

SCOTIA-GLENVILLE CENTRAL SCHOOLS
Scotia, New York 12302

SCOTIA-GLENVILLE
MIDDLE SCHOOL

Code of Conduct

Revised 7/07

Table of Contents

Purpose	1
Introduction	1
Definitions	2
Essential Partners	2
Prohibited Student Conduct	4
<u>Behaviors</u>	
Arrival and Homeroom	5
Absence	5
Attendance	5
Academic Misconduct	7
Back Work/Homework	7
Backpacks/Book Bags	7
Buses	7
Bus Conduct	7
Cafeteria	8
Cafeteria Guidelines	8
Care of Building	9
Classes	9
Classroom Tardiness	9
Corridor Conduct	9
Disorderly Conduct	9
Disruptive Conduct	9
Drugs, Alcohol, Tobacco Products, Substance Abuse	10
Events Guideline	10
Extracurricular Activities	10
Fighting	10
Fire/Evacuation Drills	11
Fireworks	11

Guests	11
Harassment/Bullying	11
Insubordination	11
Lockers/Locks	12
Medication Policies	12
Money, Audio Equipment and Other Valuables	13
Out of Doors/Gym Recreation	13
Parties	13
Safety, Morals, Health or Welfare	13
Searches	14
Selling Items	17
Snow Restrictions	17
Stairway and Corridor Traffic	17
Statement of Dress	17
Student Dress Code	17
Students with Disabilities	18
Study Halls	19
Substitute Referrals	19
Telephone	19
Throwing Objects	19
Vandalism	19
Violent Behavior	19
Weapons	20
After School and Dismissal	20
Reporting Violations	21
Disciplinary Penalties, Procedures and Referrals	21
Alternative Instruction	28
Visitors to the School	28
Public Conduct on School Property	29
Corporal Punishment	31
Dissemination and Review of Code of Conduct	31
Student Bill of Rights and Responsibilities	33
Roles in the Discipline Process	35
Appendix A – Discipline of Students with Disabilities	
Appendix B – Homework Guidelines	
Appendix C – Athletic Code of Conduct	
Appendix D – Acceptable Telecommunications Use Policy	

PURPOSE

These rules and guidelines are designed to promote good behavior and a positive learning environment. Teachers and all other staff are here to assist students in this endeavor as they strive to achieve their full potential.

Introduction

The Board of Education 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, 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.

Definitions

For purposes of this code, the following definitions apply:

"Disruptive student" means a 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 §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 §921 for purposes of the Gun-Free Schools Act. **"Weapon"** also means, but is not limited to, 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 cutters, 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.

Essential Partners

A. Parents

All 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 be 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.
13. help them understand their new responsibilities as middle school students.

B. Teachers

All district 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 interest in teaching and 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.

C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/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.

D. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students, parents, 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.

E. Superintendent

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.

F. Board of Education

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.

G. Other Staff

1. Maintain a climate of mutual respect and dignity, which will strengthen student's self concept and promote confidence to learn.
2. Demonstrate interest in teaching and concern for student achievement.
3. Know school policies and rules, and enforce them in a fair and consistent manner.

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.

Behaviors

I. Arrival and Homeroom

Students should not arrive to school prior to 7:00 a.m. unless permission is granted from the main office.

Students arriving before 7:30 a.m. must report immediately to the designated area. At 7:30 a.m., students will be dismissed to their lockers. They may then report to the cafeteria, the library, or their homeroom.

Students walking to and from school each day should plan their route so that it is safe, respectful of property, and timely, considering weather conditions.

Students should not get off their bus at the Senior High and walk over to the Middle School.

Students arriving on buses will be unloaded at the traffic circle in front of the building and should enter the building directly.

Students arriving by car must be dropped off only at the designated area.

Bicycle racks are furnished for those students who choose to ride to school. Upon arrival, the student should *walk his/her bike while on school grounds* and park it on the rack. Students should lock their bikes and may not use them during the school day.

Bicycles considered to be unsafe by school authorities are to be left at home. Each student is assigned to a homeroom in the Middle School. Students should first go to their assigned locker, get all materials and books for morning classes, and take care of all personal needs before going to homeroom. **Students must be in their seats by 7:45 a.m.** A warning will be given at 7:42 a.m. to proceed to homeroom. Students should all be en route to homeroom by this time.

Absence

The Parents of a student who is chronically absent (10 or more absences without medical documentation) may receive a letter inquiring about how the school can help support parents in getting their child to school. The student and parents may be required to

meet with an administrator. If the student's attendance does not improve, an Attendance (PINS Diversion) Petition may be filed with the Schenectady County Department of Probation.

Attendance

All children in New York State between the ages of 6 and 16 years shall receive full-time instruction. (Section 3205, Education Law)

Each registered student in Scotia-Glenville Middle School is expected to attend each day that school is in session. Should a student be absent or tardy for any reason, it is necessary that a written excuse, signed by a parent or guardian, stating the date and reason for the absence or tardiness be brought to the homeroom teacher upon return.

Parents should call the school when it is known their child will be absent or tardy.

Students should remain on school grounds once they have arrived in the morning unless there is expressed permission of a parent or guardian and approval of school authorities. Individual cases of excessive unexcused or illegal absence, tardiness or truancy will be referred to the Principal for investigation. It should be noted here that financial State aid is based in part on pupil attendance.

The adult picking up the student and the student who is excused from school must sign out in the office sign-out book. If the student returns to school, he/she must sign back in and report to the secretary.

Parents are asked to please contact the school by telephone or in person regarding matters of student attendance.

The following excuses are considered legally acceptable by the New York State Board of Regents: (a) personal sickness, (b) sickness or death in family, (c) severe storms or impassable roads, (d) religious observance, (e) quarantine by contagious disease, (f) court obligations, (g) music instruction, (h) approved cooperative work program, or (i) doctor's appointment.

The school district does not provide advance homework for students going on vacation with their family. Our policy is that students are responsible for making up the work themselves if they are illegally absent, i.e., on vacation with their family. Teachers are not responsible for writing out assignments for students illegally absent.

Students who are participating in activities scheduled for the evening hours such as sports, music, dramatics or social events must be in school for attendance on the day of the activity if they are to be participants or spectators. When the activity falls on a Saturday, attendance is required on Friday. Special problems should be discussed with the Principal or Assistant Principal prior to the event.

Attendance at concerts is required of Band, Orchestra and Chorus students. These events are considered part of the music curriculum.

Students will be considered to have perfect attendance if they are in attendance every day, all day, with no tardiness. Students who are on approved educational field trips from school are considered in attendance for that day. Students absent due to a death in their immediate family or religious observance may be considered to have perfect attendance at the discretion of the principal.

Tardy to School

After a student is illegally tardy to school **four** times, the student's name will be reported to the office and the student will be assigned to school detention. Detention will be assigned for every tardy thereafter. A student who arrives late to school must bring a written excuse stating the reason for the tardiness.

Truancy/Class Cuts

A student who is truant from school or cutting class is required to make up the instructional time lost. Parents will be notified. Detention or in-school suspension may be assigned. The student will receive a zero for any missed quiz or test and will be responsible for making up all missed work.

II. During The Day

ACADEMIC MISCONDUCT:

As part of the school community, it is the duty and responsibility of students and faculty to honor academic success that is earned as the consequence of hard work and effort. Academic integrity at SGMS is based upon a respect for individual achievement that is the result of personal integrity, honor, and diligence.

The following list indicates some (but not limited to) behaviors that violate academic integrity:

Cheating = unauthorized notes or unacceptable use of technology, unauthorized study aids, alterations of graded work after it has been returned, copying another's homework, submitting identical or similar papers for credit in more than one course without permission from the instructors.

Plagiarism = submitting material that in part or whole is not entirely one's own without citing correct sources including web sites or other resource materials.

Fabrication = falsifying or inventing information, data or citations.

Theft of Exam Materials = stealing, reproducing, or any other unauthorized collection of any and all exam material prior to the exam.

Aiding and Abetting Academic Dishonesty = providing material, information, or other assistance to another person with knowledge that it could be used in any of the violations stated above or providing false information in connection with any inquiry regarding academic integrity.

Falsification of Records and Official Documents = altering academic records or official school documents or forging signatures.

Unauthorized Access to Computerized Academic or Administrative Records = viewing, modifying or releasing any official school computer records without authorization.

Misuse of Technology = unauthorized use or misuse of web sites, Internet, graphing calculators or any other technology.

Back Work/Homework (Refer to appendix for additional information)

Students will be required to complete all homework assignments on time and to the best of their ability. Students are expected to promptly make up all assignments missed due to absence from classes for any reason. Students must promptly make up work when attending field trips, music rehearsals, special programs and the like promptly, according to the policy of the teacher. Students may be required to spend additional time after school to complete their work. *Students who owe excessive amounts of work may be restricted from all extracurricular activities.*

Backpacks/Book bags

Students are expected to store book bags and backpacks in their lockers during the school day.

Buses

1. Students are to board buses only at the Middle School.
2. Students are to behave properly on buses at all times. Those not behaving will be considered for detention or suspension.
3. Students who ride the late bus must obtain a pass from their supervising teacher.
4. When boarding buses, students should follow the directions of the supervising teacher or the drivers.
5. Students should not walk between buses or attempt to cut in front of buses.

Bus Conduct

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

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.

It is the responsibility of the school bus driver to safely and consistently transport students to and from school. With this responsibility, the driver has the same authority as a teacher or parent to ensure good behavior on or near the bus. Cases of serious or chronic misconduct will be reported to the school authorities to be dealt with as in other cases of discipline. The privilege of riding the school bus may be denied those who choose to abuse it.

The following are some safety and courtesy rules to abide by when riding on the buses. The student should:

1. Show proper behavior around the bus stop area and on the bus.
2. Stay behind the curb or out of the road until the bus stops.
3. Be aware of the surroundings while waiting for the bus.
4. Line up single file without pushing when boarding the bus.
5. Speak only in conversational tones using appropriate language.
6. Obey the bus driver who is in charge of safe transportation.
7. Keep arms, hands, and other parts of the body, and belongings, inside the bus.
8. Keep the bus free of paper and other litter.
9. Observe the no smoking rule.
10. Ride only the bus assigned. To ride any other bus, you must have written parent permission signed by the Principal or Dean of Students.
11. Show a late bus pass to the driver to be allowed on the late bus.
12. Demonstrate common courtesy to others for safety reasons.

Cafeteria

The Middle School is on a continuous day schedule where students remain in school the entire day. The cafeteria prepares breakfast and lunch for those who wish to purchase them and sells milk and other items to those who elect to bring a home-prepared meal. All lending, giving or borrowing of money is discouraged by students and by staff. Proper behavior in the cafeteria is expected at all times. Students will be scheduled for lunch and recreation. Any student needing more time to eat should see the cafeteria supervisor or come to the Main Office for assistance.

Cafeteria Guidelines

1. Students are to remain in the cafeteria during the lunch period. Students must obtain a pass to leave the cafeteria except for the purpose of attending Recreation on their assigned day and to use the bathroom nearest the cafeteria. Students should sign out to use the bathroom.
2. Students should remain in their seats throughout the lunch period. Cafeteria seats and tables should not be moved without permission.
3. Students are to remain in their scheduled lunch shift until dismissed by an adult or by the period bell.
4. Students are responsible to clean up after themselves and should keep the cafeteria tables and floors neat.
5. Students disobeying cafeteria supervisors or cafeteria rules will be reported to the office for disciplinary action.
6. Students may buy their own lunch in the cafeteria or bring their lunch from home. Milk, snacks and ala carte items are sold daily in the cafeteria lunch line.
7. Students may not buy and/or share each other's breakfast or lunch. This includes large bags of chips, bags of candy, bottles of soda, trays of cupcakes, cookies or cakes.

Care of Building

The responsibility for the care and upkeep of our Middle School building rests with all who use it. Pupils, teachers and administrators are all environmental custodians. Everyone is responsible for creating and maintaining a clean, attractive, well-kept place in which learning and teaching can occur.

Classes

Students are to:

Enter the classroom promptly, take assigned seats, and be ready for instruction when class begins.

Bring necessary books and supplies, including pen and pencil, and assignment notebook.

Follow the direction of the adult in charge.

Stay in the classroom until dismissed by the teacher or the adult in charge.

Keep their assignment notebook up to date at all times.

Keep school-owned textbooks covered at all times.

Make up work if absent.

Classroom Tardiness

All students are expected to be in classes on time. Violation of this rule will result in teacher detention. Chronic tardiness will be reported to the office.

Corridor Conduct

Students should respect the rights of others in the hallways and at all other times. Eating, drinking, pushing, screaming, spitting, running, use of foul language, degrading actions, slamming/kicking of lockers or the like will not be tolerated and will be subject to disciplinary action. Students are expected to respect individual and school property.

Disorderly Conduct

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

Disruptive Conduct

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disruptive.

Examples of disruptive conduct include:

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

Drugs, Alcohol, Tobacco Products, Substance Abuse

The Middle School takes a firm stand against drug, alcohol, and other substance abuse by students in school and on school grounds, whether during the day or at after school events. The possession, use or abuse of alcohol, tobacco products, drugs or any related illegal substances, on or within school district property is expressly forbidden.

Scotia-Glenville students must be aware that the prohibition regarding possession, use or abuse of these items extends to any school function regardless of the location. A student may not possess, distribute, sell, use or abuse these substances on school property or at a school function. Any student under the influence or appearing to be under the influence of any of these substances will be subject to search.

A student found possessing drugs, drug paraphernalia, alcohol, or any related and illegal substances will be externally suspended from school for up to five days. Along with the external suspension, the student must attend a Superintendent's Hearing where upon an extended suspension may also be assigned.

For drug, drug paraphernalia, and illegal substance possession, police will be notified and action may be taken with probation or Family Court.

“Use of tobacco products within school buildings, on school buses and on school owned properties shall be prohibited by all staff members as well as the general public.” (Adopted by the Board of Education 1/10/94)

A student found smoking, holding a lit cigarette, blowing smoke out of his/her mouth, or using any tobacco product will be suspended from school for a three day period and will be responsible for making up work missed during the suspension period.

A student found in possession of tobacco products on school grounds shall have them taken away and may face disciplinary action. Parents will be notified.

Events Guideline

Any student, parent, spectator, and/or visitor who wishes to attend any school sponsored event may be prohibited from bringing in

any type of beverage, backpack, container or bag.

Extracurricular Activities

Participation in any extracurricular activity is a privilege at Scotia-Glenville Middle School. Students may be excluded from extracurricular activities as a result of inappropriate behavior and/or poor academic performance, including failure to do homework. Students restricted from extracurricular activities must not be on school property during the time of activities without prior permission from the Principal or Assistant Principal.

Fighting

Scotia-Glenville students should be able to come to school and participate in classes and other school related activities without the threat of physical assault. Students who threaten or become involved in fighting in school or on the school campus will be subject to disciplinary action. Students involved in promoting or encouraging fighting or physical assaults between other students will be subject to disciplinary action. A student who observes a fight or physical assault and does not notify school authorities may be considered to have promoted or encouraged the incident. The disciplinary action may include detention, suspension from school or in-school suspension, as appropriate. Any student(s) guilty of an unprovoked assault upon another person in or on school property may be subject to disciplinary action.

Fire/Evacuation Drills

To ensure the safety of all students and staff, fire drills and other emergency drills are conducted regularly and treated seriously at the Middle School. In the event of a fire drill or other reason necessitating evacuation of the building, students must abide by these procedures:

1. Exiting:
 - . Listen to the instructions of the supervising adult.
 - . Exit the classroom/building in accordance with the emergency exit plan.
 - . Walk through the building quickly, orderly, and QUIETLY.
2. Outside Behavior:
 - . Stand in line with the class, at least 100 feet from the building, allowing the supervising adult to take attendance.
 - . Remain quiet.
3. Re-entering:
 - . Report directly to your assigned classroom.
 - . Take your seat promptly and quietly.
 - . Listen for teacher/PA announcements.

Fireworks

No student shall have in his or her possession upon any school premises any fireworks or devices that create a distraction. Students who violate this policy will be dealt with severely. Detention will be issued and suspension will be considered.

Guests

Students who wish to bring a guest to school must secure the Principal's permission at least one day in advance and bring parent permission.

Harassment/Bullying

Members of the Scotia-Glenville Middle School community should treat each other with proper respect. Harassment/bullying of faculty members or students in a racially, sexually, or personally insulting manner is an extremely serious matter reflecting poorly on that student and our school. Students who feel they have been victims of harassment are encouraged to report the incident to a teacher, counselor, nurse or administrator.

School administration will thoroughly investigate all reports of such behavior and will make every effort to protect the confidentiality of the individual making the complaint. If confirmed, such behavior will result in detention or suspension, or other appropriate consequences.

Insubordination

All students are expected to cooperate promptly and fully with all adults in the school. When a student becomes insubordinate, disciplinary action including suspension will occur. Parents will be notified.

Students may be subject to disciplinary action, up to and including suspension, when they engage in conduct that is insubordinate.

A student who fails to comply with the reasonable directions of an adult in school or otherwise demonstrates disrespect will be considered insubordinate.

Lockers/Locks

1. Each year hall lockers are assigned to students by the guidance department. Students are to use only their assigned lockers.
2. Combination locks are purchased by incoming sixth graders during summer orientation. Students will be responsible for keeping track of their locks and combinations throughout the three years of Middle School.
3. Only locks purchased through guidance may be used to secure lockers.
4. For security reasons, lock combinations are not to be shared with other students.
5. All students must keep their lockers locked at all times. Any student who loses his/her lock must purchase a new one through the guidance department.
6. Students do not need to go to their lockers between every class. Students should plan ahead and be prepared for their next classes. Tardy to class because of locker stops are to be subject to disciplinary actions by the receiving teacher.
7. Lockers should be kept neat and clean. Under no circumstances should anything be written on or inside lockers.
8. Students may not change their locker location. Locker assignments may only be changed by a Guidance Counselor or School Administrator.

Medication Policies

There are times when it may be necessary for a student to receive medication during school hours. The following requirements for administration of medication must be met in order for that medication to be given. These requirements apply to both prescription and non-prescription (“over-the-counter”) medications.

1. The school nurse must have on file a written order from the health care provider stating the name of the medication, the dosage, the time to be given in school if it is to be given on a daily basis and the circumstances for administering the medication if it is not to be given on a regular dosage schedule. This written order should be on the doctor’s letterhead stationery and include the office address and telephone number. Orders must be renewed annually.
2. The school nurse must have on file written permission from the parent or guardian authorizing school personnel to administer the medication as specified by the doctor.
3. The **parent or guardian** (or other responsible adult) must bring the medication to school in the **pharmacy container or the original store container.** **Students should NOT transport medication!**
4. Any medication to be given at school must be kept in the Health Office. (EXCEPTION: Instances where it has been determined by a student’s physician that the student should carry his/her medication – see self-medication form)
5. Medications not picked up at the end of the school year will be discarded. A reminder notice will be sent home before the last day of school in June.

These policies, determined by the Scotia-Glenville Central School District, are in accordance with New York State Education Department guidelines and exist for the safety of ALL of the students in the school.

Money, Audio Equipment and Other Valuables

Money

All lending, borrowing or giving of money is discouraged. Any requests or demands for money or valuables should be reported immediately to any adults in charge.

Audio Equipment

Bringing electronic and communications devices, including but not limited to, cell phones, games, radios, palm pilots, MP3 players, tape or CD players, and beepers/pagers, is discouraged. These items are not allowed in class and may not be on during the school day.

Cell phones may not be used in the building during the school day. Cell phones need to be kept in your locker at all times. If a cell phone is seen or heard it will be taken for the remainder of day. The first violation of this policy will result in loss of the item for the remainder of the day. If more infractions occur, parents will be called to pick up the item.

Images / Video Taken during School Day:

Students are prohibited from taking images (either still or video) that are not being used for academic purposes. Pictures / videos taken without consent from the individual depicted in the image (student or staff) or without permission of a school employee may be subject to disciplinary consequences. Additionally, if any images are used in a negative manner either in person or through any mode of communication (picture sharing, email, message page, etc) then the student may be assigned an external suspension. In such cases, the school may notify the police and the student may have charges brought against them.

Other Valuables

All valuables should be left at home. When it becomes necessary for a valuable item to be brought to school, the student is responsible for its security. The school is not responsible for stolen or damaged items. **Refusal to turn over any of these items to a school employee may result in the students being assigned an Internal or External Suspension**

Out of Doors/Gym Recreation

1. Lunch recreation will be held outdoors when the weather and field conditions permit. If weather is questionable, a decision will be made by the Principal prior to lunch. Decision to go outdoors or to remain inside will then be at the discretion of the lunchroom supervisors.
2. Students will report to the cafeteria for lunch first (minimum 15 minutes) -- and then will be excused to walk to recreation, or vice versa.
3. Students with major rule violations and inappropriate behavior will be restricted to the cafeteria or referred to the office. Lunch/recreation detention may result.
4. Restricted students may be taken off of restriction by demonstrating proper behavior.
5. Food and drinks are to be consumed in the cafeteria only.
6. Students who have a medical excuse from physical education are automatically restricted from all other sports and recreation events including noon-hour recreation.

Parties

Parties that interfere with the instructional program should not take place. When in doubt, check with the principal or see the District Health and Wellness Policy.

Safety, Morals, Health or Welfare

Students may be subject to disciplinary action, up to and including suspension, when they 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. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. 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.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment/bullying, which includes a sufficiently severe action or 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.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear for their well being.
7. 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.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. 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 substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. Public displays of affection.

17. Threatening the overall safety and security of the building and all persons in the building. For example: writing bomb threats, threats of arson, general threats of harm to groups of people, etc. Students who have knowledge of persons making such threats are expected to report this information to the principal or other trusted adults in the building.

Searches

Locker Search

Lockers, desks and other storage spaces are the property of the school and for student use. Locker searches may be conducted without the student's knowledge or permission. Students should be aware that New York State courts have recognized that the preservation of the health and safety of students, as well as the effort to keep order in the schools, may require the search of a student's locker. The Superintendent, Principal or Assistant Principal or designee may determine that there is a "reasonable suspicion" to inspect the contents of a locker and on that basis, a locker search may take place.

Personal Search

If the Superintendent, Principal or Assistant Principal or designee determines that there is reason to believe that a student is in possession of drugs, drug implements, a controlled substance, a weapon, stolen property or contraband of any description, then the student believed to be in possession may be subjected to a personal search.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, or designees the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official shall make an attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. A student who refuses to allow a search of any possession or person shall be determined to be uncooperative and may be removed from school.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
 2. Reasons for the search.
 3. Name of any informant(s).
 4. Purpose of search (that is, what item(s) were being sought).
 5. Type and scope of search.
 6. Person conducting search and his or her title and position.
 7. Witnesses, if any, to the search.
 8. Time and location of search.
-
9. Results of search (that is, what items(s) were found).
 10. Disposition of items found.
 11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

C. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant;
2. Probable cause to believe a crime has been committed on school property or at a school function;
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his/her designee shall first vigorously try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

D. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to Principal or his/her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a

court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

Selling Items

Unless authorized by an activity or organization sponsored by the Middle School, nothing is to be bought, sold, or loaned on school property.

Snow Restrictions

Throwing of snowballs/iceballs is prohibited. Students throwing snowballs / iceballs will be placed on detention or considered for suspension.

Stairway and Corridor Traffic

Remember that in any traffic situation, in public or otherwise, the rule is to keep to the right; do not block intersections; move slowly and carefully to avoid collision; do not litter or loiter and do not be late for the next class. These rules of order apply to the use of the stairs and corridors. Teachers will be present to aid and assist as well as regulate student traffic between classrooms.

Statement of Dress

Scotia-Glenville students take pride in their appearance. Student dress must be in accordance with the guidelines set forth in the Regulations of the Commissioner of Education Handbook. A guide to the dress code for parents and students will be distributed during the summer.

All students are expected to present a neat appearance and be appropriately dressed during school hours and for school related activities. Hats and head coverings are not to be worn in the building during the instructional school day. Clothing which interferes with the learning and teaching process, or represents a health or safety hazard, is not to be worn to school. This includes advertising of any inappropriate products.

Clothing of the nature mentioned above will be brought to the attention of the student and/or Principal by the teacher and a solution to the problem will be reached. If the problem persists, parents will be contacted.

Members of the Student Council may discuss guidelines with the Principal on a yearly basis. An agreement will be developed, if necessary, and announced to the student body.

Student Council assumes a leadership role in maintaining the intent of this Statement of Dress.

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. Recognize that extremely brief garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hat or other head coverings in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, offensive, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
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/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.

Student Dress Code for Winter and Spring Dances

The winter and spring dances sponsored by Student Council are theme dances. Students should wear clothing similar to what they would wear when going to dinner with their parents or to a nice occasion. Students are not permitted to wear blue jeans, t-shirts, shorts or hats. Semi-formal clothing is also discouraged. A collared shirt, turtleneck or nice sweater and khakis or dress pants for boys are required. Formal gowns are discouraged for girls, but they are allowed. Spaghetti straps and halters are allowed, but plunging necklines are not and undergarments should not be visible. If girls elect not to wear a dress, they are required to wear dress slacks and a nice blouse. During all dances shoes are to be worn and not to be taken off at any time.

Students with Disabilities (Refer to Appendix A for additional information)

The Individual Education Plan of each disabled student is reviewed annually by the Committee on Special Education (CSE). A student with a disability is expected to comply with this Code of Behavior and Disciplinary Measures. However, it is possible that a disabled student may not, as a result of violation of the Code, be subjected to the usual disciplinary procedures if the CSE determines that the behavior is a result of the disability.

A disabled student's Guidance Counselor and special education teacher or related service provider, in conjunction with the Dean and/or the Principal, will jointly decide if the student's conduct constitutes a reason for referral to the CSE prior to the annual review. Faculty and staff should refer to the guidance document from the State Education Department located in the appendix when considering this decision. For all disabled students, however, a referral to the CSE must be made once a total of five (5) days of out-of-school suspension has been reached.

Study Halls

1. The study hall will be quiet.
2. Students will do school work. (A teacher or teaching assistant may assign work.)
3. A 15-minute quiet work or reading time is required before signing out unless special permission is granted by the teacher or T.A.
4. Sign out, at the discretion of the teacher/teaching assistant, will be limited to: pre-signed teacher passes, library, math lab, guidance office, computer lab, nurse, lav, or main office.
5. Students on the restricted list are confined to the study hall until the next list comes out unless they have a teacher-signed pass.
6. Students will bring all materials needed (including their assignment notebook) to use in the study hall time even if they plan on signing out.
7. Students returned to study hall for breaking any rules will become restricted.
8. Students are to use their own materials unless given permission by the teacher in charge. Individual teacher's materials may only be used with permission.
9. Students should respect the property of others. Keep the desks clean.
10. Students will be restricted to study hall if:
 - a. the sign out privilege is abused,
 - b. chronic behavior problems occur,
 - c. the student is failing one or more subjects or has an incomplete and appears on a restricted list,
 - d. the student is late to study hall.

Substitute Referrals

A student referred to the office by a substitute teacher for disciplinary action will receive double consequences.

Telephone

Students who need to make personal phone calls during the school day must use the pay phone in the front corridor. Students must have a pass if they are using it during school hours. Problems should be referred to the office. The main office, health **OR** guidance phone may be used as an alternative if the pay phone is out of order.

Throwing Objects

The throwing of any object is potentially dangerous to all. Because of the possible injuries, especially eye and head injuries, students known to be throwing objects will be dealt with severely. Detentions will be issued and suspension considered.

Vandalism

Restitution is mandatory for those who are responsible for acts of vandalism and damage to the building. If the damage is not reported to the office immediately, it will be considered intentional vandalism and a suspension may result. Extreme cases may result in a five-day suspension and the Police Department may be notified.

Violent Behavior

Students may be subject to disciplinary action when they engage in conduct that is violent.

Examples of violent conduct include:

1. Committing an act of violence (such as hitting, 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, 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.

Weapons

The following policy was approved by the Board of Education on 8/8/94:

No student shall have in his or her possession upon any school premises any firearm -- as defined in Federal Law -- knife, explosives, dangerous chemicals, or any object which could be used as a weapon and which is not necessary for school activities.

In accordance with the Gun Free Schools Act of 1994, after a hearing has been provided pursuant to section 3214 of the Education Law, a student found guilty of bringing a firearm onto school property will be subject to at least a one year suspension from school. The penalty may be reviewed and possibly modified by the Superintendent of Schools, on a case-by-case basis.

III. After School and Dismissal

1. Students who remain after school are to be supervised by a district employee until 3:45 p.m. The library may only be used on the days it is open for use. If not taking the late bus, the student may make arrangements with a parent for early pick up. Students waiting for a ride must wait in the lobby in the front of the building. Riding the late bus requires a special pass from the teacher in charge.
2. Students are to leave the building promptly or go directly to their school related activity, supervising teacher or the library, when open. Students are not to loiter in the hallway after 2:30 p.m.
3. Students who walk to and from school are to walk on sidewalks, if available. Students who use the access road will wait on the curb until all buses have left. Climbing fences is prohibited. Walking across soccer and football fields is prohibited.
4. Athletes waiting for practice are to:
 - a. work in the library only on the days the library is open, or
 - b. work quietly in the cafeteria, or
 - c. be with a teacher.
5. Only students who are in attendance may participate in after school or evening activities.
6. Bus students required to participate in an event at the high school must obtain a special late bus pass from the Middle School office prior to the event.
7. Students may only use school facilities (building or grounds) under the authorized supervision of an adult.

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 Principal, the Principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, 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 sanction, which may include permanent suspension and referral for prosecution.

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

Disciplinary Penalties, 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 action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances that 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 a 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. Penalties

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 that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school – Principal, Superintendent, Board
13. Permanent suspension from school – Superintendent, Board.

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 their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

Students who receive an In-School Suspension, or an Out Of School Suspension for infractions of the Code of Conduct, or who exhibit habitual or chronic misbehaviors may be barred from attending Teen Towns, school dances, field trips or extra-curricular activities per building administration.

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 Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the 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 §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an **informal conference** with the 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 §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 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 §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 district-established disciplinary removal 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 parent, 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 parent. 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 held within 48 hours of the student's removal. The timing of the informal meeting may 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 §3214 and a suspension will be imposed.

The Principal or his/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 removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

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 complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal must keep a log 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 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 (five 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 §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 purpose of contacting 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 of Education within 30 days of the decision.

When a student is suspended from school, the student may not attend classes, participate in or attend any school function, or be on the school grounds during the time of the suspension. Students who loiter or return to campus during a suspension are subject to immediate arrest for trespassing. Alternate instruction will be provided for the student. Parents will be contacted and may make provision for the re-admission of a suspended student or participate in a re-admission meeting.

b. Long term (more than five days) Suspension from School

When the Superintendent or 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 of 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 precluded 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 of Education 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 §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. (See Appendix A for more information).

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

Any 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 five days. 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 the minimum 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 minimum five-day 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 interferes 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 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 § 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 the minimum 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 minimum five-day 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

The Administrative Staff shall handle 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 possesses marijuana in violation of Penal Law § 221.05. A single violation of § 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 weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 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.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate **steps to provide alternative means of instruction for the student.**

Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Parents or citizens who wish to observe a classroom activity must have a sound educational reason and obtain prior approval for such visit from the building principal.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors to the school between the hours of 7:00 a.m. until 4:00 p.m. will be required to sign the visitor's register (either at the front door or main office) and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
4. Visitors attending after school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Any student, parent, spectator and/or visitor who wishes to attend any school sponsored event may be prohibited from bringing in any type of beverages, backpacks, containers or bags.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students,

teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirement.

Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.

Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.

Staff members other than those described in subdivisions 4 and 5: They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above.

In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to the Principal or his/her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order **and without the parent's consent.**

Corporal Punishment

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

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

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

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

Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

**SCOTIA-GLENVILLE CENTRAL SCHOOLS
Scotia, New York 12302**

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Preface

The administration and staff of the Scotia-Glenville Central Schools recognize that the purpose of the district schools is to develop lifelong learners who, as they pursue truth, will contribute to the total community of man out of personal self-worth and dignity. The administration and staff also recognize that the enrichment and, in fact, the very survival of any group come about only as its individual members practice self-discipline and demonstrate behavior which does not infringe or intrude on basic rights and freedoms of others. Responsible exercise of individual freedoms means respect for the democratic process and for the rights of all. Only in an atmosphere of mutual respect, self-restraint, civility and trust among all, can these freedoms flourish.

The administration and staff are committed to the task of school management in a manner consistent with the legal and moral rights of all, but will neither tolerate nor condone actions or conduct in violation of the "Code of Conduct" or any penal statute. In setting forth the following code, nothing contained herein is intended, nor shall be construed, to limit or restrict freedom of speech nor peaceful assembly nor any constitutional or legal individual right.

The Code shall not prevent or limit communication between and among students or relieve the Scotia-Glenville Central Schools of its special responsibility for self-regulation in the preservation of public order. The Code does not prevent or restrain controversy and dissent. However, the Code does prevent abuse of individuals and, therefore, maintains the stable environment appropriate to a public school.

This Code is adopted in compliance with Section 2801 of the Education Law and is in compliance with the Rules and Regulations for Maintenance of Public Order on Premises and in Buildings of Scotia-Glenville Central School District as filed with the Commissioner of Education, dated May 8, 1970, and revised October 10, 1972.

Student Rights

1. Students have the right to an education, the right to be treated with dignity and respect, and the right to be free of endangerment, harassment, intimidation, fear, and discrimination.
2. Students have the right to express their opinions and beliefs as long as they do not interfere with school activities or the rights of others.
3. Students have the right to participate in any student organization, according to established criteria, and the right to contribute to the educational process.
4. Students have the right of due process.
5. Students have the right to reasonable cause before a search is conducted or personal property seized.
6. Students have the right of confidentiality of records and students information according to school policy and the Federal Family Educational Rights and Privacy Act.

Student Rights (Cont.)

7. Students have the right to be free of physical force imposed for the purpose of punishment.

8. Students have the right to an appropriate educational program and access to all of the school support services based on individual needs.

Student Responsibilities

1. Students shall be aware that all rules and regulations for student behavior are in full effect until waived, altered or repealed and conduct themselves in accordance with the rules and regulations as established by the State, the community, and the school district.
2. Students shall dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
3. Students shall support the maintenance of a safe environment by demonstrating a sensitivity to the rights of others and by protecting and respecting school property.
4. Students shall comply with school attendance regulations for classes and other school functions.
5. Students shall take initiative for making up work when absences are necessary.
6. Students shall pursue and complete the courses of study prescribed by State and local school authorities, and will work to the best of their abilities in all areas.
7. Students shall use accurate information and appropriate language in written and verbal communications.

10/1/85

Revised 7/16/96

ROLES IN THE DISCIPLINE PROCESS

The responsibility for student discipline rests with all those individuals who interact with the students of the school. Some individuals--including parents, teachers, support personnel, classmates, and administrators--interact directly with the students, while the Superintendent and members of the Board of education have more indirect contact. Regardless of the nature of the contact, the primary goal for each is to foster a climate of self-discipline and self-control in which all students may learn in a cooperative, safe, and positive environment.

Each individual mentioned above has a unique role to play in the growth and development of the students. The major responsibilities common to those individuals who interact with students are as follows:

1. Implement and support a clearly defined discipline policy for the school district.
2. Encourage compliance with the Code of Conduct and implement the policy consistently, firmly, fairly, and with respect for students.
3. Exemplify an enthusiastic and supportive attitude toward school and education.
4. Enforce prompt and regular school attendance.
5. Reflect enthusiasm for teaching and learning and a general concern for the welfare of students.
6. Guide students from the earliest years to develop socially acceptable standards of behavior and to exercise self-responsibility and self-discipline.
7. Provide and support programs that will help students assume responsibility for their actions and subsequent consequences.
8. Maintain open lines of communication between school and home.
9. Encourage students to discuss their problems by listening attentively, remaining open-minded and considering students' recommendations.

10. Demonstrate, by word and personal example, respect for law and order and self-discipline.
11. Give positive reinforcement for acceptable behavior.
12. Refer to a counselor or administrator any student whose behavior requires special attention.
13. Support in-service programs for staff members.
14. Provide a sound educational program which exemplifies a positive learning environment for all students.

Appendices

- A. Discipline of Students with Disabilities
- B. Homework Guidelines
- C. Athletic Code of Conduct
- D. Acceptable Use Policy

Appendix A **Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

"Suspension" means a suspension pursuant to Education Law § 3214.

"Removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

"IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the district (BOCES) Superintendent of Schools or a Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
- b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
- c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - (1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.
 - (2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - (3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
 - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- (1) Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or
 - (2) A decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
- a. The Superintendent, Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - (2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be **subjected to** the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - (1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
 - (2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of **any proceeding to challenge the proposed change in placement**, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

APPENDIX B

HOMEWORK PROCEDURES AND POLICIES

PURPOSE

Homework is designed to be a meaningful experience that prepares students for lessons, practices and reinforces concepts taught in class, and prepares students for real world activities.

RESPONSIBILITIES

Teachers will:

- . Coordinate assignments to eliminate too many assignments at a time.
- . Set up weekly assignment and assessment calendars to facilitate coordination. Copies will be given to the Guidance Department.
- . Assign appropriate time for each assignment depending on its complexity and length while considering the availability to all students of special resources needed (i.e., computers).
- . Schedule long term assignments given by the team throughout the school year to eliminate overburdening student schedules. Each

long term assignment will be given in writing with intermediate due dates to train the student in long term planning. (Teachers not on a team will list long term assignments on a calendar in the Library Media Center to coordinate information among the entire faculty.)

- . List assignments in the classroom in a standard location and give them orally for students to put in their assignment notebook giving an approximate time needed for completion.
- . Provide time for homework help (before or after school, in study time or during activity/team periods).
- . Provide assignments for students who are absent from class.
- . Provide timely feedback for assignments.
- . Distribute a written homework guideline to every student at the beginning of each course.

Students will:

- . List all assignments in their school-designed assignment notebook.
- . Do all assignments on time to the best of their ability.
- . Maintain the assignment notebook as directed to maximize its effectiveness in assisting with homework completion and student organization.
- . Organize papers in the assignment notebook on a regular basis.
- . Examine daily schedules with parental help and set aside time to do homework.
- . Seek help when needed by making arrangements to work with teachers.
- . Ask teachers for assignments missed when absent from class. Students have 2 days to make up work for each day absent.
- . Adhere to the rules against plagiarism as stated in the Middle School Code of Conduct.

Parents will:

- . Work with their students to examine family schedules to allow time for homework.
- . Provide an appropriate homework setting that motivates students to complete all assignments.
- . Monitor the student assignment notebook and look at the completed assignments.
- . Contact the teacher directly or encourage the student to seek help when students show that they are having difficulty with their assignments or when extenuating circumstances prevent a student from completing assignments. The Guidance Department may also be contacted.
- . Contact the Guidance Department, if needed, for resources to help their child with homework.
- . Contact the Guidance Department for a list of assignments if a student is absent for more than a day.

Administrators will:

- . Assist teachers, students and parents in following the Middle School Homework Practices.
- . Review and monitor all teachers' homework guidelines and make appropriate recommendations to teachers.
- . Make school-designed assignment notebooks available for purchase at the start of each school year.
- . Ensure that copies of all individual teacher's homework guidelines are on file in either the Guidance Department or the Main Office.

APPENDIX C

BEHAVIORAL STANDARDS AND PROCEDURES FOR ATHLETICS/CLUBS

Students participating in co-curricular activities are expected to maintain appropriate standards of decorum throughout the school day.

The standard set in this policy are not any higher than those of the school policy for all students. The difference is, that students in co-curricular activities can be suspended from partial or complete participation in those activities.

ALCOHOL AND DRUGS

****The code for students involved in co-curricular and extra curricular activities is currently under revision. Revisions will be submitted and included in this document upon completion.****

Students on co-curricular activities that are found to be involved with usage will automatically be suspended from the activity. Students will be excluded from any club or extra curricular activity for **20 school days commencing with the date of suspension. Reinstatement will commence on the 21st school day.**

A student involved in the use and/or possession of alcohol or the use and/or possession of any substance prohibited by law will be required to attend a minimum of ten (10) periods of substance abuse counseling with the Student Assistance counselor or outside agency in addition to any limitation on participation set forth herein.

Student Athletes

First Offense: Effective on the date when the penalties are imposed, the athlete will be placed on probation for one calendar year. The athlete will need to meet with the student assistant counselor or equivalent outside agency for counseling. The counselor and administrator must agree as to when a student can return to participation. During the period of probation, the athlete will be expected to practice with the team but will not be allowed to participate in the team's scheduled competitions according to the eligibility chart (see below). Student-athletes on probation are expected to attend all practices and contests (NOT IN UNIFORM) and be of assistance to the team, as the coach deems appropriate. Penalties that cannot be served during the sport season in which they are imposed will be carried over for completion in the next sport season in which the athlete participates. The penalty assigned will be adjusted proportionately based on the number of regular season scheduled contests in the subsequent season.

ELIGIBILITY CHART		
# of Regular Season Scheduled Contests	Contest Penalty First Offense	Contest Penalty Second Offense
8 (or less)	4	2
9	4	2
10-13	6	3
14-17	8	4
18-21	10	5
22	12	6

Second Offense: Offense occurs during the one-year probationary period, the athlete is suspended from all participation in interscholastic athletics for one calendar year from the date of the second offense. If a second offense occurs at any time after the probationary period, all provisions set forth in the first offense will apply. However, the contest penalty will be increased according to the eligibility chart. In addition, a new one calendar year probationary period will be assigned.

Third Offense: A third offense at any time during the secondary interscholastic time will mean a suspension from future participation on any interscholastic team for the remainder of the secondary school years.

APPEALS: A student-athlete may file an appeal in writing to the Director of Athletics within three calendar days from the date the penalty was assessed. The Athletic Director will call a meeting of the Appeals Committee to review the appeal. The jurisdiction of the Appeals Committee will be limited to affirming or reversing the decision of the Athletic Director. The Appeals Committee will have no authority to increase or reduce any penalty imposed. The student-athlete and/or his/her parents/legal guardians may attend the Appeals Committee meeting. The Athletic Director will notify the student-athlete of the results of the appeal within 24 hours.

APPENDIX D

ACCEPTABLE TELECOMMUNICATIONS USE POLICY

The *Scotia-Glenville Central School District* provides students and staff (users) with access to the Internet as a learning tool. This electronic communications network gives users an opportunity to explore a diverse and unique pool of information. Utilizing this network in a school setting allows users of all ages to research information related to their classes, participate in innovative educational projects, and develop personal skills needed to communicate with others in the global community.

The students and staff utilize the Internet as an instructional tool in grades K-12. The following list highlights examples of the current Internet usage in our schools:

- Searching for information to support research projects for classes.
- Collecting and analyzing information for exchanges with other classes.
- Evaluating web sites for accuracy of content and bias.
- Utilizing interactive simulations.
- Participating in enrichment activities.
- Researching current events and developments.

The staff guides and supports students in developing skills and behaviors needed to properly use the Internet. In addition to staff supervision, the school district network is equipped with software directed at preventing students from accessing illegal, defamatory, or potentially offensive resources. However, the content of the Internet changes on a daily basis and, even with these safeguards, by chance or determination a user may be exposed to inaccurate or appropriate information.

Students, parents/guardians, staff, and administrators must form a partnership to promote responsible educational use of the Internet. Federal and State laws as well as Scotia-Glenville Board of Education policies outline the responsibility and govern the appropriate use of the Internet and the school district network. Scotia-Glenville staff will teach and clarify appropriate use standards to students. If a user violates acceptable use of the Internet by engaging in any of the following actions, he or she will face the consequences as outlined in the District Conduct and Discipline Policy.

- Sending or receiving offensive language or graphics.
- Violating copyright laws.
- Utilizing another user's password.
- Attempting to harm or destroy the equipment or data of any user or organization.
- Posting defamatory or slanderous statements.
- Engaging in unauthorized access of data or transfer of files.
- Using Internet access for personal use.

Internet access is an important privilege to aid in the educational process and to help prepare our students for their roles in the 21st century. **Please review this correspondence with your child. Thank you for helping to effectively extend our school-community partnership into the area of technology and the Internet.**

The Scotia-Glenville Central School District electronic telecommunications network provides vast, diverse and unique resources for district users. Our goal in providing this service to teachers, staff and students is to promote educational excellence in the Scotia-Glenville School District by facilitating resource sharing, innovation and communication. The purpose of this policy is to ensure the proper use of the Scotia-Glenville School Central School District's computer and telecommunications resources by its employees and all persons having access to such resources.

The value of Internet access as an educational tool is immeasurable. The Internet provides users with the ability to communicate world wide as well as access to a wide variety of information in the form of data, text, graphics, photographs, video and sound. Internet use will provide users the ability to access and exchange information from a variety of resources that will enrich the educational process within the District. The user must realize that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate or potentially offensive to some people. Internet use is a privilege, not a right and as such users are responsible for their behavior and communication while utilizing this service. Users have the responsibility to use the District's Internet access and other telecommunication resources in an efficient, ethical and lawful manner.

Computer and telecommunication resources and services include the following: file servers, desktop computers, workstations, laptops, software, Internet, intranet, commercial on-line services, bulletin board systems, and e-mail services, internal and external communication networks which include: fax machines, telephones, pagers, 2-way radios, and other telecommunication devices are provided by the District as resources to assist teachers and staff in the performance of their jobs.

Computers and telecommunications systems belong to the Scotia-Glenville Central School District and should be used for the fundamental purpose of the District as set forth in the District Guide. Users should not have the expectancy of privacy in anything they create, send, or receive on the District's computer or any other telecommunication resources. (The term "User" as utilized in this policy refers to all employees, independent contractors, and other persons using or having access to the Scotia-Glenville Central School District computers and telecommunication resources.)

Users must comply with all U.S. laws governing telecommunications and other guidelines set forth by this document and the Scotia-Glenville Central School District Code of Conduct. If a district employee violates the acceptable use provisions outlined in this document, his /her access to the Internet may be denied. Users should also be aware that some violations constitute a criminal offense and may result in legal action or other District disciplinary actions as set forth in the appropriate contract provisions.

The Superintendent of Schools should establish guidelines for acceptable use of telecommunications by all users in the Scotia-Glenville Central School District. Violation of the district Acceptable Use Policy could result in a loss of access as well as other disciplinary action that will be handled in accord with the District policy, Rules of Conduct, State and Federal Law and collective bargaining agreements.

Administrative Guidelines

System use must be in support of education and research consistent with district policy.

Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. Fraudulent, harassing, embarrassing, indecent, profane, obscene, offensive, disruptive, intimidating, or other unlawful material may not be received, downloaded, stored, displayed or sent by e-mail, Internet, fax or other form of communication. Users encountering any of the aforementioned should immediately report such findings to their supervisors or the District Central Office.

Derogatory comments about the District, any employee or community member may constitute a violation of the District Rules and

Regulation for the Maintenance of Public Order as set forth in the District Guide.

Users should abide by generally accepted rules of network etiquette.

Users must scan all disks and recordable media for viruses prior to their use in any district computers.

Software downloaded from the Internet should be done to disk and checked for viruses' prior to use on the District system.

Users are responsible for safeguarding their passwords. Passwords should not be given to others, printed or stored on-line. Users are responsible for all actions taken and transactions made using their password.

Trespassing into another person's files or folders is prohibited.

Removing, damaging or altering any of the District's telecommunication or computer system hardware, software or supplies is prohibited.

Using telecommunication resources and services for the transmission or storage of commercial or personal advertisements, solicitations, promotional activity or political use is prohibited.

Users should take extreme care in order to be certain that District resources are not wasted.

Purchasing of goods or services through Internet access on the District network system is prohibited. The Scotia-Glenville purchasing policy will be followed for the purchase of goods or services through the District computer or telecommunication system.