers will take attendance period by period via the computer. *Band Students: Students attending music lessons, should report to their scheduled class for attendance and then go to their lesson.*

The building principal or designee shall investigate reasons for student absences and make parental contacts

where appropriate. A home contact will be made sometime during the day of the absence by the attendance clerk.

**Late to School:** Students who are late to school (after 7:40 a.m.) must sign in at the front desk and receive an Admit Slip.

- Students late to school 3 to 5 times in a month will be assigned lunch detention on the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> late.
- Students who drive to school after the 5<sup>th</sup> late in a month will lose their driving privileges for 5 days. If they are late again in the same month, it will mean an additional 5 days of no driving.
- Students late 6 to 9 times in a month will be assigned an after school detention. Students may be referred to Diagnostic Study Team for intervention strategies.
- Students late 10 or more times in one month will be assigned to ISS. Students will be referred to Diagnostic Study Team for intervention strategies.

\*Students who arrive late to school cannot participate in after school activities on that day.

Students who arrive late to school due to a doctor or dentist appointment are required to provide a note from the doctor or dentist's office. (A note written by a parent is not acceptable.) The student will be recognized as legally late and will be able to participate in after school activities for that day.

**HOME TUTORING:** For any student who is legally absent for a prolonged period of time, (ten consecutive school days or chronically absent), home tutoring can be arranged through the guidance counselor. Parents must communicate this need to their child's guidance counselor. A physician's note is required to receive home tutoring.

**VISITORS:** Visitors must sign in at the front desk and receive a visitor's pass. As a general rule, visitors are not permitted to visit the school as guests or friends of students. Students from other schools and young children will not be received as guests and are not permitted on school property. **Alumni are not allowed to visit during the school day.**

**DRESS AND APPEARANCE:** Dress guidelines are based on the premise that student attire should be appropriate for the business of the school.

1. Any style of appearance that presents a realistic, potential health or safety threat to others or that is disruptive to the learning process is not allowed.
2. Apparel with a depiction of illegal violence against a human or animal, indecent exposure, or lewd acts is not allowed.
3. Apparel with words that are libelous, encourage readers to break a law, promote violence, contain tobacco or alcohol advertisements are vulgar, are sexually oriented or advocate prejudice is not allowed, including bandannas and gang affiliated clothing.
4. Any tattoo that violates the above two conditions must be covered while the student is on school grounds.
5. **Apparel that is determined revealing or inappropriate at the discretion of a staff member (such as tube tops, half shirts, short shorts, short skirts, see through garments, bathing suits, undergarments, pajamas and certain athletic clothing, spaghetti straps, halter tops, muscle tank tops, etc.) is not allowed.**
6. No bare feet.
7. Hats, bandanas and coats are not to be worn in the classroom.

***\*Students not complying with the dress code will be asked to make clothing alterations in school or their parents will be notified so that arrangements can be made to correct the situation. Disciplinary action may be taken.***

## **GUIDANCE AND COUNSELING SERVICES**

### **School Counselors**

School counselors provide an organized program of counseling, instruction and consultation to all students. This includes an annual review of each student's progress, college and career guidance and planning, advisement and counseling services and opportunities for parental involvement. Students are informed of the visitations of college admissions staff, armed services recruiters and prospective employers through the daily bulletin. The times and dates of the visits of these personnel are also available in the Guidance Office. Parents and students are encouraged to attend these meetings.

Standardized tests and career interest surveys are valuable in assisting students in the selection of school subjects that will encourage staying in school and making appropriate career choices. Tests also provide estimates of students' abilities and achievements, which are useful when

transferring to another school, in continuing education, or in entering the labor market. Students and parents may request an interpretation of test scores with their counselor at any time.

➤ **Working Papers**

Students under 18 years of age need working papers to be employed. The guidance secretary will supply the forms and information needed. ***If students plan to work during the summer, they should get working papers before school closes in June.***

➤ **Homework for Absent Students**

When a student is absent for more than a few days, it is possible that he/she could experience some difficulty keeping up with school work. It is recommended that for the first night or two, the homework assignments be picked up by calling friends, if possible. If necessary, the Guidance Department can help secure homework assignments for absent students. The day after notifying the Guidance Office, assignments can be picked up in the Guidance Office after 2:00 P.M. This person should have access to the student's locker to obtain necessary books and/or materials.

**Social Worker**

A social worker is available to students and parents to assist with issues, which may interfere with a student's education. This offers strictly confidential services including referral to community agencies as desired. The social worker may be reached by contacting the Guidance Office.

**School Psychologist**

A school psychologist is available to staff and parents to assist with issues, which may interfere with a student's education. The school psychologist may conduct educational testing as agreed to by the parents to assess a student's learning ability. The school psychologist may be reached by contacting the Main Office.

**FERPA** - This section is intended to advise parents, legal guardians and students of their rights with respect to the school records pursuant to the Federal FERPA (Family Educational Rights and Privacy Act of 1974). Rights under FERPA regarding access to student records:

A. Student records will be maintained for use by appropriate district personnel in developing the best possible educational program for each student.

B. Parents or legal guardians are entitled to inspect the student's cumulative record.

C. Access to permanent student records is available to authorized school personnel and to the student's parents or legal guardian in consultation with school officials.

D. The parent or legal guardian is afforded the opportunity, through a hearing to challenge the accuracy content of the child's records. A student over the age of 18 is given these same rights.

## **HEALTH SERVICES**

### Health Office

The Health Office has many functions, most of which center around the health, safety, and well being of the student body. These functions include:

- Attend to the daily medical needs of the student body.
- Run tests on student vision and hearing
- Supervise athletic and school physical exams
- Administer prescription drugs to students
- Maintain student medical records
- Attend to all accidents and emergencies
- Contact doctors and hospitals concerning students' health problems in emergency situations.

### Illness

If a student becomes ill at school, the student should report to the Health Office immediately after obtaining permission from the staff member in charge. **When students arrive at the nurse's office they must sign in the log book.** This is the only proof that you were in the Health Office.

### Medication

Students who are required to take medication of any kind during school hours are to report this fact to the Health Office by a note from the parent, stating specifics about the use of the medication. This requirement is prescribed by New York State Education Law and is inclusive of aspirin, vitamins and cough medications. Such medication is to be stored and administered in the Health Office under the supervision of the school nurse.

### Dispensing of Medication in the School Setting

In order for the school nurse to give your child medication (prescription or over the counter) during school hours, all of the following requirements must be met:

1. All medications must be in their original pharmacy containers, which are properly labeled with the following information:
  - a. Student's name
  - b. Name of medication
  - c. Prescribing doctor's name
  - d. Dose
  - e. Time of dose to be given
2. An ORIGINAL SIGNED NOTE from the prescribing physician containing all of the information below:
  - a. Student's name
  - b. Name of medication
  - c. Dose and time to be administered
  - d. Reason for prescribing the medication
  - e. Adverse reactions that need to be observed and reported
3. A signed note from the parent giving the school nurse permission to dispense the medication as prescribed by the doctor with the same information as the physician's note.
4. All medication must be hand delivered to the school nurse by a parent or other responsible adult. Students are not allowed to carry medications to and from school, have medications with them during the school day or in their lockers, backpacks or pocketbooks.

### Immunization Policy

New students and transfer students are required by state law to produce evidence of immunization for the following diseases: measles, rubella (German or 3 day measles), polio, diphtheria and mumps. They will not be admitted to school until such evidence is produced.

### Accidents

All injuries to students or staff while at school must be reported to the Health Office as soon as possible after the occurrence. The school nurse will inspect the injury and take the necessary steps, including the filing of an accident report.

In emergencies, Rotterdam ambulance service will be called and the parent will be notified along with the family physician, if necessary.

Students who have working parents must file the parents' work phone numbers or that of a close relative with the Health Office and Main Office each September as requested.

## **CAFETERIA**

### **Breakfast Program**

Breakfast items may be purchased from 7:15 A.M. to 7:30 A.M. Students who have study halls may request permission from their study hall teacher to purchase breakfast items during periods 1, 2 and 3.

### **Lunch Program**

There are three lunch periods designated as Lunch 5, Lunch 6 and Lunch 7. The lunch periods run from 10:45 A.M. to 11:16 P.M.; 11:30 to 12:01 and from 12:15 P.M. to 12:46 P.M. A student is allowed only one lunch period daily.

### **Cafeteria Rules**

Each student is expected to practice the general rules of good manners. Students are expected to:

1. Observe good dining room standards at the table.
2. Leave the table and the surrounding area clean and orderly.
3. Replace chairs and put trash in the proper containers.
4. Do not leave the cafeteria while eating or carrying food.
5. All food must be eaten in the cafeteria only.

## **FOOD OR DRINK IS NOT TO BE TAKEN FROM THE CAFETERIA.**

**TELEPHONE CALLS:** Students are not allowed to use their cell phones during school hours (7:40 am to 2:15 pm). If necessary, students may ask to use a phone in the Main Office. If a parent needs to contact their child, please call the main office. Do not call or text your child's cell phone during the school day.

**SCHOOL CLOSED - WEATHER:** In the event of school closing, announcements will be on WGY and TV stations WRGB, WNYT and WTEN. Closings and delays are also posted on our website at Schalmont.org. **PLEASE, DO NOT**

**CALL** the Principal or Assistant Principal for this information. When schools are closed or dismissed early due to weather or emergencies ALL after school and evening activities are also cancelled.

**LOCKERS:**

All students are issued lockers. Each student is responsible for the condition of the locker and will be assessed a fine for damages incurred. Only school padlocks are allowed.

Individual combination locks are available through the Main Office. A deposit of \$5 is required. Trouble with the hall lockers should be reported to the main office.

Gym Lockers: Students will be issued a gym locker the first day they have physical education. These lockers have built in combination locks. For the purpose of security of each student, combinations and lockers are not to be shared with other students.

***\*All lockers belong to the school and school authorities have the right to search all school lockers when sufficient cause is present.***

**CARE OF PERSONAL BELONGINGS:** Students should take special care in protecting their personal belongings and valuables. Money or other valuables should never be left in a desk, locker or unattended.

**\*The school district does not assume responsibility for a student's personal items nor items borrowed by a student from the school. The responsibility lies totally with the student.**

**POSTERS:** Students wishing to display posters any place in the building must have the permission of the Associate Principal, indicated by his/her initials in the lower right corner. Posters are restricted to bulletin boards and the cafeteria.

**FIRE EVACUATION:** Our school is required by law to have twelve fire drills during the school year. The following rules are to be followed when the fire alarm sounds.

1. Everyone will leave the building quickly and quietly, following the teacher's directions. Students found in the building will be subject to disciplinary action.
2. Once outside, students should move well away from the building, keeping the driveways clear for use by fire apparatus and report to the teacher for an attendance check.

3. Everyone should remain quiet and attentive, being alert to further instructions.
4. Students must not return to the building until the building administrator has given the proper instructions.
5. If a fire drill occurs during one of the lunch periods, students are to exit the cafeteria via the posted exits within the cafeteria.

**Evacuation Procedures:** Following the fire bell evacuation, should it then become necessary to stay out of the school, students will be directed to the Middle School gymnasium. Once inside, students will report to designated areas according to classroom numbers. Students will then be expected to remain with their teacher who will take attendance. Under no circumstances may students leave the campus during a building evacuation.

**LIBRARY MEDIA CENTER:**

Our library is open from 7:30 A.M. to 3:30 P.M. on Mondays, Tuesdays and Thursdays, and 7:30 A.M. to 2:30 P.M. on Wednesdays and Fridays.

**During the school day and after school, students must have a pass to use the library and are expected to remain in the library for the entire period. Passes must state the academic material that the student will be completing while in the library. Students may stay after school in the library only if they have a pre-signed pass from a teacher, or prior permission from the librarian. Students must sign into the library in order to be counted as being in attendance.**

**FUNDRAISING:** Candy sales related to school programs must have the approval of the Principal and Student Council. Candy of any kind is not to be sold in the building during the regular school day. All fund raising activities must be approved by the principal and the Student Council. Forms to submit requests for fund raising activities may be obtained in the Main Office.

**FIELD TRIPS:** Students will be scheduled for field trips on an educational basis. It is the student's responsibility to obtain and complete work for all courses that are missed as a result of a field trip. Appropriate conduct is expected and school policies pertaining to conduct and discipline apply while on a school sponsored field trip.

**DANCES:** School dances will be conducted from 7:00 P.M. to 10:00 P.M. Most dances are open **ONLY** to Schalmont High School students. **Middle School students are not permitted to attend High School dances, proms or balls.** Students will conduct themselves in a socially acceptable manner. Students who give the impression that they are under the influence of alcohol or any other illegal substance, or who are not properly dressed will be denied entrance to, or will be removed from the dance. All discipline procedures will be enforced at school dances.

Students absent from school may not attend dances on the day they were absent. A student illegally absent on Friday may not attend a dance on Saturday.

Students may be excluded from school dances as a result of disciplinary action. Students who have been late three or more times in the month prior to a school dance will not be allowed to attend. Students who have more than one discipline referral in the month prior to a school dance will not be allowed to attend.

Students will not be admitted to a school dance after 8:00 P.M. unless prior permission from the administration has been given. Students may not leave until 9:30 P.M. unless the administration gets verbal confirmation from parents/guardians. Students who are absent from school or late without an approved excuse, may not attend dances on the day they are absent or late to school

**EVENING ACTIVITIES:** Students attending an evening activity such as a dance, concert, play, etc., must adhere to all school policies pertaining to conduct and discipline. Once a student decides to leave the activity, he/she will not be allowed to return to the building.

**LOST AND FOUND:** All missing or lost items should be reported to the secretary in the main office as soon as possible. A description of the item and the circumstances under which the loss occurred will be recorded. The names of students or staff who may have knowledge of the loss should also be reported.

**ASSEMBLY BEHAVIOR:** Assemblies are for students' education and enjoyment. Students should remain quiet out of consideration for other students in the audience and for the

people performing. All seating is established by class and students will stay with their class once inside the auditorium.

### **TRANSPORTATION**

**Bus Behavior:** The School Board established rules and regulations governing behavior for the personal safety of all riders. The bus driver is in charge of all his/her passengers and will maintain discipline on the bus at all times. The bus driver will be accorded the same respect and courtesy shown any teacher. All student riders are to obey any command or suggestions from the bus driver. Bus drivers will not allow disorderly conduct or disruptions of any kind, which may endanger the safety of passengers. All bus-riding pupils must observe the following safety precautions:

1. Approach awaiting bus without pushing, rushing, crowding, or fighting for seats.
2. Board the bus in an orderly manner and immediately take a seat.
3. Remain seated at all times when bus is moving.
4. Keep the aisle free from the clutter of books, packages, clothing and other objects.
5. Keep arms, hands, and other parts of the body inside the bus at all times.
6. Never throw objects of any kind from the bus while it is standing or moving.
7. Exemplary behavior will be the bus riders' rule. Loudness, whistling out of the windows, stomping, fighting or any distracting behavior will not be tolerated.
8. When leaving the bus, step 5 to 10 feet in front of the stopped bus so as to be seen by the driver at all times; look to be sure that no traffic is moving from either direction; and cross only after the bus driver signals you to cross.

Students who fail to observe safety measures and who show disrespect to bus drivers will be reported to the office. The parent will be notified and may be asked to come to school for a conference. Further disciplinary action may also be taken. Extreme misconduct, which clearly and grossly jeopardizes the safety of passengers and driver, permits the Assistant Principal to take appropriate action to protect the safety of students. In such cases, the Assistant Principal may, on the first serious offense, deny the student transportation up to 5 days. Further disciplinary action is subject to a Superintendent's Hearing.

### Use of Video Cameras on School Buses

Certain school buses may be equipped with video cameras with the purpose of monitoring student behavior.

Unacceptable behavior will be handled in accordance with provisions in BOE Policy 7340.

1. All recorded videotapes are the property of Schalmont Central School District.
2. All requests to view tapes will be made in writing to the Superintendent of Schools.
3. All viewing of tapes will be made in the presence of and administrator and on school property.
4. Copies of tapes will NOT be made.
5. Buses with video equipment will be posted with a sign stating "Video Camera Installed."

### **STUDY HALL PROCEDURE:**

1. Students must arrive on time, **AND BRING TEXTS AND CLASSROOM MATERIALS.** No locker passes will be issued.
2. An atmosphere of academic study will be maintained at all times.
3. No student will be permitted to leave the study hall for any reason until attendance is taken.
4. Only passes to the nurse, library, guidance center, telephone, main office and passes from subject teachers will be honored by the study hall teacher.
5. Only ONE student at a time will be issued a pass to go to the bathroom. (Maximum – 5 minutes).
6. Students must remain in the assigned study hall and cannot transfer for any reason.
7. Some students may have their study hall restricted due to course failures, or disciplinary reasons. Students who have had their study hall restricted, will not be allowed to have a pass to go anywhere during study hall with the exception of pre-signed passes, or an emergency pass to the nurse or bathroom.
8. In the morning, students can get a pass to go to the cafeteria for breakfast for 15 minutes. This is a privilege that can be removed for disciplinary reasons.

**SENIOR EARLY DISMISSAL/LATE ARRIVAL:**

Early dismissal and late arrival are an option only in the senior year. Criteria for this is as follows:

1. A senior may apply for early dismissal if he/she
  - A. is in good academic standing, and
  - B. has parent approval.
2. Seniors must have transportation arrangements in advance of application consideration, and must arrive on time or leave school promptly at the time of dismissal. Failure to leave promptly will result in removal of the Early Dismissal privilege.
3. Seniors must adhere to all school rules and regulations outlined in the Student Discipline Code including good attendance and promptness to classes, etc.
4. **Seniors leaving early are not to return to school before dismissal.**
5. The high school administration may suspend or cancel early dismissal or late arrival privileges for disciplinary reasons. The student will be assigned to study halls.
6. Schedules will not be adjusted to accommodate an early dismissal.
7. Seniors who do not meet the above-mentioned conditions at all times may lose early dismissal or late arrival privileges.

**Application Process for Late Arrival:**

1. Senior must have written parent permission.
2. Senior meets with their guidance counselor to have schedule adjusted to reflect late arrival status.

**Application Process for Early Dismissal:**

1. The senior must present a parental permission letter to his/her guidance counselor.
2. The senior and his/her parent must sign a written agreement on the conditions of early dismissal.
3. The Assistant Principal will review the material in steps 1 and 2 before a final approval is given.
4. Seniors approved for early dismissal will be given a special verification pass signed by the Guidance Counselor, indicating the student's name and time of dismissal. Failure to carry this card for presentation to staff upon request may result in removal of Early Dismissal privilege.

### **SCHOOL RESOURCE OFFICER**

The school resource officer (SRO) program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment on several different levels. The officer is involved in a variety of functions.

- As a visible, active law enforcement figure on campus dealing with any law related issues.
- As a classroom resource for instruction in the following areas: law related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas.
- As a member of the faculty and administration team working hand in hand to solve problems in the school community.
- As a resource for the students, which will enable students to be associated with a law enforcement figure in the student's environment.
- As a resource to teachers, parents and the students for conferences on an individual basis, dealing with individual problems or questions.
- As a counseling resource in areas which may affect the educational environment but may be of a law related nature.

The officers are in the schools to serve as resources to students, teachers, parents, non-instructional staff, administrators and the community at large. A major part of their school day is spent walking through the halls, dropping into the cafeteria, visiting classrooms by invitation, and visiting the library, study halls and in-school suspension rooms. Officers may also chaperone dances, concerts, assist with school club activities, and assist instructional and support staff in reviewing and improving security procedures. Officers will respond to non-student trespassers on campus, responding to a direct request for help that results in averting potential problems, assist in the drug and alcohol unit in health class and provide career information regarding law enforcement related areas.

### **GRADUATION REQUIREMENTS**

Units - A student must earn 22 units for a High School Diploma. This includes two full units for four years of Physical

Education. All students must carry at least six courses per semester, one of which must be physical education.

\* A unit is defined as at least three (3) hours of instruction per week throughout the course of the school year.

\*\* Physical Education must be taken each semester a student is enrolled.

New diploma requirements beginning with the Class of 2005 are:

<b><u>SUBJECT</u></b>	<b><u>LOCAL REGENTS</u></b>	<b><u>ADVANCED REGENTS</u></b>	<b><u>ADVANCED REGENTS</u></b>
English	4.0	4.0	4.0
Social Studies	4.0	4.0	4.0
Mathematics	3.0	3.0	3.0
Science	3.0	3.0	3.0
Arts	1.0	1.0	1.0
Health	.5	.5	.5
Physical Education	2.0	2.0	2.0
Second Language	1.0	1.0	3.0
Electives	3.0	3.0	1.0
Computer Literacy	.5	.5	.5
Total	22	22	22

\* Students must pass all Regents Exams with a grade of 65 or higher.

For a **Local Diploma** students must pass the following Regents Exams (55 or higher) (Local diplomas will no longer be available to students who enter 9<sup>th</sup> grade after Sept. 2008):

Math A  
 Science  
 English Comprehensive  
 Global History  
 US History & Government

Local Diploma	Entering 9 <sup>th</sup> grade in 2006	Entering 9 <sup>th</sup> grade in 2007	Entering 9 <sup>th</sup> grade in 2008
Must pass Regents Exam with score of 65 or higher on at least ...	3 exams	4 exams	N/A
and Regents Exam Score of 55 – 64 on no more than ...	2 exams	1 exam	N/A

For a **Regents Diploma** students must pass the following Regents Exams:

Math A  
 One Physical Setting Science Regents  
*(Physical Setting Living Environment course must be passed)*  
 Global Studies  
 U.S. History and Government  
 English

For an **Advanced Regents Diploma**, students must pass the following Regents Exams:

Math A  
 Math B  
 Two Physical Setting Science Regents  
 (One of which must be Living Environment)  
 Global Studies  
 U. S. History and Government  
 English  
 And either one Foreign Language or have a 5-credit sequence in Career and Technical Education, Art or Music.

**Individual Educational Program (I.E.P.) diplomas** continue for students with severe disabilities. I.E.P. diplomas require satisfactory completion of learning program outlines in the Individual Educational Program. All I.E.P.'s will be based on attainment of State learning standards appropriate to the individual student's disability.

#### Graduation Ceremony Participation

Only students who have met all graduation requirements, and are eligible for a high school diploma at the June graduation exercises will be permitted to participate in the graduation program. **August or January graduates are not permitted to participate in June exercises.**

#### Regents Diploma with Academic Endorsement

A Regents Diploma will be given Academic Endorsement provided the student has successfully completed a minimum of twenty-four units including four units of math and four units of science.

Full time Student: Every student shall carry 5 units plus physical education each semester for four years. Under

extenuating circumstances, the Principal may waive the five units plus physical education rule for special cases such as ninth (9th) semester students (5th year) who have not met the necessary requirements for graduation, and other special cases. Each fall, students will be placed in a grade level according to earned units. Students will not change grade levels within a school year. All students may participate in class social activities. The only exception will be restriction as a result of disciplinary action.

### Promotion

To provide students with enough units for graduation, each student is required to take five subjects plus physical education each year. In addition, the following requirements for grade placement have been established.

Promotion to 9th grade	Promotion from 8th grade
Promotion to 10th grade	5 units, 1 of which must be English or Social Studies
Promotion to 11th grade	11 units, 3 of which must be in English or Social Studies
Promotion to 12th grade	17 units, 5 of which must be English or Social Studies

### Accelerated Graduation

Students who wish to complete their graduation requirements in less than four years must plan their program accordingly. The request to accelerate graduation should be made early in the high school program to the guidance counselor. This request requires the Principal's approval.

### **TESTING**

**Final Examinations:** Final examinations are mandatory except for reasons beyond the student's control such as illness or emergency, and cases determined by the Principal. All electronics, cell phones, i-Pods, etc. must be turned off during exams. Failure to take the examination except as indicated above will result in failure of the course. In this case, zero is to be recorded as the examination grade and "F" is to be recorded as the final average.

**Cheating on Examinations:** Students are expected to be honest in test situations. Definite cases of dishonesty on regular or final examinations will be treated as fraud. Students will receive a "zero" for cheating on examinations, and may also be referred for further disciplinary action. Section 225 of

the Education Law makes fraud in an examination a misdemeanor (Regents Exam).

**Disruption of Quizzes, Tests and Final Examinations:** Students will remain quiet in all test situations throughout the test or examination. Violators will receive a “zero” grade on the quiz, test, or examination, which is to be entered in the teacher’s class book. Students may also be referred for further disciplinary action.

**Honors Level** - Courses are enriched beyond the curriculum subscribed by the New York State Regents syllabus. Students are recommended for the honors level by teachers and counselors from either the Middle or High School programs. Other criteria used will include student performance on standardized tests, and locally prepared exams.

### **Course Placement and Review Policy**

Student schedules at the secondary level (grades 9-12) will be made in accordance with the District graduation requirements and State Education regulations. Students, parents and instructional staff will have an opportunity to influence initial course selection.

When a student, parent or instructional staff member believes that a course placement is inappropriate, contact should be made with the student’s guidance counselor to resolve inappropriate placement. If resolution cannot be obtained at this step, the next level would be the principal.

### **CHANGING LEVELS AND COURSES**

1. Level changes may take place within the first 5 weeks. An exception to this rule applies to those students requesting to change levels in Math and Science. In this situation students must change within the first 10 school days.
2. Requests for specific teachers will not be honored unless there are extenuating circumstances. These cases will be reviewed by the Principal.
3. Students may drop full year courses during the first five weeks of the semester. Half-year courses may be dropped up to the first 2 1/2 weeks of a semester. Students dropping courses after these deadlines will receive a Drop/Failed (DF) grade on their report card. This will carry the numerical equivalent of 50. All requests for dropping courses must be accompanied by a special schedule change form and contact from

parent/guardian either by note or phone call.

Students may not drop a course that is a requirement for graduation. In all cases, students must retain five courses plus physical education as a minimum course load.

4. All new full year courses must be added within the first 10 school days. Half-year courses may be added within the first 5 school days of the semester. These courses can only be added during an existing free period.

### **ADVANCED PLACEMENT PROGRAM**

Students enrolled in A.P. and/or SUPA courses take Advanced Placement and/or SUPA final examinations. All students enrolled in AP courses must take the AP exam in May. Scores from these examinations are sent to the colleges, which the student expects to attend. Some of these schools will allow credit toward graduation. Many schools place students in special sections or advanced courses and some give both college credit and advance standing.

### **MARKING/GRADES**

The grade earned is the teacher's measure of a student's achievement. Numerical grades are used in grades 9 - 12. For those who are familiar with a verbal description or a letter grade, a conversion chart is included:

90-100	Excellent	A
80-89	Above Average	B
70-79	Average	C
65-69	Poor, but passing	D
Below 65	Failing	F
Inc	Incomplete	I

Grades are given quarterly. Interim reports are given to students at a mid-marking period (5 weeks). The letter "F" will be used for all ten-week report card grades 49 or below. The final test and final course grade will be the numerical grade that the "F" represents. In addition to the numerical grade, teachers may indicate up to three subjective comments on the report card for each subject, and four comments on Interim reports.

### Final Average

The final average in a yearly subject is obtained by counting the four quarterly grades as 20% each, the mid-term as 5% and the final exam as 15% of the grade. The final average for a half-year subject is figured by counting the two quarters as 40% each and the final exam as 20% of the grade.

### Incomplete Grades

Incomplete (INC.) grades will be given to students for legitimate medical absences or extenuating family circumstances occurring near the end of a marking period. Students receiving an INC. grade will have the first ten days in the following marking period to make up this work. Failure to make up the work in these ten days will result in an average based on the work completed.

### Make-up Work

Students who are absent from class or school have the responsibility of completing make-up work or tests within an allotted period of time as determined by individual teachers. The student must take the initiative in making the necessary arrangements immediately upon returning to class or school, and must understand that they may be required to stay after school to make up this work.

### Honor Roll

To be eligible for the Honor Roll, a student must have a cumulative quarter average between 88 and 100. An average of 92 or above is considered High Honor Roll. No student will be considered for the Honor Roll if they are carrying less than five subjects including physical education and/or have an incomplete (INC.) grade.

### Report Cards and Interim Reports

Report cards are issued quarterly at 10-week intervals, approximately a week after the close of the marking period. Interim Reports are issued mid-quarter. Report Cards and Interim Reports will be mailed home.

### **SUMMER SCHOOL**

All students who wish to enroll in summer school must have earned a minimum final course average of 50 during the regular school year. Students who do not earn a final course average of a 50 or higher may not enroll for summer school;

instead, they must retake the entire course the following fall. In addition, a summer school grade will not replace a full year course average on the official high school transcript. The average from the full-year failed course will be averaged together with the final summer school average. For example, a student who earns a 50 final average for a full-year course must earn a minimum of an 80 average or higher in summer school in order to earn course credit with a passing grade of a 65. All of the students' grades from summer school will also be included on their official high school transcripts. Students must recognize the importance of consistent effort throughout the full academic year.

### **CLASS RANK**

The Class Rank is a numerical rank order of students. Schalmont's Class Rank is calculated at the end of the first semester (January) of grade 12. The student with the highest average of credits earned (courses completed) will be named Valedictorian of the graduating class, and the student with the second highest average will be designated as Salutatorian. In our determination of class rank, there is no special weighting given to any particular course or track level. The class rank is determined as follows: Final grades in all subjects are counted except physical education semester courses. When a course is failed and later passed, the higher grade is given for passing the course with the higher average. Dropped/Failed courses are given a value of 50.

### **FAILED COURSES**

In courses where a Regents Exam was offered, a student may elect to take a "Walk-In" Regents Exam (approved summer school course not required). Whether taking courses at summer school or "Walk-In" Regents exams, each student will need to obtain a permission form from his/her respective guidance counselor. In all cases where courses are failed, students should check to see if they would have enough credits to enter the next grade level.

### **OPTIONS FOR REPEATING COURSE FAILURES**

If a student fails a course and needs to repeat the course for graduation, the following options are available:

- A. The student successfully completes a certified summer school program.

- B. The student repeats the course.
- C. Students may also satisfy course requirements if they meet the criteria for challenging the course.

### **POLICY FOR CHALLENGING COURSES**

Students may satisfy the course requirement by passing the State developed or State approved exam at a grade level approved by the Commissioner without completing a unit of course work. In addition to passing a written exam, a student must pass an oral exam, or complete a special project to demonstrate proficiency in the subject matter.

Students will be eligible only if they meet certain subject-specific criteria. The High School Principal will determine if a student is eligible to take advantage of this alternative. However, at least 12 units required for graduation must be met through both course work and, where appropriate, examination. Criteria for challenging courses in specific areas are given on the following pages. Intentions to challenge courses should be made in writing to the respective Guidance Counselor one year in advance.

#### **English**

1. A student should have a minimum 92 average in previous English courses.
2. If the results of standardized tests are used, students should be in at least the 90th percentile.
3. A student should have recommendation of the previous year's teacher.
4. A final exam covering the skill and content area of the course to be challenged should be passed with a minimum of 85%
5. Students may challenge a course at or above their current track level, but not below.

#### **Foreign Language**

1. The student should submit a written statement of foreign residence, bilingual family situation, substantial outside study, etc.
2. If the student is from another school, recommendations from that school should be sought.

3. The student should have an academic average of 90 or better in courses in the language he wants to challenge
4. The student should achieve at least 85 on a skills battery test composed of the major strands of the curriculum (listening, speaking, reading, writing, and culture).

### Social Studies

1. The student must have a cumulative average in Social Studies of 90. This will be figured by adding all quarter grades and final test grades from the 7th grade onward.
2. The "challenge test" will be a Regents exam for the grade in June. A score of 85 is necessary to prove mastery.
3. All challenge tests will be graded holistically by the Social Studies Department.

### Math

Students challenging a math course will be required to:

1. Take a chapter test for each chapter of the textbook and attain an 85% average after all chapter tests have been completed.
2. Take the final or Regents Exam and receive a grade of at least 85%.

### Science

Regents Earth Science, Living Environment, Chemistry and Physics.

The Science Education Department of the State of New York mandates that a student must successfully complete all laboratory work and laboratory skills tests prior to challenging a science Regents examination.

The tenth grade General Biology program may be challenged if a student has successfully completed the laboratory exercises and the skills tests and applied as required. The exam is a New York State exam.

Students must complete lab requirements prior to challenging any exam, Regents or School. Earth Science Regents requires a lab practicum be completed prior to each sitting of the exam. For the School 10th grade course, this means successful completion on tested laboratory skills as per the State syllabi.

### **Laboratory Requirements and Grading**

1. Any student enrolled in Regents Earth Science, Regents Living Environment, Regents Chemistry or Regents Physics, must meet the NYS Board of Regents Laboratory Requirement which is: Each student must successfully complete a minimum of thirty (30) laboratory exercises in order to qualify to take a Regents Examination in this course.
2. Two copies of each laboratory exercise will be made. One copy will be turned in for grading and records, the other will be kept by the student for study.
3. Laboratory exercises will be graded by an S or a U by the laboratory teacher. An S signifies a paper is satisfactory; U will signify that the paper is unsatisfactory. A paper graded U should be redone and resubmitted within the time limitation mentioned below.
4. The student will have ten (10) consecutive school days from the *ASSIGNED DATE* to submit a satisfactory laboratory exercise. (*The ASSIGNED DATE* being the day the student's scheduled laboratory group was presented the laboratory exercise.) This applies to all members of the scheduled laboratory group present or not. Students who have mitigating circumstances must request an extension in writing from the Science Department Chairperson.
5. You will be allowed only one incomplete or unsatisfactory laboratory exercise each quarter. Two points will be deducted from the student's classroom quarter average for each additional incomplete or unsatisfactory laboratory exercise.
6. With the letter-day system currently being used, there will not be a reason for any laboratory exercise to be missed. If there is a school activity (example: auditorium program) during your laboratory period, you are responsible for completing that laboratory exercise. It is strongly suggested that students come in during study hall or on Tuesday or Thursday after school to make up the work.
7. Periodically during the quarter, tests will be given in class covering the laboratory materials. The material covered will have been assigned at least two weeks previously in lab.

## **LUNCH DETENTION**

Students assigned to lunch detention, *MUST* report to the Lunch Detention Monitor in the cafeteria at the beginning of his/her lunch period. Attendance is mandatory regardless of whether the student plans to eat lunch or not.

Students assigned to lunch detention are expected to maintain proper behavior and cooperate with the In-School Suspension proctor.

Failure to comply with any of the above regulations may result in further disciplinary action.

## **STUDENT VEHICLES AND PARKING**

Student motor vehicle parking on campus is a privilege granted through a permit system to students in **11<sup>th</sup> and 12<sup>th</sup> grade only**. Students park on campus at their own risk. The following rules will apply to those students who drive and park vehicles on school property.

1. Applications for parking permits may be obtained through the Main Office. All vehicles must be registered in the Main Office prior to the first day they are driven onto school property.
2. All applications must be signed by the School Resource Officer and Assistant Principal.
3. The parking sticker issued must be applied to the back of the rear view mirror, so that it may be seen through the windshield.
4. Non-registered vehicles may be towed at the owner's expense.
5. Student parking is located on the side of the building, in the numbered spots.
6. All traffic signs and regulations are to be followed.
7. All students must drive safely and prudently.
8. The speed limit on school property is 15 miles per hour.
9. Loaded buses have the right of way.
10. Students are allowed in parking lot only when arriving or leaving school.
11. It is Board policy that all vehicles, which are towed away at the request of school administration, will be towed at the owner's expense.
12. Vehicles may be subject to search if there exists reasonable grounds to suspect that drugs, alcohol,

weapons, stolen property, or other contraband might be present.

13. The driver of the vehicle is responsible for the behavior and conduct of all passengers in the vehicle.
14. Chronic lateness, use of vehicle during unapproved times and other school rule infractions will result in loss of parking privilege for between ten (10) weeks and remainder of the school year.

### **DRIVING TO VO-TECH**

Only students in 12<sup>th</sup> grade are eligible to receive permission to drive to Vo-Tech. The appropriate permission slip from Vo-Tech must be completed, signed by the Associate Principal and on file with the Attendance Clerk. Students are NOT allowed to drive any other students in their vehicle to or from Vo-Tech. If this rule is violated the driver may lose their driving privileges.

### **BEHAVIOR at SCHOOL SPONSORED EVENTS**

Any student who appears to be under the influence of drugs and/or alcohol or who is disruptive during school-sponsored events, either at home or an away site, will be disciplined as follows:

1. The parent/guardian will be contacted and asked to remove the child from the activity.
2. If the student is in violation of the drug/alcohol policy the student will be suspended for 5 days and is subject to a superintendent's hearing.
3. Students may be suspended from attending any school activities for a period of time or the remainder of the year.

### **ELECTRONIC DEVICES AND GAMES**

No sound equipment or electronic games of any type should be seen during the school day. This includes, but is not limited to, all items such as radios (of any type or description), tape recorders or CD /players, electronic games, video games, computer games, playing cards, walkmans, i-Pods, and cellular phones. If seen, the item may be confiscated until the end of the day. After the second offense, the parent will be required to pick it up. Students are not allowed to bring skateboards to school

### **DISPLAYS OF AFFECTION**

Kissing, hugging, walking with arms about one another, and other such forms of behavior are not appropriate in school. They are in poor taste here, as in any public place. Incidents will be dealt with according to the code of discipline.

### **INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. **Students and their parents will be required to sign an Acceptable User Agreement each year before being allowed to use the school computers.** Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards; the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas are not private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored.

In conformance with school policy and procedures on student rights and responsibilities, and student discipline policies available in school offices, the following are **NOT**

#### **PERMITTED:**

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.

- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data or another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the district's computer and/or network without the permission of the appropriate district official or employee.
- The use of chat and chat rooms are prohibited.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

## **MUSIC**

### Performing Organizations

Attendance for the Concert Band, Wind Ensemble and Concert Choir is the same as attending any class during the school day. Policies relating to tardiness, class cutting, and attendance are the same as those that apply to all other classes.

### Lessons

For those students signed up for Concert Band, instrumental lessons are a requirement. This requirement may be waived in lieu of private lessons outside of school by an approved instructor. School lessons are scheduled on a once a week basis and rotate daily throughout the class day. A student must attend all lessons scheduled while he/she is in legal attendance. Lessons missed while in legal attendance must be made up within 7 school days. Make-up lessons must be scheduled by appointment with the band director. *Students should report to their scheduled class first for attendance and then attend their lesson.*

### Jazz Ensemble - Jazz Band - Marching Band

Jazz Ensemble, Jazz Band and Marching Band meet outside the school day. Upon becoming a member of any of these organizations, the student is held responsible for attending all rehearsals and performances. A student who has an irresolvable conflict may ask to be excused from a rehearsal or an event as soon as the student knows about the conflict (preferably 2 weeks in advance). Last minute emergency situations will be considered on an individual basis. Working schedules will be taken into consideration for both practices and performances.

## **PHYSICAL EDUCATION**

**UNIFORMS:** All students will be required to wear a gym suit. A proper gym uniform for boys and girls is:

1. Gym shorts, i.e., no cut-off dungarees or pants, Bermuda shorts or shorts with belts and zippers.
2. "T" Shirt or sweatshirt
3. Sneakers and athletic socks.

### PHYSICAL EDUCATION POLICIES

All students must pass four (4) years of physical education in order to graduate.

A student must:

- A. Come to physical education class prepared for participation (gym shorts, T. shirt, sneakers and socks are required.)
- B. Maintain a legal absence record.
  1. Excuses and absences may not exceed 25% of physical education time. If a student is absent from school he/she may make up the physical education classes missed. Make-ups can be arranged through the student's teacher.
  2. A student can be excused from participation in class. Any classes missed may be made up before the end of the quarter.
  3. A signed excuse from the parents will be honored by the physical education teacher for only one (1) week (2-3 gym classes) without referral to the school nurse.
  4. If an additional excuse from the parents is presented the next week or excuses are continually being brought in (pattern established), these should not be honored, but referred to the school nurse for further action.
  5. A doctor's excuse is required for an excuse from physical education for a prolonged period of time (over one week). This should be referred to the school nurse.
    - a. When a doctor excuses a student from physical education class, a "Physical Activity Form" may be sent to the doctor by the school nurse. This form will be returned to the physical education teacher indicating the type of activity this student should have, if any.
  6. Students without an excuse who do not feel well and feel they cannot participate must report to the teacher, or they will be marked illegally absent or not prepared for class. The teacher can excuse students for one week from activities, but students must still be in proper uniform.
  7. If a student has been severely injured; broken bones, severe sprain, etc., the "Physical Activity Form" will not be used.

8. We must make sure that the student has been released by the doctor before allowing him/her to participate. We cannot take the student's word. Only a signed statement from the doctor or school nurse will be honored.
9. While students are excused from physical education classes, they cannot participate in interscholastic sports or intramural programs.
10. Five grade points will be deducted for each physical education class missed. Medicals are an exception, which must be verified by a physician and filed in the nurse's office.

#### STUDENT ATTENDANCE AND PARTICIPATION IN CO-CURRICULAR ACTIVITIES/ATHLETICS

The following guidelines will apply to students participating in interscholastic and co-curricular activities with respect to their eligibility and their attendance.

1. A student who has been suspended from school will be ineligible for participation in all school activities including practice sessions during the term of his/her suspension. *This includes In-School Suspension.*
2. A student must be in attendance in all classes the day of a co-curricular event in order to participate or be a spectator. Exceptions to this are to be cleared in advance through the principal. Students will not be able to practice if they are absent from school that day. In order to participate that day, students must be present, on time, (7:40).
3. Should the event or practice session occur on a non-school day, the full-day attendance rule will apply to the preceding school day, i.e., if a student is absent on Friday, he/she cannot participate on Saturday unless it is a legal absence approved by the principal.
4. It will be the coach-advisor's responsibility to check on items 1, 2 and 3 above and to take the appropriate action.
5. When an attendance problem arises resulting in disciplinary action, which is not a suspension from school, the Administrators will deal with the matter in the manner, which they deem to be appropriate. In special cases, the High School Principal may also be involved in the decision.

## **ATHLETICS**

### **ATHLETIC ELIGIBILITY**

The following rules for eligibility shall govern participants in the Interscholastic Athletic and Cheerleading Program:

1. Each coach shall ascertain that each player meets the eligibility rules as adopted by the N.Y.S.P.H.S.A.A.
2. Each coach shall see that the team meets the eligibility requirements and game standards as enumerated by the N.Y.S.P.H.S.A.A.

### **(Athletics) TOBACCO, ALCOHOL AND DRUGS**

#### **A. Philosophy**

It is known that certain substances (tobacco, alcohol, drugs, i.e., including performance enhancing drugs) have a significant impact on many aspects of one's total health, and subsequently, on one's athletic abilities. Therefore, it is the philosophy of the Schalmont Central School District to absolutely forbid the use or possession of these substances by athletic program participants.

#### **B. Rules**

A student shall not: (1) be in possession of or use a beverage containing alcohol; (2) be in possession of or use tobacco and/or tobacco substitutes; (3) be in possession of or use steroids; (4) be in possession of or use a controlled substance (as defined by law and/or in the student handbook);

- C. Students are not to be in a setting where drugs, alcohol or use of tobacco are taking place and may be subject to disciplinary action by the administration and/or coach.

#### **D. Penalties and Recommendations:**

\*\*All penalties will be served immediately upon the discovery of a violation. Should the violation occur at the end of a season, the penalty will be enacted at the start of the next season in which the student is participating.

### **(Athletics) PENALTIES AND RECOMMENDATIONS**

#### **First Violation**

The athlete will be suspended from participating in all athletic contests for two (2) weeks (14 days). The athlete must practice with the team during his loss of eligibility. The student will be suspended from participation in co-curricular activities for two (2) weeks (14 days).

If a violation occurs on or off school grounds and the student is suspended from school, team suspension

(14 days) will not start until the athlete officially returns to school.

If a violation occurs during a holiday period or non-school day, the team suspension will go into effect immediately.

The student, of his own volition, becomes a participant in a chemical dependency program, treatment program, and/or an education instruction program, whichever is deemed necessary. This will be at his/her own expense.

#### Second Violation

The athlete will be suspended from participating in all athletics for the remainder of the season or four (4) weeks (28 days) whichever is longer. The student will be suspended from participation in co-curricular activities for four (4) weeks.

#### Third Violation

The athlete will be suspended from participation in all athletics for the remainder of the school year.

### D. Reporting of Violations

Violations of the Athletic Training Code may be reported to the High School Principal, Assistant Principal or Athletic Director and will be deemed to be authentic when reported by any or all of the following:

- (1) Any Schalmont School District employee (i.e., school administrators, teachers, coaches, custodial staff, school bus drivers)
- (2) Local or State Police
- (3) A student's own parent
- (4) Reports by other parents will be investigated, but will not be considered to be authentic unless confirmed by at least one source listed above.

### CITIZENSHIP

- A. An athlete suspended externally or internally from school for a violation of school rules may not participate in any activity while under suspension.
- B. Any student absent from school legally (illness) or illegally (truant) may not participate or be a spectator in any activity that day.
- C. A student illegally absent (truant) Friday may not participate in any weekend activity or be a spectator.

- A student legally absent on Friday may participate in the weekend activity with a signed note from parents.
- D. An athlete must be in school before 7:40 A.M. to be eligible to participate or be a spectator in any athletic event on that day, unless excused by school personnel.
  - E. Every athlete must be a good community and school citizen. Athletes who violate civil and/or criminal law, violate rules on buses transporting teams, or violate rules of good conduct at Schalmont or the host school will lose eligibility for the remainder of the sport season.
  - F. All athletes must ride to and from the game with the team. Only in unusual circumstances will this procedure be altered. This should be done with a written note or verbally from the parents to the coach and/or the Athletic Director.
  - G. Once a coach announces the final cut has been made, an athlete will be expected to continue on the team for the rest of the season. If an athlete “quits” without permission from the coach, the athlete loses eligibility for the remainder of that season. An athlete can withdraw and change sports in a season following proper withdrawal procedures. This decision will be made by the coaches involved and the Director of Athletics.
  - H. Any student in possession of unauthorized school uniforms or equipment will be suspended from athletics for one calendar year.

### **PARTICIPATION IN CO-CURRICULAR ACTIVITIES & ATHLETICS**

- (A) All students involved in interscholastic and co-curricular activities are expected to be doing satisfactory work in all subjects. Course grades will be reviewed every five (5) weeks.
- (B) If a student is failing two (2) subjects in any five (5) week marking period, he/she has two (2) weeks to bring at least one of the grades up to passing. If this does not occur, the student will be suspended from the activity until the required improvement is made.
- (C) If a student is failing more than two (2) subjects, he/she will be declared ineligible to participate in the activity for at least two weeks. At that time if he/she is failing one subject he/she will be eligible to participate

**HAZING**

Schalmont High School interprets hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against school policy or state/federal law will be defined as hazing.

All reports of hazing will be thoroughly investigated. Appropriate disciplinary action will be taken on a case-by-case basis.

**NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character.

Only active members have a voice and vote in chapter affairs. Active members become graduate members at graduation.

Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by a faculty council.

According to the constitution, only those students who have been in the school the equivalent of one semester, may be considered for membership. Membership is open to qualified juniors and seniors.

Only those students who have a cumulative scholastic average of 88 percent, or higher are eligible to meet the scholarship requirement for membership in the National Honor Society. These students are then considered for eligibility based on their leadership, service, and character. The following definitions are guidelines used by the faculty council to determine leadership, service and character qualities.

**LEADERSHIP**

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.

- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

### SERVICE

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- A volunteer, dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

### CHARACTER

The student of character:

- Takes criticism willingly and accepts recommendations graciously.

- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality and faithfulness, both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

## **SCHALMONT CENTRAL SCHOOL DISTRICT CODE OF CONDUCT**

### **I. INTRODUCTION**

The Schalmont Central School District's Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

## **DUE PROCESS**

The Supreme Court of the United States has established that each student has a constitutional right to due process. In line with this, each student is given this student handbook containing all of the guidelines, rules and regulations, and disciplinary procedures for the school. It is the student's responsibility for reading and becoming familiar with the material contained in the handbook.

The following procedures have been established to insure the students' due process:

A. Pupils who are not following the rules and regulations will be given notice verbally and/or in writing regarding the infraction.

B. The pupils will be given the opportunity to explain their side of the story and/or problem.

C. A written record of the incident will be kept by the Assistant Principal.

D. After hearing the pupil's side, the Assistant Principal will make a determination as to type of consequence the infraction will require based on circumstances, number of previous problems, and intent.

*\*Students will be informed of consequences at this time. It is the student's responsibility to attend detention or In-School Suspension on the day assigned. There will be **NO** further notification.*

E. The pupil may request a principal's hearing after the assistant principal has made a determination of consequence required by the infraction. The initial hearing is to be scheduled with the high school principal.

F. When the situation warrants immediate removal of a pupil from the building, parents or guardians will be notified immediately.

G. The Principal, after due process, may administer suspension up to five days and parents or guardians will be notified. Written notice of suspension will be sent to the parents or guardians within 24 hours of the student's suspension. The notice shall describe the incident(s), which resulted in the suspension and shall inform the parents/

guardians of their right to request an immediate informal conference with the principal.

H. A Superintendent's Hearing may be arranged for any pupil who continually breaks rules and regulations.

I. Following a Superintendent's Hearing, any pupil who continues to break rules and regulations may be recommended by the Principal for Formal Suspension. The pupil has the right under Formal Suspension to request a Formal Suspension Hearing. It is recommended that the pupil be represented by legal counsel at the Formal Hearing.

## **II. DEFINITIONS**

For the purposes of this Code, the following definitions apply:

"Disruptive student" means 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.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law Section 142.

"School function" means any school-sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 who:

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.

“Weapon” means a firearm as defined in 18 USC Section 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

- A. Teacher Detention (TD): Any teacher may require a student to stay after school from 2:30 to 3:20 P.M. in an attempt to premeditate classroom problems. If a student is required to stay for teacher detention, he/she must report to that teacher’s classroom at the scheduled detention time. As a general rule, teacher detention should be assigned for the next late bus day.
- B. School Detention (SD): School detention will be assigned by the Assistant Principal or Principal and will be held from 2:30 to 3:20, Monday, Tuesday and Thursday. Students are required to report to detention before the 2:30 start time. Failure to attend SD may result in Saturday detention or In-School Suspension. Late arrival to SD or TD will result in extended time or possible additional detention. (Beyond ten minutes late - additional detention.)
- C. Saturday AM Detention: Saturday AM detention will meet as needed each week in the high school from 7:00 to 9:00 A.M. Students who fail to complete school detention will be assigned Saturday detention. Failure to attend Saturday detention will result in out-of-school suspension.
- D. In-School Suspension (I.S.S.): In School Suspension is placement of a student in a self-contained learning environment designed to modify the student’s behavior. I.S.S. begins at 7:40 a.m. and ends at 2:15 p.m. Failure to comply with the guidelines of I.S.S. will result in extended I.S.S. or out-of-school suspension. Upon that student’s return from an out-of-school suspension, the student will still be required to serve the I.S.S. obligation. He/she may not attend

classes until his/her I.S.S. obligation has been met. Late arrival to I.S.S. may result in extended time or possible additional I.S.S.

*\*Note: An atmosphere of academic study will be maintained at all times. If a student is assigned to any of the above, he/she will be responsible for and expected to obtain class work in advance, must sit quietly and complete schoolwork. Students will not be allowed to socialize or act in an inappropriate manner.*

- E. Out-of-School Suspension (O.S.S.): The student is suspended from classes, the building, and all school property for a specific period of time. A student suspended from school may not appear or loiter on any school property or at any school-sponsored event. It is the student's responsibility to obtain and make up all work missed during the suspension period. Parents are to assume complete responsibility for the student during the period of suspension.
- F. Superintendent's Hearing: If a student's misconduct becomes excessive, a hearing will be scheduled at the District Office in an attempt to modify the student's behavior. A student must be accompanied by a parent or guardian at the hearing. Following a Superintendent's Hearing, the Superintendent may take whatever action is deemed appropriate, including indefinite suspension from school.

### III. STUDENT RIGHTS AND RESPONSIBILITIES

#### A. Student Rights

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

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

**B. Student Responsibilities**

All district students have the responsibility to:

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

**IV. ESSENTIAL PARTNERS**

A. Parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.

7. Know school rules and help their children understand them.
  8. Convey to their children a supportive attitude toward education and the district.
  9. Build good relationships with teachers, other parents and their children's friends.
  10. Help their children deal effectively with peer pressure.
  11. Inform school officials of changes in the home situation that may affect student conduct or performance.
  12. Provide a place for study and ensure homework assignments are completed.
- B. Teachers are expected to:
1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
  2. Be prepared to teach.
  3. Demonstrate a concern for student achievement.
  4. Know school policies and rules, and enforce them in a fair and consistent manner.
  5. Communicate to students and parents:
    - a. Course objectives and requirements
    - b. Marking/grading procedures
    - c. Assignment deadlines
    - d. Expectations for students
    - e. Classroom discipline plan.
  6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
  7. Convey a supportive attitude toward students, parents and the community.
- C. Paraprofessionals are expected to:
1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
  2. Demonstrate a concern for student achievement.
  3. Know school policies and rules, and enforce them in a fair and consistent manner.
  4. Communicate behavioral expectations to students.
  5. Treat students firmly, fairly and with dignity.
- D. Guidance Counselors are expected to:
1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
  2. Initiate teacher/student/counselor conferences, as necessary, as a way to resolve problems.

3. Regularly review with students their educational progress and career plans.
  4. Provide information to assist students with career planning.
  5. Encourage students to benefit from the curriculum and extracurricular programs.
- E. School Administrators are expected to:
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
  2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
  3. Evaluate, on a regular basis, all instructional programs.
  4. Support the development of and student participation in appropriate extracurricular activities.
  5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- F. The School Superintendent is expected to:
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
  2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
  3. Inform the board about educational trends relating to student discipline.
  4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
  5. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- G. The Board of Education is expected to:
1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
  2. Adopt and review, at least annually, the district's Code of Conduct to evaluate the Code's

effectiveness and the fairness and consistency of its implementation.

3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

## **V. STUDENT DRESS CODE**

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

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include extremely brief garments, which cause a disruption to the educational process.
3. Ensure that underwear is completely covered with outer clothing. Pajamas are not allowed.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Gang affiliated clothing and bandannas are not allowed.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so

shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

#### **IV. PROHIBITED STUDENT CONDUCT**

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

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

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

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building, or in an unauthorized area.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing

inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for class or school without permission.
3. Leaving class or school without permission
4. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, throwing an object, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, throwing an object, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.
8. Possession of fireworks or any other incendiary device.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.

2. Engaging in public display of affection.
3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function, or possession of stolen property.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis of treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Hazing, which includes 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, club or team.
9. Selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Possessing or using a cigarette, cigar, chewing or smokeless tobacco or tobacco substitutes.
12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substance commonly referred to as "designer drugs."
13. Inappropriately using or sharing prescription and over-the-counter drugs.
14. Gambling.

15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  17. Extortion.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include:
1. Plagiarism
  2. Cheating
  3. Copying
  4. Altering Records
  5. Forgery
  6. Assisting another student in any of the above actions.

## **VII. REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate

disciplinary action, if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## **VII. DISCIPLINARY CONSEQUENCES**

### **Procedures and Referrals**

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

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary penalties will consider the following:

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

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with disability or presumed to have a disability. A student

identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **A. Consequences**

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

1. Oral warning - any member of the district staff.
2. Written warning - bus drivers, teacher aides, hall and lunch monitors, coaches, guidance counselors, teachers, principal, and superintendent.
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
4. Detention - teachers, assistant principal, principal, superintendent
5. Suspension from transportation - director of transportation, assistant principal, principal, superintendent.
6. Suspension from athletic participation - coaches, principal, superintendent.
7. Suspension from social or extracurricular activities activity director, assistant principal, principal, superintendent.
8. Suspension of other privileges - principal, superintendent.
9. In-school suspension – assistant principal, principal, superintendent.
10. Alternative placement - assistant principal, principal, director of pupil personnel, superintendent.
11. Restitution - assistant principal, principal, superintendent.
12. Loss of credit or make-up privilege for issues of academic misconduct - teachers, principal, superintendent.
13. Suspension of parking privileges - assistant principal, principal, superintendent.
14. Removal from classroom by teacher - teachers, assistant principal, principal.
15. Short-term (five days or less) suspension from school - principal, superintendent, board of education and/or BOCES programs.

16. Long-term (more than five days) suspension from school - principal, superintendent, board of education.
17. Permanent suspension from school - superintendent, board of education.

## **B. Procedures**

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

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

1. Detention - Teachers, principals and the superintendent may use after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

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

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal

conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

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

4. In-school suspension - the board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." [The in-school suspension teacher will be a certified teacher.]

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher disciplinary removal of disruptive students - A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. 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. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational

process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a building referral form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents in writing that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following.

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law Section 3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student shall be removed from the classroom until the principal makes a final determination.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a record (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a record of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

#### 6. Suspension from School

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

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law Section 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents for their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances preclude them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

#### c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well being of other students, school personnel or any other person lawfully on school property or attending a school function.

### **C. Minimum Periods of Suspension**

#### **1. Students who bring a weapon to school**

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law Section 3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others
- f. Other extenuating circumstances.

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

#### **2. Students who commit violent acts other than bringing a weapon to school**

A student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least one to five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and

opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one to five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law Section 3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### **D. Referrals**

1. Counseling - Guidance Counselors and/or Social Workers shall handle all referrals of students to counseling.
2. PINS Petitions - the district may file a PINS (person in need of supervision) petition in Family court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
  - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
  - c. Knowingly and unlawfully possessing marijuana in violation of Penal Law Section 221.05. A single violation of Penal Law Section 221.05 will be a sufficient basis for filing a PINS petition.
3. Juvenile Delinquents and Juvenile Offenders - the superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
- a. Any student under the age of 16 who is found to have brought a firearm to school, or
  - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

***(The entire text of the Schalmont School District's Code of Conduct has been mailed to parents. Copies are available in the high school principal's office.)***

## BOARD OF EDUCATION POLICIES

### **SMOKING AND/OR POSSESSION OF TOBACCO PRODUCTS**

**7321**

The Board of Education policy prohibits all use and student possession of tobacco and/or tobacco substitutes on all school property and at all school sponsored activities. Disciplinary action will be taken when a student is found to be in violation of this policy. Offenses are considered cumulative for a twelve-month period as follows:

**First Offense:** The student will be suspended for one day; he/she will attend an educational program on the risks of the uses of tobacco.

**Second Offense:** The student will be suspended for three days.

Subsequent Offense(s): If a subsequent offense occurs, the student will be suspended for five days, and a Superintendent's Hearing will be held.

### **ALCOHOL, DRUGS AND OTHE SUBSTANCES      7320**

The Schalmont Board of Education is committed to the prevention of alcohol and drug use/abuse.

No person may use, possess, sell or distribute alcohol or drugs nor may, use or possess drug paraphernalia on school grounds or at school sponsored events, on or off campus, except as prescribed by a physician. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, any person who has consumed alcohol or drugs is prohibited from entering school grounds or school sponsored events.

a) Prescription or over-the-counter drugs which have been prescribed by a doctor for the student's consumption during school hours must be placed in the health office; the school nurse will administer such drugs in accordance with the instructions of the physician. Such drugs will not be accepted by the school nurse unless they are in properly labeled containers showing the nature and amount of the drug, the source of the drug, directions for its use and the name of the prescribing doctor.

b) Similarly, students are not to have over-the-counter or mail order drugs in their possession while on School District property or at school sponsored events.

If a student is found in possession of prescription or over-the-counter drugs on School District Property or at school-sponsored events, he/she will be treated as follows:

1. The first offense will result in parent notification.
2. Recurring offenses will be dealt with in accordance with the Policy #7310, Student Code of Conduct.

c) Any student who is found to have alcoholic beverages, drugs or drug paraphernalia in his/her possession or to have used or consumed alcohol or drugs in violation of this policy will be treated as follows:

1. Will be suspended for five days in accordance with the applicable provisions of Education Law 3214, and possibly recommended for a Superintendent's Hearing. The Superintendent may then impose formal suspension in accordance with the prescribed requirements of 3214 of the Education Law.
2. The parents of the child will be called to come to school and asked to immediately remove the child from school.
3. The incident will be reported to the appropriate law enforcement.

#### DEFINITIONS -

##### Drugs

In general terms, a drug is any substance, including alcohol, that alters bodily function. Specifically, for the purpose of this policy, a "drug" will refer to any substance that has a potential for abuse because of its psychological mind-altering capability.

##### School District Property

Any property which is owned, operated, or supervised by the School District or its personnel.

##### In Possession

Means the person has the substance on his/her person, in his/her clothing, in an assigned school locker or in a vehicle operated by the individual.

#### **SEXUAL HARASSMENT**

**7531**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy.

Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions

regarding any aspect of the student's education, including participation in school-sponsored activities;

b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and

c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. All such reports will be held in strictest confidence.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the district is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the district's investigation, immediate corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension/expulsion.

The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints by

students. The Superintendent/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees and students.

### **STUDENT SEARCH**

**7330**

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds or in a school building by a School district employee only when the School District employee has reasonable suspicion to believe the student is engaging in the proscribed activity which is in violation of the school rules and/or illegal.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- a) The age of the student;
- b) The student's record and past history;
- c) The predominance and seriousness of the problem in school where the search is directed; and
- d) The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student possesses a weapon, it is permissible for a School District Employee to frisk that student.

### **Lockers**

Lockers are provided by the school for student use and the administration has the right to search lockers. A student may have exclusive use of a locker as far as other students are concerned but he/she does not have such exclusivity over the locker as it relates to the school authorities.

### **Questioning of Students by School Officials**

School officials have the right to question students regarding any violations of school rules and/or illegal activity. In general, administration may conduct investigations concerning reports of misconduct, which may include, but are not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights.

Should the questioning of students by school officials focus on the actions of one particular student, the student will

be questioned, if possible, in private by the appropriate school administrator. The student's parent/guardian may be contacted; the degree, if any, of parental/guardian involvement will vary depending on the nature and the reason of questioning, and the necessity for further action, which may occur as a result.

The questioning of students by school officials does not preclude subsequent questioning/interrogations by police authorities as otherwise permitted by law. Similarly the questioning of students by school officials does not negate the right/responsibility of school officials to contact appropriate law enforcement agencies, as may be necessary, with regard to such statements given by students to school officials.

School officials acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials (at least until after the questioning of students by school authorities has been conducted) are not required to give the so-called "Miranda Warnings" (i.e. advising a person, prior to any custodial interrogations as defined in law, of the right to remain silent; that any statement made by the individual may be used as evidence against him/her; and that the individual has the right to the presence of an attorney, either retained or appointed) prior to questioning of students.

If deemed appropriate and/or necessary, the superintendent/designee may also review the circumstances with School District legal counsel so as to address the concerns and the course of action, if any, which may pertain to and/or result from questioning of students by school officials.

#### Law Enforcement Officials

It shall be the policy of the Schalmont Central School District that a cooperative effort shall be maintained by the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school District's administrators shall act in a manner that protects and guarantees the rights of students and parents.

### Interrogation of Students by Law Enforcement Officials

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question students for investigations of crimes committed on school property. Generally, in all other situations, if the police wish to speak to a student without a warrant, they should take the matter up directly with the student's parent/guardians.

Section 1024	Family Court Act
Sections 1709 (2) and (33) and 2801	Education Law
of Rules and Regulations	8 New York Code
100.2(1)	(NYCRR) Section

### **SUSPENSION**

The building principal is ultimately responsible for following through on all disciplinary matters referred to his/her attention. When all school efforts fail to produce desired results, the building principal may suspend a pupil for no longer than five (5) school days.

During the period of suspension, parents shall be invited to confer with school authorities to seek an appropriate course of action to follow. At such conferences, the parent shall be entitled to ask questions of complaining witnesses. It is expected that suggested action will reflect parental responsibility for future improvements in conduct.

Procedures for suspending students will include:

- a) Informing the student of the offense and the subsequent suspension.
- b) Informing the parent in writing of the offense and the subsequent suspension period.
- c) All suspended students will not be allowed on school premises during the suspension period and

will not be allowed to participate in any school-sponsored activity.

d) The Superintendent will be notified in writing of all suspensions.

If a student is to be suspended for a period longer than five days, the student would be recommended to a Superintendent's Hearing or a hearing officer designated by the Superintendent, pursuant to section 3214 of the Education Law. When a student is suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction, which is of an equivalent nature to that provided in the student's regularly scheduled classes.

If a parent wishes to appeal the decision of the Superintendent or the hearing officer, an appeal can be made to the Board of Education hearing.

### **Suspension of Students with Disabilities**

In the case of a disabled student, determination has to be made regarding whether or not the suspension is related to the disability. If so, a referral must be made to the Committee on Special Education for a consideration for change of placement.

### **Suspension from BOCES**

The Board of Education empowers the BOCES principal to suspend Schalmont Central School students from BOCES classes for a period not to exceed five (5) days when student behavior warrants such action.

### **In-School Suspension**

In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with his/her class work while attempting to reinforce acceptable behavior, attitudes and personal interaction.

### **BOCES ACTIVITIES**

BOCES activities, like field trips and other activities outside the building itself, are considered an extension of the school program. Therefore, an infraction handled at BOCES is to be considered as an act within the Schalmont Central School system itself.

A student who is ineligible to attend a Schalmont Central District School on a given day is ineligible to attend BOCES classes.

## **GUN-FREE SCHOOLS POLICY**

**7361**

No student shall bring onto school premises or have in his/her possession on school premises or bring to any setting that is under the control and supervision of the School District, any "firearm" as defined in federal law. For purposes of this policy, the term "firearm" includes 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 such weapon; any firearm muffler or silencer; or any "destructive device" (i.e., any explosive, incendiary, or poison gas, including bombs, grenades, rockets or other similar devices). The term does not include a rifle, which the owner intends to use solely for sporting, recreational or cultural purposes; antique firearms; or Class C common fireworks.

In accordance with the Gun-Free Schools Act of 1994, any student who brings a firearm, as defined in federal law, onto school property, or has such a firearm in his/her possession on school premises, or brings such a firearm to any setting that is under the control or supervision of the School District, will be referred to the criminal justice or juvenile delinquency system.

In addition, any such student found guilty of bringing a firearm to school, after a hearing has been provided pursuant to Section 3214 of the Education Law, will be suspended from school for a period of not less than one calendar year. However, after the imposition of the one-year penalty has been determined, the Superintendent of Schools may review and modify such suspension requirement for a student on a case-by-case basis. In reviewing the student's one-year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Section 100.2 of the Regulations of the Commissioner of Education and in Commissioner's Decisional law.

A student with a disability who is determined to have brought a firearm to school may be placed in an interim alternative educational setting, in accordance with state law, for not more than 45 calendar days. If the parent or legal guardian requests an impartial hearing, the student must remain in the interim alternative placement until the completion

of all proceedings, unless the parent or legal guardian and District can agree on a different placement.

A student with a disability may be given a long-term suspension pursuant to the GFSA only if a group of persons knowledgeable about the student, as defined in federal regulations implementing the IDEA, determines that the bringing of a firearm to school was not a manifestation of the student's disability, subject to applicable procedural safeguards.

If it is determined that the student's bringing of a firearm to school was a manifestation of the student's disability, the Superintendent must exercise his/her authority under the Gun-Free Schools Act to modify the long term suspension requirement, and determine that the student may not be given a long term suspension for the behavior. The Committee on Special Education may review the student's current educational placement and initiate change in placement proceedings, if appropriate, subject to applicable procedural safeguards.

The District may offer home instruction as an interim alternative education setting during the period of review proceedings only if the student's placement in a less restrictive alternative educational setting is substantially likely to result in injury either to the student or to others.

The District may also seek a court order to immediately remove a student with a disability from school if the District believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.

This policy does not prohibit the district from utilizing other disciplinary measures including, but not limited to, out-of-school suspensions for a period of five days or less, or in-school suspensions, in responding to other types of student misconduct which infringe upon the established rules of the school. Additionally, this policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a

The District will continue to provide the suspended student who is of compulsory attendance age, with appropriate alternative instruction during the period of the student's suspension.

**UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL  
GROUND** **3411**

It is unlawful for any person 16 years of age or older to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any district building without the express written authorization of the Superintendent or his/her designee.

Unlawful possession of a weapon upon school grounds is a violation of the New York State Penal Law, School District policy, and the Student Discipline Code of Conduct.

"Weapon" means a firearm as defined in 18 USC Section 921 for purposes of the Gun-Free School Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

