



Allen Road



Bear Road

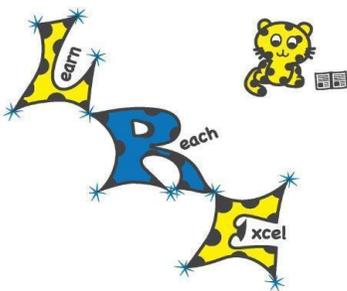


Cicero

Elementary Student



Handbook 2023-2024



Lakeshore Road



Roxboro Road



Smith Road

North Syracuse Board of Education 2023-2024

Paul Farfaglia, Board President
 Michael Mirizio, Board Vice President
 Robert Crabtree
 Matthew Hermann
 Beth Kramer
 Joshua Ludden
 Xavier Moody-Wusik
 Mark Thorne
 Amanda Sugrue

CENTRAL ADMINISTRATION

Daniel Bowles	Superintendent of Schools	218-2150
Christopher R. Leahey, Ed.D.	Associate Superintendent for Teaching & Learning	218-2148
Donald F.X. Keegan	Associate Superintendent for Business Services	218-2143
Jason Nephew	Assistant Superintendent for Human Resources	218-2146
Donna Marie Norton	Executive Director for Data & Accountability	218-2121
Greg Stone	Director of ELA and Elementary Education	218-2153
Nickolas Scholz	Director of Mathematics	218-2036
Julie Darmody- Latham	Director of Elementary Special Education	218-2140
Catie Reeve	Director of Elementary Special Education	218-2129

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Directory of North Syracuse Central Schools

EARLY EDUCATION PROGRAM

Main Street	Principal Phone:	Dawn Hussein 218-2200
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ELEMENTARY SCHOOLS GRADE K-4

Allen Road Elementary	Principal Phone:	Emily Lafountain 218-2300
Karl W. Saile Bear Road Elementary	Principal Phone:	Olivia Cambs 218-2400
Cicero Elementary	Principal Phone:	Kathy Wheeler 218-2500
Lakeshore Road Elementary	Principal Phone:	Tina Chmielewski 218-2600
Roxboro Road Elementary	Principal Phone:	Matthew Motala 218-2700
Smith Road Elementary	Principal Phone:	Lyndsey Maloney 218-2800

MIDDLE SCHOOLS GRADE 5, 6 & 7

Gillette Road Middle	Principal Phone:	Sarah Jones 218-3000
Roxboro Road Middle	Principal Phone:	Heather Pelligrino 218-3300

JUNIOR HIGH SCHOOL GRADE 8 & 9

North Syracuse Jr. High	Principal Phone:	Constance Turose 218-3600
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SENIOR HIGH SCHOOL GRADE 10 – 12

Cicero-North Syracuse High	Principal Phone:	Jamie Sullivan 218-4100
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TRANSPORTATION	<i>Bus Dispatcher - 218-2107</i>
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ARRIVAL AND DEPARTURE TIME:

To provide for your child's safety and ensure a more positive beginning and ending of his/her day, please be aware of the following procedures:

- Children may not enter the building before **9:00 a.m.**
 - (Walkers, therefore, should not arrive before this time.)
 - No supervision is provided prior to 9:00.
- Classes begin at **9:15 a.m.**
 - Children arriving after this time are marked tardy.
- Student dismissal begins at **3:20 p.m.**
 - Children must ride their assigned bus.
 - If you request your child to walk, ride a bicycle, or get off at a different bus stop, you need to provide the school with written notification.



CHANGE OF ADDRESS/ PHONE NUMBER

- If you have a change of address or telephone number, please notify the school in writing, indicating the date the change is effective. Unlisted phone numbers will be kept confidential.
- It is necessary to provide the school with an "emergency phone number," of someone who can be contacted if the parent cannot be reached at the regular home or work number.
- Also, please notify the school if there is a change in a babysitter's name and/or phone number.

CHILD CARE/BABYSITTER:

Written requests to change childcare location must be submitted to transportation not less than three working days prior to the effective date. Any changes received on or after August 25, 2023, will not become effective until Monday, September 18, 2023.

CUSTODY:

If you have custody information concerning your child, we request a certified copy of original pages of the court document pertaining to custody to be filed in the school office. Parent requests cannot be honored without the court issued documents. We ask your cooperation with this issue to ensure the safety of your child.

DELAYED OPENING AND CLOSING PROCEDURES:

Should weather or building conditions make it necessary to close school or start school at a later time in the day, announcements will be made on all TV and radio stations. However, we recommend that you sign up for Parent Square which will enable you to receive text messages and emails regarding delays and closings. You can obtain more information from the District's website at nscsd.org under Public Information.

ALL ACTIVITIES ARE CANCELED WHEN SCHOOL IS CLOSED.

When we operate on a **one-hour delay**, all buses will operate on a delayed schedule. The before school **YMCA Childcare Program** will begin at 7:15 A.M.
NO BREAKFAST WILL BE SERVED.

When we operate on a **two-hour delay**, all buses will operate on a delayed schedule. The before school **YMCA Childcare Program** will begin at 8:15 A.M until school begins.
NO BREAKFAST WILL BE SERVED.

In the event of an **early dismissal** there will be NO After-School activities or YMCA Program.

Please listen to the news media on those days when weather conditions are bad in the morning and during the day. Notifications are sent out using Parent Square, listed on district website. School could be dismissed early. You will need a family plan in case of an early dismissal due to deteriorating weather conditions or in case of any other building emergency. Children should know what to expect and where to go when school closes early. In the event of early dismissal, Emergency Closing Information from the *Annual Student Information Verification Form* will be used. The *Annual Student Information Verification Forms* will be sent out at the beginning of the year.

These should be updated anytime sitters or circumstances change. It is your responsibility to be sure we have updated information since in the event of an early dismissal your child will be sent to the location indicated on that form. We **CANNOT** let a child go anywhere other than his/her home without your permission.

EMERGENCY EVACUATION:

In the case of an emergency where students are evacuated to a different location, the telephone numbers for the Main Office and Health Office of the school will be transferred to a central location to provide information to parents. The media will be provided those numbers, at that time, for parents to call regarding the safety and location of students.

FOOD SERVICES

LUNCH/BREAKFAST

Breakfast is served each day at 9:00 a.m.

The cost of **breakfast is \$2.30 and lunch costs \$3.30.**

Milk alone costs 70¢



Students who receive free or reduced price lunches also qualify for free or reduced price breakfasts. Meal applications must be filled out **every year**. Only one application per family is necessary with all the student names. If the household members income or assistance changes during the year, a new application must be submitted.

The Board of Education does not endorse the practice of charging for meals. The Food Service Department encourages the prepayment of meals. You can pay using cash or by check made out to the “**School Lunch Fund**” or by creating an account in **My School Buck** to pay using a credit card.. Detailed information about MY School Buck is available on the district's website. For information on your balance, please call your school cafeteria between 9:30 a.m. and 2:00 p.m, or the food service office at 218-2176.

INTERNET USER

Internet Access:

The North Syracuse Central School District offers various means of internet access to enrich instruction and learning for your child. Our network enables users to connect with computer systems nationwide as well as globally. The internet provides students with the opportunity to share information, conduct research projects, and communicate with others, adding an exciting dimension to their educational experiences. We are committed to monitoring internet usage diligently to ensure that unauthorized access to inappropriate content is minimized.

Our network is equipped with robust filtering systems that employ advanced technology to restrict access to inappropriate and harmful content. These filters are regularly updated to adapt to evolving online threats and to provide a safe browsing experience for students. Additionally, our firewall technology acts as a protective barrier, monitoring incoming and outgoing internet traffic to prevent unauthorized access and maintain a secure network environment.

While every reasonable effort is made to monitor internet usage, it is important to note that no filtering system is foolproof. It is essential for parents, guardians, and educators to work together in educating students about responsible internet use and to report any concerns or issues promptly. It is expected that students adhere to the acceptable use policies outlined in BOE policy 4201 (www.nscsd.org/aup), covering technology devices, accounts, internet, email, and telephone use. By logging into a district account, students agree to abide by these guidelines.

Cellular Devices/Smart Watches:

Alongside district-provided technology resources, cellular devices and Smart watches have become increasingly prevalent at the elementary level. However, they also pose the potential for distraction and misuse. To mitigate these issues, the use of cellular devices including Smart watches, are not allowed during the school day. Students who bring cellular devices including smart watches to school are required to power them off and securely store them for the entirety of the day. It is expected that students adhere to the acceptable use policies outlined in BOE policy 4201 (www.nscsd.org/aup) covering technology devices, accounts, internet, email, and telephone use. By logging into a district account, students agree to abide by these guidelines.



PHOTO / VIDEO / AUDIO RELEASE

During the school year, your son or daughter may have the opportunity to have his/her photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image) and school work may be published in local newspapers, posted (displayed) on the district's Internet site, or used by the requesting organization (local TV or print media) for their programming, i.e., backup and their news stories. If you DO NOT want your child's picture or schoolwork to be used in newspaper articles, videos, and/or district publications, including our district's website, please inform your school principal in writing.

TRANSFERRING:

If your child is **transferring out of the school**, please provide the school with:

- date of your child's last day
- new school name and address
- new home address

New York State Law requires you to sign a student records release in order for us to transfer your child's records to his/her new school. All students new to the district should report, with their parent or guardian, to the District Offices, located at 5355 West Taft Road, to register for attendance in any of the schools in the North Syracuse Central School District.

You must bring the following information with you to register your child:

-Last report card - Birth certificate -Transfer from the previous school -Immunization record- Proof of residency

HEALTH PROGRAM

MEDICAL EXAMINATIONS:

The North Syracuse Board of Education requires written documentation of current medical status for all new district entrants & students entering **kindergarten, grades 1, 3, 5, 7, 9 and 11**. A signed physician's certificate indicating a physical examination has been conducted must be submitted within 30 days from the student's enrollment in the district or entrance into the specific grade.

When no documentation is received by the school district, an examination will be conducted by a Board of Education appointed school physician during that school year. The school physical will reflect, as accurately as possible, that which would be obtained from a family physician.

A medical examination of any student may be requested at any time by school health personnel, at their discretion, to promote the educational interests of such students.

The school nurse is available to talk with parents regarding any health considerations or in recommending community resources.

Vision and hearing tests are done annually.

CUMULATIVE HEALTH RECORDS:

Kept on each child showing health and growth and development; all immunizations and information requiring special needs or consideration.

ILLNESS OR INJURY AT SCHOOL:

Should a child become ill or injured at school, the school nurse will phone home, work or emergency phone numbers provided. No child is sent home alone. Emergency numbers **must** be left with the school nurse and main office of the school.

ACCIDENT INSURANCE:

The school district carries supplemental accident insurance, which can be applied for after an injury. Your own health insurance must be billed first. Contact the school nurse for specific information.

COMMUNICABLE DISEASE CONTROL:

In order to prevent the spread of communicable diseases and to ensure rapid recovery, it is advisable to keep a child home from school when he/she shows any of the symptoms of serious illness. Specifically, fever, enlarged glands, red or discharging eyes, skin eruptions, diarrhea, vomiting and earache are symptoms that should be attended to by a physician and will often result in a child being sent home.

The school administrator, nurse, and chief school physician retain the right and responsibility to make medically informed decisions regarding students with communicable diseases.

EXCLUSION OF CHILDREN FROM SCHOOL:

Children are excluded from school when sick with contagious illnesses and infections. Notices are sent home with every child when the potential for spread of those illnesses or infections exists during the school day. These notices alert parents to signs and symptoms.

IMMUNIZATION:

According to Board Policy and State Law, your child **must be immunized** to attend school. Failure to comply will mean that your child will not be able to enter school until the immunization is in process or the immunization requirements are met. Contact the school nurse for details.

Change to NYS Immunization Law Removes Religious Exemption

On June 13, 2020, the law allowing parents to request and obtain exemptions from immunization requirements based upon statements of religious belief was repealed. The new law, which is effective immediately, no longer allows children to attend school in the North Syracuse Central School District without required immunizations.

The district will not allow unvaccinated students to participate in any summer programs or to continue enrollment in September if they are not immunized as required by law.

ANIMAL HANDLING RELEASE:

A Parental Release form to allow students to handle animals in the classroom will be sent home on an as needed basis by the classroom teachers.

MEDICATION BY SCHOOL PERSONNEL:

The school nurse, in conjunction with a medical regimen prescribed by a physician or dentist, will administer medication only when the following circumstances have been satisfied:



1. A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
2. A written physician's/dentist's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration, and the duration.
3. The medication has been delivered directly to the school nurse by the parent/guardian in its original container.
4. No medications are to be brought to school by students for self-medication.

AHERA NOTIFICATION

The District has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act (“AHERA”). Copies of the Management Plan and the three year re-inspection are available in the main office of each building. AHERA requires the District to appoint a “Designated Person” for asbestos-related concerns. Jon Ward, Assistant Director of M & O, has been appointed as the “Designated Person” for asbestos-related concerns in the North Syracuse Central School District.

INTERVENTIONS & SERVICES

MULTI-TIERED SYSTEM OF SUPPORTS

Each building has a Multi-Tiered System of Supports (MTSS), a proactive and preventative framework that integrates data and instruction to maximize student achievement. The framework has four essential components: screening, a multi-level prevention system, progress monitoring and data based decision-making. Building supports can include but are not limited to , Student Support Team (SST), and a Special Education Referral Team (SERT). The SST and SERT teams provide an opportunity for your child’s teacher to monitor student attendance, academic, social, or emotional progress. In addition to these supports, all elementary schools have implemented a 30 minute “What I Need Now” (WINN) intervention block and Response to Intervention (RTI) program

RESPONSE TO INTERVENTION

The purpose of the RTI program is to provide remedial instruction in the areas of reading, mathematics, writing and English as a New Language (ENL) to all eligible students. Eligible students who meet the criteria on the North Syracuse Central School District are mandated to receive Responses to Intervention (RTI).

SPECIAL EDUCATIONAL SERVICES

Special education services are offered for students qualifying with a specific disability.

SPECIAL TRANSPORTATION

For students with disabilities making them unable to ride regular transportation home, the committee on Special Education must approve Special Transportation.

COUNSELING SERVICES: Available for students through the building referral process

HOMEBOUND INSTRUCTION

Homebound Instruction is an educational alternative provided to students in K-12 who, due to serious medical or emotional illness, are unable to attend their educational programs for an extended period of time. The student’s attending physician submits a request for this service to the District. The request must

include a complete outline of student's medical/emotional condition as well as the length of time (4-6 week minimum) the student will be out of school and a plan for the student to re-enter school For any questions concerns regarding the program, contact the District Office at 315-218-2144

PARENT GROUPS

PARENT ADVISORY/ AWARENESS COUNCIL (PAC):

The Parent Advisory/Awareness Council is a district-wide organization that encourages open communication between parents and district-level administration. The council addresses all levels of education from elementary to high school. Meetings consist of roundtable discussions of current issues in the district and are open to any parent/guardian of a child attending school in the NSCSD. All parents are welcome to join the conversation. Meetings are held four times a year, every other month during the school year. There is no commitment.

Each school is encouraged to participate in PAC by having one or more members of their parent-teacher group attend. Maria Borte facilitates meetings and may be reached at mcberte@gmail.com for more information.

SCHOOL BASED PARENT-TEACHER GROUPS:

Each school within the district has an active parent-teacher group/organization. Please visit your school's website for updated information regarding these groups.

STUDENT ABSENTEEISM

ATTENDANCE:

School attendance is critical to ensure consistency in your child's learning. Within the framework of the educational law, the only absences considered **excused** are: Illness or injury, medical/dental appointments, death in immediate family and certain religious holidays (requires written parental permission). We encourage you to make appointments outside of the school day as much as possible. In the event that your child is absent from school, **a written excuse must be provided from the parent when the child returns to school**. A child is considered **unexcused** if a written excuse is not provided. The excuse must include the reason for the absence.

If you bring your child in later than the opening time, or have them excused prior to the end of the school day, a **written note** is also necessary.

Since regular participation in school is important, we monitor attendance closely. If we have reason to be concerned with your child's attendance, we will contact you by phone or by mail.

FAMILY VACATIONS:

When students are absent from school due to family vacations, days missed are considered unexcused absences. Additionally, if students are absent during state mandated testing periods, they will have to perform make-up tests. This situation is less than ideal as make-up tests may be administered in settings unfamiliar to your child(ren).

Assigned homework is a meaningful extension of classroom instruction to help the student refine what he/she is learning. Therefore, any assigned work should not be considered an adequate replacement for time spent in the classroom.

STUDENT PROGRESS & SUCCESS:

STUDENT PROGRESS

The school will report progress to parents through:

1. Report cards (3 x per year)
2. Interim Reports Grades 3 and 4 (3x per year at mid point of report card periods). They will be issued only to students demonstrating difficulty with academics.
3. Parent Teacher Conferences (Minimum 2 x per year)
4. Personal contact (note or phone call) when issues arise that need specific/immediate attention.

When parents have concerns or questions, they should contact their child's teacher by calling the school and leaving a message, sending a note with their child or using Parent Square.

REPORTING OF GRADES

Kindergarten through fourth grade utilizes trimesters for reporting. All K-4 students will receive a standards-based report card, offering accurate and specific feedback about their progress toward skills and understanding of each standard in each subject area. Trimester marking period dates and corresponding access to student report cards for these grades will be as follows for 2022-2023:

End of Trimester:

1. December 1, 2023
2. March 15, 2024
3. June 19, 2024

Report card publication:

1. December 8, 2023
2. March 22, 2024
3. June 26, 2024

Fall parent/teacher conferences will be held across the week of November 27th-December 1st, while spring parent/teacher conferences will be held across the week of March 11th through March 14th, 2024. We encourage parents to take an active role in monitoring their child's progress by periodically logging in at <https://cns.schooltool.cnyric.org/SchooltoolWeb/> to view their child's report card(s).

HOMEWORK POLICY

Parents often ask teachers and administrators for the homework policy. The following information is provided as a guideline. Specific questions should go to individual teachers. Classroom homework procedures will vary. However, if you feel your child spends an unusual amount of time on homework, contact the classroom teacher. When homework is given it should be based on one or more of the following purposes:

- To provide additional practice to strengthen new skills introduced into the classroom.
- The completion of unfinished classroom assignments.
- The completion of work on short-term or long-term projects.
- Participation in research activities.
- The extension of reading for pleasure and enjoyment.
- The fostering of good study habits and self-responsibility.

ROLE OF THE TEACHER

The teacher should:

- Inform the students and their parents of the grading policy, including homework.
- Help and provide direction and reinforcement in the development of good study skills.
- Assure that homework assignments are geared to provide for individual differences and capabilities.

- Make certain that homework assignments are purposeful, clear, defined and have real meaning for the student.
- Define the homework in class so students feel free to ask questions and receive any initial assistance they may require.
- Ensure that preprinted homework assignments are legible before distributing them to the students.
- Consider the daily homework load of the student when giving assignments.
- Evaluate/return homework within the 10 week marking period in which it was assigned.

ROLE OF THE PARENT

Parents should:

- Show a positive interest in your child's/children's homework and schoolwork, by asking to see daily work and talk about it together.
- Cooperate with the teacher to make homework more effective.
- Provide a suitable, quiet place in which your child/children can do his/her homework.
- Provide a regular time in your child's/children's schedule for homework.
- Select a time that will avoid last minute rushing, interference with bedtime or family commitments.
- Serve as a consultant for your child, but do not complete the assignment for your child
- Check with your child's/children's teacher(s), if you have questions.

ROLE OF THE STUDENT

The student should:

- Understand the assignment before leaving class. If not, the student should ask the teacher to clarify it.
- The student should use a student planner, an assignment book or sheet to write down the class name, the assignment and the due date.
- Complete the assignment as soon as possible (while it is fresh in your mind)
- Check assignment book or planner before leaving school and be sure to take home all the materials needed to do the assignment.
- Set aside a time each day for homework. If you have no homework, use the time to review earlier assignments.
- Choose a certain place to do homework each day that is comfortable, has good light and few distractions.

PLANNING AND ASSIGNING HOMEWORK

Homework should be planned and assigned in such a way that it will:

- Help students see how homework is related to learning standards.
- Ensure that the assignments, procedures for accomplishing them, and the due dates are clear.
- Ensure that the amount of homework is appropriate to students' needs and abilities.

Teachers should consider these factors when making homework assignments:

- The grade level of the student, level and degree of difficulty of the subject being studied
- The maturity level of the student
- The instructional needs of the student
- The total daily homework load of the student
- The Individual Education Plan (IEP), 504 Plan
- Establish and explain the manner in which homework will be evaluated and the weight it will carry in the overall evaluation of the student.
- Homework shall not be assigned, nor important class or field trip activities planned, on designated religious holidays when students will be absent because of religious observances.

Suggested Guidelines for the Amount of Homework:

Grades	Minutes per Day
K	No minimum but home assigned activities. Should establish good homework habits.
1-2	10 - 20 minutes- total for all subjects
3-4	30 - 40 minutes- total for all subjects
5-6	No more than 15 minutes per period or 20 minutes per block or 1 ½ hour total

ACCEPTING, EVALUATING AND RETURNING HOMEWORK

It is expected that homework will be completed by the due date.

All homework completed and handed in will be evaluated and returned within one week of when the assignment was submitted

CALCULATING GRADES

Homework may not count for more than 10% of a student's quarterly grade.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS:

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

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex, in accordance with this code and other applicable district policies, including most particularly, district Policy No. 4201.2.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

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

11. Conduct themselves as representatives of the District when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, or sportsmanship. Refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.

PROHIBITED STUDENT CONDUCT

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

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

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

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

A. Engage in conduct that is disorderly.

Examples of disorderly conduct include:

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

B. Engage in conduct that is insubordinate

Examples of insubordinate conduct include:

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

C. Engage in conduct that is disruptive.

Examples of disruptive conduct include:

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

D. Engage in conduct that is violent.

Examples of violent conduct include:

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

E. Engaging 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. Engaging in acts of harassment, bullying and discrimination.
5. Hazing, which includes committing an act against a student, or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student's willingness to participate.
6. Selling, using or possessing obscene material.
7. Solicitation for or selling items for non-school organizations.
8. Using vulgar or abusive language, cursing or swearing.
9. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal Substance" include, but are not limited to, inhalants, THC oil, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Possession of drug paraphernalia.
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.

F. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct.

Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Utilizing artificial intelligence tools (e.g. ChatGPT) without acknowledgement, teacher direction, fact verification, or editing.

STUDENT DRESS CODE

(Excerpted from Student Code of Conduct, Policy 5311.1)

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Religious and cultural headwear is allowed and accepted in all settings.

Must Wear: clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

May Wear: • athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops • Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

May Not Wear: Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that: • conceal/disguise a student's identity (except for a religious purpose) • depict, advertise, or imply profanity • advocate violence, vulgarity, hate speech • feature pornographic images • promote drugs, alcohol, and tobacco • consist of undergarments or bathing suits as outerwear • denigrate another person's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status • are see-through and expose undergarments and/or private parts

Addressing Violations: • A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code. • If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences. • If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment. • If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.

This dress code applies not only to all school instructional programs, but also to all co-curricular, athletic, and extracurricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

PHYSICAL EDUCATION FOOTWEAR

For safety purposes, student sneakers must have laces and/or velcro. Flip flops, sandals and sneakers/shoes that include zippers or open heels are considered unsafe. Shoes deemed unsafe will not be permitted in physical education class. All students are provided details regarding safe footwear and they should be able to assist in identifying which sneakers are acceptable for physical education.

TRANSPORTATION



BUS PROCEDURES:

Because of distance and safety for students, the school district provides busing. Riding a bus is a privilege and requires all students to obey the rules and not cause distractions for the driver, which may result in an accident.

Bus Rules are reviewed with the children several times during the year. A letter explaining the rules and consequences is sent home in September and a copy is on the next page.

BUS RULES AND REGULATIONS

The primary concern of every employee in this district is the safety and welfare of each student. Many of our students spend considerable time each day traveling by bus to and from school.

Behavior on buses is a concern that affects not only every student on that bus, but the bus driver and individuals in other vehicles.

In order to make bus transportation in this district as safe as possible, bus drivers, building administrators and district officials have met to establish the expectations for appropriate behavior on buses.

We ask that each of you review the procedures identified below, so that you understand the expectations that we have and the procedures that we will follow to assure safety.

In the event a student misbehaves on a bus, the following steps will serve as the guidelines for improving that student's behavior.

Step 1: Student will be verbally warned of their misbehavior and the appropriate behavior will be identified. The consequence of repeated actions will be explained.

Example of the behaviors that might receive verbal warnings are: failure to stay seated while the bus in motion; sticking hands, arms, or head outside the windows, or failing to follow bus driver's instructions.

Step 2: If misbehavior continues, the driver will contact the parent or guardian. This contact will be done on a Parent Notification Form.

Step 3: If the misbehavior continues, a Bus Conduct Report will be sent to the building principal. The principal will warn the student and advise the parents. The principal **may** suspend the student from riding the bus. This communication to the parent or guardian may be verbal or written or both in some cases.

Step 4: If the misbehavior continues, a Bus Conduct Report will be sent to the principal. The student will receive one to three days denial of bus privilege. This will occur after parent notification.

Step 5: If the misbehavior continues, the student will be denied bus privilege for one to five days or may have their bus use privilege revoked for a longer period through a hearing with district officials.

For every set of guidelines, there are always exceptions. Some incidents may move a student more quickly to the higher-level steps. Examples of incidents that may move a student immediately to step 3, 4, 5, and 6 are: fighting; insubordination; damage to property; inappropriate language; endangering the safety of others.

VISITOR INFORMATION

VISITATION GUIDELINES:

Visitors and parent volunteers are welcome for different events throughout the school year. Some teachers use volunteers for instructional support or special events. For the safety, security and confidentiality of our students, we are not permitting visitors during breakfast/lunch. When visiting a school, you must sign in at the Main Office and obtain a visitor's badge. When leaving you must sign out and turn your badge in.

VISITOR CODE OF CONDUCT:

All visitors on school property or attending a school function shall conduct themselves in a safe, respectful, and orderly manner. In addition, all visitors on school property or attending a school function are expected to be properly attired for the purpose they are on school property. Anyone who is not a regular staff member or student of the school will be considered a visitor.

PROCEDURES FOR REGISTRATION OF VISITORS

1. All visitors to the school must enter through the designated main entrance and report to the main office upon arrival at the school. Visitors must sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. Visitors may be requested to provide photo identification and must return the identification badge to the main office before leaving the building.
2. Visitors who wish to discuss individual or student matters with faculty, must make an appointment with the faculty member.
3. Any unauthorized person on school property during school hours will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. Additional steps will be taken if the situation warrants.

PROHIBITED CONDUCT

No visitor, either alone or with others, shall:

1. Injure any person or threaten to do so, or endanger the safety of themselves or others.
2. Damage or destroy school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in 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 any protected characteristic, including race (including traits historically associated with race, such as hair texture or protective hairstyles), color, creed, national origin, ethnicity, religion, age, disability, gender, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender.
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, offer, distribute or exchange alcoholic beverages, controlled or illegal substances, or any synthetic versions, or be under the influence of either on school property or at a school function.
10. Smoke a cigarette, e-cigarette, cigar, pipe or use chewing or smokeless tobacco or vaping, or smoke/vape/ingest cannabis or cannabinoid hemp (except for lawful medical cannabis use in compliance with state law and regulation) in or on school property or at a school function.
11. 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 district.
12. Loiter on or about school property.

13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Incite others to commit any of the acts prohibited by this policy.
16. Violate any federal, state, or local statute, local ordinance, regulation, or guidance or board policy while on school property or while at a school function.

CONSEQUENCES

Visitors who violate this policy shall be subject to the following consequences:

1. Visitors' 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.

ENFORCEMENT

The building principal or his or her designee shall be responsible for enforcing the conduct required by this policy. When the building principal or his or her designee sees a visitor engaged in actions not conducive to achieving the goal of making school a community free of violence, intimidation, bullying, harassment, and discrimination, misconduct, or otherwise not allowed behaviors, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the visitor that the conduct is not allowed and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the visitor of the consequences for failing to stop. If the visitor refuses to stop engaging in the unacceptable conduct, or if the visitor's conduct poses an immediate threat of injury to persons or property, the principal or his or her 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. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating this code.

CIVIL RIGHTS NOTICE

The North Syracuse Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator:

Jason Nephew

Assistant Superintendent for Human Resources

North Syracuse Central Schools 5355 West Taft Road

North Syracuse, NY 13212 (315) 218-2125

Section 504 Coordinator:

TBD

The complete grievance procedures for Title IX and Section 504 are available for review in the offices of each of the above-named persons, in the office of each district director and supervisor, and in the front office of each school building within the school district. Copies will be provided upon request.

NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, age, national origin, military status, marital status or sexual orientation in the employment and educational opportunities it offers, including vocational educational opportunities. The District is committed to adhering to the non-discrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the New York Human Rights Law.

The North Syracuse Central School District also does not discriminate on the basis of sex with respect to employment or in the educational programs and activities it provides (including vocational programs), including the appointment of employees, employment pay, benefits and opportunities, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities, as required by Title IX of the Education Amendments of 197

The North Syracuse Central School District does not discriminate on the basis of disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and the New York Human Rights Law. Furthermore, the District does not discriminate on the basis of disability in admission or access to its programs. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

TBD

**Title IX, Title VI, Title VII, ADA, ADEA and
New York Human Rights Law Compliance Officer:**

Jason Nephew

Assistant Superintendent for Human Resources

North Syracuse Central Schools 5355 West Taft Road

North Syracuse, New York 13212 (315) 218-2125

The complete grievance procedures applicable to the District's Non-Discrimination Policy are available for review in the offices of each of the above-named persons, and the office of each District Director and Supervisor, and in the front office of each school building within the District. Copies will be provided upon request.

SEXUAL AND OTHER FORMS OF PROHIBITED DISCRIMINATION AND HARASSMENT

If your child believes that he or she has been subjected to prohibited discrimination or harassment, the alleged discrimination or harassment should be reported to the building principal, or if the building principal is the alleged discriminator or harasser, the school nurse. These individuals will in turn report the allegations to the District's Title IX compliance officer and the superintendent.

Additionally, if you prefer, you may report the alleged discrimination or harassment directly to the Title IX compliance officer or superintendent. Alternative lines of reporting are designated in the policy if one of these individuals is the alleged discriminator or harasser.

Upon receipt of a complaint, a prompt, thorough and impartial investigation will be conducted, including interview of all witnesses. The investigation will preserve confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanction will be imposed according to the District's disciplinary procedures for students or employees. Additionally, to the extent the student has suffered a detriment, the District will take appropriate remedial action (e.g., provision of counseling services, opportunities to make up missed course work). If dissatisfied with the investigation or outcome, the decision may be appealed to the Board of Education.

The complete sexual and other forms of prohibited discrimination and harassment policy and procedures can be obtained from, or will be mailed to you upon request to the district's human resources office at telephone number: 218-2125, or address: **5355 West Taft Road, North Syracuse, NY 13212**. Additionally, copies may be obtained in the front office of each school building.

The Title IX compliance office is Mr. Dan Bowles, who can be contacted at the personnel office number and address above

The following district policies are included in their entirety in the electronic version of the **Elementary Student Handbook**:

1. [Acceptable Computer, Internet, E-mail and Telephone Use Policy #4201](#)
2. [Scholastic Eligibility 7 – 12 #5200](#)
3. [Athletic / Co-Curricular Code of Conduct #5311](#)
4. [Student Conduct and Discipline \(K-12\) #5311.1](#)
5. [Drug and Alcohol Policy #5440](#)
6. [Student Medication #5601](#)
7. [Sexual and Other Forms of Prohibited Discrimination and Harassment #5010.2](#)
8. [Guidelines and Procedures for Implementing Homework #4730](#)

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4201

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Acceptable Technology Device, Account, Internet, E-mail and Telephone Use Policy

POLICY: 4201 EFFECTIVE DATE: 7/10/2023

DATE OF ORIGINAL POLICY: 12/16/96 DATE OF NEXT REVIEW: 6/2026

REPLACES POLICY NO.: N/A DATED: 6/20/2023

I. PHILOSOPHY

The Board of Education of the North Syracuse Central School District recognizes that due to technological advances made in the district's data network used by staff and students, access to devices and accounts, the Internet, E-mail, and telephones has become readily available. Through the use of devices, the Internet, E-mail, and telephones, network users are able to retrieve and share information, and communicate with others. The Internet and E-mail contain some defamatory, inaccurate, abusive, offensive, illegal and/or adult-oriented material. While the North Syracuse Central School District is able and willing to provide staff and student's access to devices and accounts, the Internet, E-mail, and telephone users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, ethical manner, as mandated by a clearly defined Acceptable Use Policy. To this end, it is imperative that the North Syracuse Central School District adopt and consistently apply a policy of Acceptable Device, Account, Internet, E-mail, and Telephone Use Policy.

II. POLICY

In order to effectively implement a comprehensive Acceptable Use Policy, all staff and students will be informed of the policy's guidelines and standard procedures. Furthermore, policy guidelines will be monitored and modified as needed, and include user rights and responsibilities, disciplinary action for inappropriate use and/or actions, parent and student information on the District website. (See Administrative Guidelines for specific details.)

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her/their designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY

The Superintendent of Schools or his/her/their designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel involved.

VI. REVIEW

This policy is to be reviewed triennially, or as significant legal decisions become available.

VII. LEGAL REFERENCES

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES FOR ACCEPTABLE
TECHNOLOGY, DEVICES, ACCOUNTS,
INTERNET, E-MAIL, AND TELEPHONE USE POLICY

A. PURPOSE

1. To define acceptable use standards as “rights and responsibilities” of the individual user of the North Syracuse Central School District Data Network.
2. To confirm that use of the North Syracuse Central School District Data Network will be for educational/instructional purposes only.
3. To confirm that this access is a privilege, not a right, and may be revoked in cases of unacceptable use.

B. RIGHTS

1. Access to the North Syracuse Central School District Internet connection shall not be denied except as decided by the Superintendent of Schools or his/her/their designee.
2. The privilege to access Devices, Internet, E-mail and telephone includes the right to appropriate training and tools required to effect access.
3. The constitutional concept of freedom of speech applies to all members of the educational community.

C. RESPONSIBILITY

1. It is the responsibility of the North Syracuse Central School District to provide approved users of the district’s Data Network with legally acquired computer resources (hardware, software, networks, accounts, databases, etc.).
2. It shall be each user’s personal responsibility to recognize and honor the intellectual/instructional work of others.
3. To access or disseminate information that is illegal, defamatory, abusive, offensive, and/or adult-oriented is strictly prohibited and may result in denial of access rights.
4. Each user of the North Syracuse Central School District Network is responsible:
 - a. To respect and value the rights of privacy of other users.
 - b. To recognize and respect the diversity of opinions in the educational community.
 - c. To comply with legal/ethical restrictions regarding the use of information resources and electronic databases
 - d. To use the Network access for educational/instructional purposes.
 - e. To maintain, private and secure, the password assigned to each individual, and to access the District’s Internet connection using only the individual’s assigned password.
5. The following uses are examples of uses that are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Damaging devices, systems, or networks, including uploading or creation of computer viruses.
 - Violating copyright laws.
 - Using others’ passwords-accounts.

- Trespassing in others' accounts, files, directories, or work and harming or destroying data of another user.
 - Intentionally wasting resources.
 - Employing the network for commercial purposes.
 - Posting any information regarding the North Syracuse Central School District, District policies and/or District events without proper authorization.
 - Posting any comments or information about North Syracuse Central School District Board members, staff members or students without proper authorization.
 - Activities deemed to be a security risk to the network.
 - Accessing or dissemination of adult-oriented materials.
 - Unauthorized downloading.
 - Gambling
 - Connecting non-district equipment to the network without prior authorization
 - Use of any school resources, including e-mail, for distributing partisan information relative to political or school board member/budget elections.
7. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other files sent and received on the school devices, network or stored in his/her/their directory. The school computer network system operator, or other school employee, may, at any time, review the subject content and appropriateness of electronic communication or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.
8. Cyberbullying is not permitted within the North Syracuse Central School District's Technology System. Cyberbullying includes but is not limited to the following: harassing, insulting, or attacking others, including racist or sexist comments and derogatory remarks.

D. ENFORCEMENT/VIOLATIONS

This Acceptable Technology Device and Account , Internet, E-Mail and Telephone Use Policy details the rights and privileges of all users regarding the utilization of the district's data network. While the North Syracuse Central School District is able and willing to provide students and community members access to devices, accounts, the internet, e-mail, and telephones users must understand and agree to follow the rules and regulations set forth by the school district to ensure appropriate behavior(s) and actions(s) are demonstrated. With the privilege of accessing resources from the district's data network comes the responsibility to act in a lawful, ethical manner.

In cases where the rule(s) and/or regulation(s) for operating devices, accounts, , the internet, e-mail, or telephones are suspected of being violated, the involved user(s) will face disciplinary action. Instances of rule(s) and/or regulation(s) violations include not being an approved user, accessing information which is illegal, defamatory, abusive, offensive and/or pornographic, sending an excessive amount of non-work related E-mail downloading files and/or programs to a computer's C drive or any attempts at hacking into the network or changing any network or device settings without permission.

Suspected violations must be immediately reported to the school principal or his/her/their designee. The principal, or his/her/their designee, will, in turn, follow the established building guidelines for a discipline/technology referral. In cases involving a serious technology violation, as determined by the school principal or his/her/their designee, the details of the case will be forwarded to the Superintendent or his/her/their designee for final actions. Any electronic communications will be

treated the same as printed communication and is therefore subject to existing Board of Education policy regulations.

It is the responsibility of each building principal to distribute to parents and students each September and include in their building handbook, a communication outlining the district's policy's rules and regulations regarding device, account, internet, e-mail, and telephone use.

In an effort to ensure that all parties understand and agree to the rules and regulations established in this Acceptable Technology Device, Account, Internet, E-mail, and Telephone Use Policy, it is mandated that all students and staff must acknowledge the District's approved Device, Account, Internet, and E-mail policies and procedures each time they log onto the system.



SAMPLE LETTER

Complete Policy Located at <http://www.nscsd.org/aup>

September 2017

Dear Parent/Guardian:

The North Syracuse CSD Computer Services Department is pleased to offer the students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

This network will assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of resources. Access to the digital network will enable students to explore thousands of libraries, databases, web sites, and videoconference locations for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the North Syracuse Central School District electronic network, students must acknowledge the District's approved, technology, device, account, internet, e-mail and telephone use policy when logging in to the District's systems. For more information on this policy, visit www.nscsd.org/aup.

The district maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that North Syracuse Central School district staff will make every effort to ensure proper access and usage of the Internet and the computer network.

The North Syracuse Central School District staff will be offering training classes to assist students on accessing the network. This will include materials educating students about appropriate online behavior, including interacting with other individuals on social networking and websites.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Name of Building Principal
School Building

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4730

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Homework

POLICY: 4730 EFFECTIVE DATE: 9/26/2023

DATE OF ORIGINAL POLICY: 1/14/85 DATE OF NEXT REVIEW: 9/2026

REPLACES POLICY NO.: IHB(1985); JGBB DATED: 9/19/2023

I. PHILOSOPHY

The Board of Education supports the use of homework as an extension of instructional activities initiated in the classroom.

II. POLICY

Homework is an important component of the learning process, designed as a reinforcement activity to confirm prior learning and build student confidence. Homework is also a means of communicating learning content and formatively assessing student understanding.

III. DELEGATION OF AUTHORITY

The Superintendent, or his/her/their designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

IV. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

V. REVIEW

This policy terminates three years after acceptance, unless reapproved by the Board of Education. A yearly review of relevant legal implications will be conducted.

VI. LEGAL REFERENCES

N.Y.S. Education Law, Article 55, Sec. 2801

See Matter of Franz, 55 AD 2nd. 424; Matter of Thomas H., 78 Misc. 2nd 412; Matter of Baum, 61 AD 2nd 124: New York Supreme Court cases dealing with homework.

Commissioner's Regulation No. 175.5; see Matter of Clark, Dec. No. 0786

N.Y.S. Education Law, Sec. 3023

VII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

GUIDELINES AND PROCEDURES FOR IMPLEMENTING
POLICY 4730 - HOMEWORK

A. Definitions:

1. Homework

- Homework is any reading, research, or practice activity that is completed outside the instructional day.

B. Planning and Assigning Homework

1. Homework should be planned and assigned in such a way that it will:

- a. Help students see how homework is related to learning standards.
- b. Ensure that the assignments, procedures for accomplishing them, and the due dates are clear.
- c. Ensure that the amount of homework is appropriate to students' needs and abilities.

Consider:

- The grade level of the student;
- The level and degree of difficulty of the subject being studied;
- The maturity level of the student;
- The instructional needs of the student;
- The total daily homework load of the student; and
- The Individual Education Plan (IEP), 504 Plan.

2. Suggested Guidelines when assigning homework:

Grades	Minutes per Day
K	No minimum but home assigned activities Should establish good homework habits
1 st – 2 nd	10-20 minutes – total for all subjects
3 rd – 4 th	30-40 minutes – total for all subjects
5 th – 6 th	No more than 15 minutes per period or 20 minutes per block or 1 hour total
7 th – 8 th	No more than 20 minutes per class period or 25 minutes per block or 1 ½ hour total
9 th – 12 th	No more than 20 minutes per subject or 30 minutes per block or 2 hours total

C. Accepting, Evaluating and Returning Homework

1. It is expected that homework be completed by the due date.
2. All homework completed and handed in will be evaluated and returned within one week of when the assignment was submitted.

D. Calculating Grades

Homework may not count for more than 10% of a student's quarterly grade.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY: 5010.2

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual and Other Forms of Prohibited Discrimination and Harassment (Student)

POLICY: 5010.2

EFFECTIVE DATE: 5/17/2021

DATE OF ORIGINAL POLICY: 6/21/99

DATE OF NEXT REVIEW: 5/2024

REPLACES POLICY NO.: 9010.2/5010.2

DATED: 5/21/2021

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a school environment which is free of discrimination and harassment based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, and any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality educational environment that promotes respect, dignity, and equality. To that end, discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, sexual orientation, and/or disability, and any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

II. POLICY

It is the policy of the North Syracuse Central School District that all students be free from prohibited discrimination, including harassment and sexual violence, on school grounds, on school buses, in the classroom, at co-curricular and extra-curricular activities, and at all school-sponsored activities and programs. Furthermore, through the enactment of this policy a grievance procedure exists to deal with any allegations of prohibited discrimination or harassment.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITION

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, or any other characteristic protected by law. Harassing behavior may take many forms, including but not

limited to, verbal, written, visual, physical, or any other form of communication or conduct.

Sexual harassment merits more precise definition. Sexual harassment means unwelcome conduct of a sexual nature, which can include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
- (2) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student; or
- (3) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's education or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other students. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal education opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he has been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for students to report discrimination or harassment are attached to this policy and are published and distributed annually to students. To the extent that any discriminatory or harassing conduct which is reported to the District occurs on school grounds and constitutes child sexual abuse, child abuse in an educational setting, or some other crime, it will be reported to local law enforcement agencies in accordance with the law and other District policies.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If a student reporting harassment indicates that he/she feels unsafe at school due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.

D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

Americans with Disabilities Act of 1990
Rehabilitation Act of 1973
Title IX of the Education Amendments of 1972
New York Executive Law (Human Rights Law)
Dignity for All Students Act

VII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTING
POLICY 5010.2 - SEXUAL AND OTHER FORMS OF PROHIBITED DISCRIMINATION
AND HARASSMENT**

Discrimination/Harassment Regulations - Students

The North Syracuse Central School District is committed to maintaining an educational environment free from discrimination or harassment of students based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability or any other characteristic protected by law. This prohibition applies to the behavior of school employees, other students and non-district individuals interacting with students for school-related reasons. Discrimination or harassment based on any of the characteristics listed above is prohibited, and a person who believes he or she has been subject to such harassment is encouraged to use the procedures set forth below.

Definitions:

“Discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of discrimination may include, but are not limited to, the following:

- a teacher giving a student a lower grade than he deserves because of the student’s ethnicity;
- a coach not selecting a student for an extra-curricular activity because of the student’s sexual orientation; or
- a building principal unfairly disciplining a student because of the student’s race or color.

“Harassment” means unwelcome, offensive, abusive or humiliating behavior which is severe or pervasive and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of non-sexual harassment may include, but are not limited to, the following:

- a student or a group of students who tease or play practical jokes on another student because the student is of a different race, religion, or ethnic background or because the student has a disability;
- a student or a group of students who push, shove or physically threaten or intimidate another student because of the student’s race, religion, ethnicity, or disability;
- a teacher referring to a student by a hurtful or embarrassing nickname which is based on the student’s racial, ethnic or religious family heritage; or
- a student who is mimicked or mocked for speaking, dressing or moving differently because of his/her national origin, religious practice, or disability.

“Sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- (i) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
- (ii) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting that student; or
- (ii) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's ability to participate in or benefit from an education program or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, non-employees or other students. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to their age, physical or mental state or where they may be unable to understand what is happening for any reason, including due to alcohol or drugs. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. Sexual or romantic relationships and/or sexual activity between District employees and students (regardless of the age of the student) are absolutely prohibited.

The District encourages victims of sexual harassment or violence to come forward. The District’s primary concern in such instances is with student safety. Therefore, the District will consider any other rule or policy infractions (such as the underage use of alcohol) separately from the sexual harassment/violence allegation and may choose not to hold students who report acts of sexual harassment/violence responsible for those other acts of misconduct.

Sexual harassment is not always easily recognized and may include, but is not limited to, the following:

- a student subjected to unwelcome touching, assault, uninvited pressures for sexual activity, leering, cornering or blocking the student's movement due to gender, pulling at clothes, or any other behavior that is designed to intimidate because of gender;
- a student who is exposed at school to pornographic graffiti, gestures, jokes, comments, or pictures;
- a student who is subjected to humiliating sexual remarks while participating on a team;
- a teacher conditioning a student's grade upon submission to sexual conduct;
- a student who is raped, sexually assaulted, or subjected to acts of nonconsensual sexual contact; or
- a student who is subjected to sexually suggestive messages via electronic means (e.g., “sexting”)
- a student being subjected to unwelcome and offensive name calling and/or profanity that is sexually suggestive, sexually degrading, or that is intended to mock a student based on sexual stereotypes or one’s sexual orientation or gender identity.

Whether conduct constitutes discrimination or harassment depends on all the facts and circumstances, including the frequency and duration of the conduct, the degree to which the conduct affected a student's educational experience, the context in which it occurred, and the age of the parties involved. The District will consider the effects of off-campus harassment when evaluating whether a student is being subjected to a hostile educational environment. The goal of the District's investigation into reports or complaints is to understand the relevant facts according to each involved person and witness and then to determine whether the conduct violates this or another of the District's policies.

Reporting Procedures:

Any student who believes he or she has been subjected to prohibited discrimination or harassment shall promptly report the incident to the Title IX Compliance Officer (which is the District's Assistant Superintendent for Human Resources) or the building principal, or if the building principal is the alleged harasser, to the school nurse. The building principal or school nurse shall report the allegation to the District's Title IX Compliance Officer and Superintendent, unless the Title IX Compliance Officer is the alleged harasser, in which case the allegation shall be reported only to the Superintendent. If the Superintendent is the alleged harasser, the Title IX Compliance Officer shall inform the Board President who shall apprise the Board of Education. The District's Title IX Compliance Officer is:

Mr. Jason Nephew
Assistant Superintendent for Human Resources
(315) 218-2149
JNephew@nscsd.org

In addition, any of the District's "responsible employees" who believe they have witnessed or become aware of discrimination or harassment (including, but not limited to, acts of sexual violence) against a student of the District must promptly report this information to the District's Title IX Compliance Officer or the appropriate building principal. "Responsible employees" are those District employees who have an obligation to report harassment or other misconduct to the Title IX Coordinator, and also any person a student could reasonably believe has this reporting obligation or the authority to take action to redress the harassment. All District employees who hold certifications or licenses issued by the New York State Education Department are responsible employees for purposes of this policy, except to the limited extent that an employee (such as social workers, physicians, or school psychologists who are licensed separately from their school certification) may hold a professional license explicitly requiring confidentiality. When licensed professionals are required under the law to maintain confidentiality, they should encourage students and parents to file a report with the Title IX Compliance Officer or allow the licensed professional to do so, so that the District can respond to the allegations and take any appropriate steps to ensure a safe educational environment for all students.

It may occur that a reported incident does not violate this particular policy but nevertheless may violate a different policy, such as the Student Code of Conduct or Bullying/Cyberbullying. Similarly, certain behaviors which violate this policy may also violate other District policies in addition to violating this policy. A student need not make complaints pursuant to all of these policies in order to have inappropriate behavior investigated and, if appropriate, addressed. In the event a report made under this policy is more appropriately handled pursuant to a different District policy, the District will so inform the

student and his/her parents, and will redirect the matter to the more appropriate procedure or personnel. This policy is not intended to limit the right of any person to seek assistance from or file a complaint with law enforcement authorities if it is believed that a crime has been committed. The District and all applicable District employees will comply with state and local laws and District policies regarding mandatory reporting obligations in cases of sexual misconduct or abuse.

Investigation:

Upon receipt of a complaint from a student, parent or district employee, or upon receiving notice by some other means that prohibited discrimination or harassment of a student may have occurred or may be occurring, a prompt, thorough and impartial investigation shall be overseen by the Compliance Officer or Superintendent. To assist with the investigation, the complainant will be asked to fill out a complaint form (attached as Exhibit A). The complainant and respondent will be provided with an equal opportunity to present relevant information to the District during the investigation. The District's investigation will, in most cases, include interviews with relevant witnesses. As soon as possible, but not later than ten school days following receipt of the complaint, the Compliance Officer or Superintendent will inform the complainant of the status of the investigation, including a time frame for completion of the process. All information or complaints shall be investigated in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The District will implement appropriate interim measures and/or accommodations (which may include, but are not limited to, counseling, academic support, directives that the complainant and respondent not have contact with one another, providing an escort to and from classes, and/or adjustments to one's class schedule) to ensure that both the person making the complaint and the accused feel safe pending the completion of the investigation.

The District recognizes that students reporting sexual harassment or sexual violence may be particularly sensitive to the confidentiality of the matter. The District will endeavor to comply with a complainant's wishes of confidentiality, but, in some cases, this may not be possible. A request for confidentiality will be balanced with the District's legal obligation to provide due process to the accused and to take necessary action to provide a safe learning environment for all of its students that is free from sexual harassment. The District employee responsible for investigating the sexual harassment complaint will discuss confidentiality with the complainant and/or complainant's parents. In evaluating requests for confidentiality the District will consider a range of factors, including: the severity and impact of the sexual harassment, the respective ages of the students involved, whether there have been other sexual violence or harassment complaints about the alleged harasser, whether the alleged harasser threatened further sexual violence or other violence against the victim or other students. If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint of sexual harassment or sexual violence is made, the District will inform the complainant that the request may limit the District's ability to respond to his/her complaint; that District policy and applicable law prohibit retaliation against complainants and witnesses; and that the District will take strong responsive action if retaliation occurs. If the student still requests confidentiality, the District will take steps to investigate and respond to the complaint consistent with and while honoring the request as long as doing so does not preclude the District from effectively preventing the harassment of other students.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes discrimination or harassment, the District shall use a preponderance of the evidence standard – i.e.,

whether it is more likely than not that a fact is true and/or that a violation of this policy occurred. In making that determination, the District may consider factors such as:

- the degree to which the conduct affected the ability of the student to participate in or benefit from his/her education or altered the conditions of the student's learning environment;
- the nature, frequency and duration of the conduct;
- the identity of and relationship between the alleged harasser and the subject of the harassment (e.g. whether the harassment was alleged to have been conducted by a teacher, coach, visitor or another student);
- the number of individuals involved;
- the age and gender of the alleged harasser and the subject of the harassment; and
- the context in which the alleged conduct occurred.

No later than 60 days following receipt of the complaint, the complainant and respondent shall be notified, in writing, of the outcome of the investigation and action taken, to the extent consistent with FERPA. That time frame may, however, be reasonably adjusted depending on the complexity of the investigation, the parties involved, the pendency of any concurrent criminal investigation, and the time of the school year. If additional time is needed to complete the investigation, the Compliance Officer or Superintendent will notify the parties.

Disposition:

The District will make an effort to ensure that no future acts of discrimination or harassment occur and that the parties and those who participated in the investigation process do not experience any retaliation.

If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanctions will be imposed as follows:

1. If the complaint involves conduct by a student, discipline in accordance with policy 5311.1 (Student Conduct and Discipline Policy) will be administered and can include the full range of sanctions all the way up to a temporary or permanent suspension from school.
2. If the complaint involves conduct by a non-tenured employee or civil service employee not entitled to privileges afforded by Civil Service Law Section 75, the complaint shall be presented to the Superintendent for action as he/she deems appropriate in accordance with any applicable negotiated agreement.
3. If the complaint involves conduct by a tenured employee or civil service employee who is entitled to Civil Service Section 75 privileges, the complaint shall be presented to the Superintendent for possible action pursuant to Education Law 3020-a or Civil Service Law Section 75.
4. If the complaint involves conduct of a non-district individual, appropriate action shall be taken up to and including barring the individual from entering school district property.

To the extent the District determines prohibited discrimination or harassment occurred and that the complainant has suffered a detriment as a result, the District will determine the extent to which appropriate remedial action may be necessary or appropriate (e.g., provision of counseling services, opportunity to make up missed course work, etc.).

Retaliation:

Retaliation for good faith reports of prohibited discrimination or harassment, or against any person who testifies, assists, or participates in good faith in an investigation, proceeding, or hearing relating to a discrimination or harassment complaint, is strictly prohibited and any such retaliation shall constitute separate grounds for disciplinary action.

Appeal:

Any party who is not satisfied with the outcome of the investigation and/or imposed sanctions may appeal to the Board of Education. The appeal must be made within 30 days and shall include a copy or description of the original complaint, all relevant reports, the specific action being appealed, and an explanation of the grounds for appeal. An appeal form is attached as Exhibit B.

Questions:

Any questions about Title IX, other state/federal laws implicated under this policy or about the specifics of this policy may be directed to the Title IX Compliance Officer, who can be reached at the office and contact information listed above. Questions may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; 646-428-3800; or via email at OCR.NewYork@ed.gov.

EXHIBIT A
COMPLAINT FORM*

1. Student Name and Grade _____
2. Date of complaint _____
3. Name of person(s) complained about _____
4. Date and place of incident _____

5. Description of misconduct _____

6. Name of witnesses (if any) _____

7. Has the incident been reported before? _____
8. If yes, when? To whom? _____

9. What was the resolution? _____

*If additional pages are necessary, please attach.

EXHIBIT B
COMPLAINT APPEAL FORM*

1. Student Name and Grade _____
2. Date of appeal _____
3. Date of original complaint _____
4. Have there been any prior appeals? _____
5. If yes, when? To whom? _____
6. Description of decision being appealed _____

7. Why is the decision being appealed? _____

*If additional pages are necessary, please attach.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 5200

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Scholastic Eligibility 7-12

POLICY: 5200 EFFECTIVE DATE: 1/25/2021

DATE OF ORIGINAL POLICY: 1/11/80 DATE OF NEXT REVIEW: 6/2023

REPLACES POLICY NO.: IDEA DATED: 1/25/2021

I. PHILOSOPHY

It is recognized that one of the fundamental reasons for a student's attendance in school is to gain academic competency. It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

All students involved in interscholastic, co-curricular activities, and clubs will be encouraged to succeed in every subject. High scholastic achievement is and should be the number one goal for all students.

II. POLICY

All students involved in Board appointed/approved district interscholastic, co-curricular activities, and clubs including athletics, band, and other activities, in grades 7-12 are expected to be doing satisfactory work in all subjects.

III. AMPLYFYING INSTRUCTIONS AND GUIDELINES

A. Criteria for Academic Eligibility - Interscholastic and Co-Curricular Activities or Clubs

- In order for students to be academically eligible, they must :
 - Have an average of 70 %
 - Not fail more than one course

Students must meet the eligibility criteria in order to participate in interscholastic, co-curricular activities or club, with the exception of clubs that function as a support group. Students who do not maintain eligibility criteria will be permitted to continue in the seasonal activity until that activity terminates, but would not meet eligibility criteria to enter a new seasonal interscholastic, co-curricular club or activity.

1. Fall/Full-Year Activities (7-12):

Eligibility will be determined using the fourth quarter marking period grades for students in grades 7-11 (Summer School may be used during the Appeal Process only). For activities which continue throughout the year require a second quarter and third quarter report card are required to determine eligibility. The last day to apply for an appeal is the first day of Fall sports tryouts. (See Appeal Process).

2. Beginning of Winter Activities (7-12):

Eligibility will be determined using the first quarter marking period grades The last day to

apply for an appeal is one week after the first quarter marking period grades are posted. (See Appeal Process).

3. Beginning of Spring Activities (7-12):

Eligibility will be determined using the second quarter marking period grades. The last day to apply for an appeal is the first day of Spring sports tryouts. (See Appeal Process)

B. Academic Eligibility Appeal Process

1. A committee to review appeals related to academic eligibility will be created for each case. Academic Eligibility Appeals should be directed to the Athletic Director, who will convene the committee. The committee will conduct an academic eligibility conference and will review the facts, call witnesses, and make a decision. The committee will consist of:
 - a. The Athletic Director
 - b. Principal
 - c. 3rd Administrator
2. The academic eligibility conference for any student must be conducted by the Committee.
3. For students participating in year-long activities, the academic eligibility of any student who fails to meet the academic eligibility requirements as listed above as indicated on a five week report, will have their academic eligibility reviewed by the committee.
4. If an academic eligibility appeal is granted, a student may be put on academic probation until the end of the five-week mid-marking period. The student may practice and participate in the sport until the committee reviews the student's academic standing at the end of that period.
5. Notification will be made to the coach, parent, and instructional staff.
6. **Parents/guardians must call the Athletic Office to set-up a hearing date. The cut-off dates are:**
 - The last day to apply for an appeal for Fall/Yearlong activities is the first day of Fall sports tryouts.
 - The last day to apply for an appeal is one week after the first quarter marking period grades are posted.
 - The last day to apply for an appeal is the first day of Spring sports tryouts

THERE WILL BE NO EXCPETIONS TO THESE DEADLINES

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction, and guidelines to the appropriate administrators.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy will be reviewed three years after acceptance. A yearly review of relevant legal implications will be conducted.

VII. LEGAL REFERENCES

New York State Education Law, Section 702, items 8:70, 8:72 and Section 703, items 8:68, 11:17, 22:02, 22:04.

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 5311

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Athletic/Co-Curricular Code of Conduct

POLICY: 5311 EFFECTIVE DATE: 3/28/23

DATE OF ORIGINAL POLICY: _____ DATE OF NEXT REVIEW: As Needed

REPLACES POLICY NO.: _____ DATED: 3/28/23

I. PHILOSOPHY

It is the belief of the North Syracuse Central School District that once a student becomes a member of an athletic/co-curricular team/group representing the North Syracuse Central School District that the student assumes a major responsibility. The student represents his/her school, his/her/their coach, his/her/their family and himself/herself/themselves. The student is expected to maintain the high standards, which are accepted along with the opportunity to represent the school.

II. POLICY

All students must follow the Athletic/Co-Curricular Code of Conduct, beginning the first day of the first practice/meeting in the specific sport or activity. No student will participate or practice until ALL paperwork is complete (permission slip, physical examination, Athletic/Co-Curricular Code of Conduct).

These rules and regulations are in effect for all students participating on any athletic team or co-curricular activity that represents the North Syracuse Central School District.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

1.0 ATTENDANCE

All students are required to attend school and classes regularly. All students must be enrolled in a minimum of five (5) subjects, including physical education.

Rule:

All students who expect to play in a scheduled game, practice or, activity/event must be signed into school no later than 30-minutes after the official start of the school day and attend a full schedule of classes on the day of, or in the case of a weekend game, or activity the day before the event. (In case of physical education, student athletes must dress and participate.)

All student absences, tardiness, and early departures from class or school must be accounted for. It is the parent's responsibility to notify the school prior to the student absence, tardiness, or early departure from class or school or to provide a written excuse upon the student's return to school.

Excused Absences

Medical reasons:

Sick	Injury
Attendance at Health Center*	Quarantine*
Dental/Orthodontic Appointment*	Surgery*
Doctor Appointment*	Hospital*
Counseling*	

Family related reasons:

Emergency in family	Death in family
Attending funeral	Military obligations*
Religious observance	

Other:

College visit*	Attending funeral
Incarcerated*	Social Service visit*

This Excused Absence section is intended only to provide examples of excuses which, for purposes of this Athletic/Co-Curricular Code of Conduct, are sufficient to permit a student to participate in a scheduled event despite missing class on the day of the event.

Penalty

Failure to comply with this attendance rule will result in the student not being able to participate in the practice/meeting, game, or event of that day. In the case of a Friday or day before a holiday, the penalty will be imposed the next practice or event.

2.0 PARTICIPATION EXPECTATIONS

It should be understood that the North Syracuse Central School District believes that representing the school is a privilege and not a right. We expect students to be willing to meet a higher standard of character and behavior.

Rule:

1. Students are required to travel on the school bus to and from athletic and co-curricular events, as long as a school bus is provided. Only under verifiable circumstances will a student be allowed to leave an event with only his/her parent/guardian (i.e., family medical emergency, funeral/wake, wedding). When leaving an event with a legal excuse, the parent/guardian must personally provide the coach/advisor with a signed note at the time of departure.
2. No student will use or smoke tobacco or use electronic cigarettes at any time during the athletic/co-curricular season.
3. No student will drink alcoholic beverages at any time during the athletic/co-curricular season.
4. No hosting or remaining at parties where illegal distribution of alcohol, drugs or other performance enhancing substances are present and/or used.
5. No student will use, take, ingest, swallow, rub or massage into the skin, or otherwise use any substance whose known or unknown quality is to, according to advertisements, supposedly enhance body size, strength or performance, at any time

before, during or after any athletic/co-curricular season. These substances include, but may not be limited to anabolic steroids, “steroids”, “roids”, amino acids, human growth hormones, etc., except as prescribed by a physician to treat an illness or condition.

6. No student will use non-prescription drugs or medicine of any kind for reasons other than medicine for an ailment or illness at any time or place during the athletic/co-curricular season.
7. No student will be in possession of or distribute tobacco products (including electronic cigarettes), alcoholic beverages or any illegal drugs at any time during the athletic/co-curricular season.
8. No student will engage in indecent exposure at any time during the athletic/co-curricular season.
9. No student will engage in any illegal activity.
10. No student will commit offenses on or off school property which involves police or court actions. Due to the severity of this type of allegation the student(s) involved will have “rule infraction” applied from the date the allegation is known to school personnel.

First violation- the student will serve the suspension administered by the school along with (Two Weeks) from all athletic/co-curricular activities/team from the date end of school suspension.

Second Violation-will result in immediate dismissal from athletic/co-curricular activity/team for the remainder of the season or trimester.

Third Violation- will result in total prohibition for one calendar year from all athletic/co-curricular activity/teams from date of infraction to the same date a year later.

The trimesters will be as follows:

1st - August 15 – November 20 (95)

2nd - November 21 – March 1 (89)

3rd - March 2 – June 1 (91)

Students may reenter the full year club or activity on the commencement of the next trimester.

The student will attend mandatory drug/alcohol counseling for a minimum of four (4) sessions with the student assistance counselor for any drug or alcohol violation.

Additionally – If any infraction occurs that is not specifically covered under these rules and regulations and a coach/advisor believes it warrants punishment, a committee comprised of the coach/advisor, director and a building administrator shall meet to determine the nature of the punishment.

3.0 SCHOLASTIC ELIGIBILITY

It is recognized that one of the fundamental reasons for a student’s attendance in school is to gain academic competency. It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

All students involved in interscholastic and co-curricular activities will be encouraged to succeed in every subject. High scholastic achievement is, and should be, the number one goal of all students.

The staff must take an active part in the encouragement and the “helping” process.

Policy:

All students involved in athletic/co-curricular activities, and clubs, in grades 8-12 are expected to be doing satisfactory work in all subjects.

Criteria for Eligibility:

For participation in interscholastic, co-curricular activities, and clubs, an overall average of 70% must be reached in the previous quarter, with not more than one failing course. Throughout the school year, eligibility will be determined quarter by quarter, **not by final average grade**. For example, eligibility for all fall activities will be determined by the previous year's fourth quarter grades (in June); eligibility for winter activities will be determined by the first quarter grades (in November); eligibility for spring activities will be determined by the second quarter grades (in February). Summer school grades will not be considered. Student may enter or re-enter (at quarterly marking periods as eligibility is maintained or reacquired) year-long activities throughout the school year, in keeping with individual program criteria and schedule.

Student's must meet the eligibility criteria in order to participate in a seasonal interscholastic, co-curricular activity or club. Students who do not maintain eligibility criteria will be permitted to continue in the seasonal activity until that activity terminates, but would not meet eligibility criteria to enter a new seasonal interscholastic, co-curricular club or activity.

During each ten-week quarter (at 5, 15, 25, and 35 weeks), the parent/guardian of each student will receive an interim cautionary report if the student is failing one or more courses. This report will inform students and parents that the student's continued eligibility may be in jeopardy.

Coaches and advisors will be notified of students' interim cautionary reports at 5, 15, 25, and 35 weeks and, students' quarterly report card grades.

Academic assistance is available for all students. It is the student's responsibility to seek extra help.

There are no provisions for limited eligibility.

4.0 EQUIPMENT LOSS

Any loss of equipment, or locker damage must be paid for at the end of each activity season. Failure to pay by the end of the activity season will result in the student not being able to go out for another activity. Failure to pay by the end of the school year will result in the student's ineligibility for future activities.

5.0 CHANGING SPORTS/ACTIVITIES

A student may change sports or co-curricular activity during the same season after a conference and approval of the two coaches/advisors involved and cleared with the Director/Principal.

6.0 LEAVING A SQUAD

Athletic participation is an educational experience that involves responsibility and commitment through good times and bad. Varsity athletes who try out for and make a squad, are committed to that squad throughout the end of the season. If no cuts are made, varsity athletes are committed after the first two weeks or the first contest, whichever comes first.

Junior varsity and modified level athletes may leave a squad at any time if in good standing and if done properly:

a.) By meeting with the coach, explaining the reasons and handing in all equipment in a timely manner.

Varsity participants who leave a squad beyond the initial period, and JV or modified participants who leave a squad without fulfilling the above responsibilities, will forfeit some playing time during their next sport season as specified by the behavior code.

The Athletic Director and Coach, may, upon mutual agreement, and in their full discretion, allow for exceptions for a student athlete's withdrawal from a team after the first interscholastic competition.

7.0 BEHAVIOR CODE

Athletic participation is meant to teach commitment and responsibility and therefore athletes may not leave a squad beyond the initial tryout period without consequences. Varsity athletes who choose to leave a squad after the initial tryout period will forfeit contest participation for the first 20% of the competitions during the next sport that they tryout for and make the team.

Junior varsity, freshman squad, and modified team athletes who leave a squad after the initial tryout period, must be released by their coach after meeting in a timely manner to explain the circumstances and return all equipment. Junior varsity, freshman squad and modified team athletes that leave a squad under adverse circumstances will be held to the 20% penalty. Athletes who are removed from a squad for disciplinary reasons, will have their situation reviewed and the circumstances could affect future athletic program participation.

8.0 ADDITIONAL GUIDELINES8.1 CURFEW

Each coach or advisor may establish his/her own curfew and conditions. Such conditions must be approved by the appropriate Director prior to dispensing these conditions to the student.

Penalty - One (1) game/activity suspension.

8.2 CONTRACTS

In addition to any of the preceding information, a coach/advisor may add additional rules that are pertinent to a particular activity. These "extra rules" will be dealt with by the coach/advisor via a contract system. These extra rules must be approved by the appropriate Director or building administrator before they are given to the students.

Rules must meet and be within District Policy.

POLICY 5311

8.3 PHYSICALS

Each student who wishes to participate in an interscholastic or athletic team or selected co-curricular activity must have a physical examination performed by a Primary Care Provider once each school year and return the properly completed and signed Physical Form to the Health Office. If a student is absent due to illness or injury for five (5) or more consecutive days, he/she/they must be given, and pass, another “school physical” in order to return to competition. (Co-curricular, Winterguard, Color Guard, Marching Bands, Dance Ensemble).

8.4 INSURANCE/PERMISSION

Students will only be allowed to participate when the advisor/coach has a properly signed permission slip.

*NOTE: The North Syracuse Central School District will provide limited secondary student/athletic medical insurance for each athlete.

8.5 MEMBERSHIP IN LOCAL CHAPTERS OF NATIONAL ORGANIZATIONS

Local chapters of national organizations may have more stringent requirements and standards of expected behavior. Failure to comply with these requirements may result in additional penalties and/or dismissal from the organization.

9.0 STUDENT HEARING PROCESS

The Athletic or Co-Curricular Director shall review the coach’s/advisor’s recommendation or in consultation with the principal (or designee) and will make the final decision on suspensions.

The student shall be given the opportunity to present his/her explanation to the appropriate Director (or designee), School Principal (or designee) and a Varsity Head Coach or Advisor that would not coach or advise the student. The hearing must be requested in writing within five (5) school days of the start of the suspension.

10.0 DISTRIBUTION OF THIS POLICY

All students will be provided a copy of these rules and they and their parents must sign an appropriate consent form that they understand and will follow these rules before they will be allowed to practice, participate or play.

IV. DELEGATION OF AUTHORITY

The Board of Education delegates the implementation and review of this policy to the Superintendent of Schools.

V. REPORTS

The Superintendent of Schools and/or his/her designee are responsible for monitoring this policy and developing appropriate reports.

VI. REVIEW

This policy is to be reviewed annually as needed.

VII. LEGAL REFERENCES

Board of Education Policy 5100.1 – Comprehensive Attendance Policy
Board of Education Policy 5311.1-Student Code of Conduct
Board of Education Policy 5200-Academic Eligibility

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

APPENDIX A
NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
POLICY 5311 - ATHLETIC/CO-CURRICULAR CODE OF CONDUCT AND
PARENT PERMISSION CONSENT FORM FOR ATHLETIC/CO-CURRICULAR PARTICIPATION

Dear Parent/Guardian(s) and Athlete(s):

No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Just as in non-school sporting activities, athletic participation by students also may be inherently dangerous. Students and parents must assess the risks involved in such participation. Each makes his/her choice to participate or to allow the child to participate in spite of the risk. The obligation of parents and students in making this choice cannot be overstated. In granting permission for your child to participate in athletic competition, you, the parent or guardian acknowledge and assume such risks.

Severe head or neck injury, including paralysis or death may occur despite using a helmet or other protective head gear provided your child. No helmet or other protective head gear can prevent all head injuries or any neck injuries a player might receive while participating in football, lacrosse, softball, baseball or wrestling.

Athletic team members and members of co-curricular clubs and organizations are representatives of their family, school and community. It is important that student conduct during any activity concerning the sport in which they are engaged be governed by a basic respect for whatever facilities that are provided as well as any individuals (i.e., students, spectators, coaches, officials, teachers, bus drivers, chaperones, etc.) that they may relate with while participating as a member of any athletic team or co-curricular activity.

Athletics and co-curricular activities are part of the total educational process of our students and therefore the following departmental rules will be in affect for all students from their first interscholastic participation through graduation, 12-months a year (grades 7-12). It is also understood that athletic and co-curricular participation is a **“privilege”** and not a **“right”** and two philosophical principles will guide your conduct.

1. To have respect and concern for the rights and feelings of others.
2. To behave in a manner that reflects favorably on yourself, your family, teammates, school and community.

It is the parents' responsibility to:

1. Be knowledgeable of the rules and regulations your child has committed to as a student/athlete and community member. To know the consequences of any violation of the rules and regulations and to assist in the enforcement of such.
2. Be supportive and encourage your son/daughter to demonstrate appropriate behavior while representing the North Syracuse Central School District as a student/athlete or participant in co-curricular activities.
3. Hold your child accountable for their actions and help guide him/her in making proper decisions regarding drugs, alcohol and tobacco.
4. Be knowledgeable of individual team rules and expectations and address concerns regarding your child or your child's program to the coach.
5. Be a knowledgeable spectator knowing the rules of the game and being a role model for sportsmanship. Cheer our successes, encourage our efforts, respect our opponents and be understanding in our defeats.
6. Be supportive and adhere to State Laws prohibiting all smoking (includes electronic cigarettes) on school grounds or in school buildings.
7. Appropriate concerns to discuss with coaches:
 - a) the treatment of your child, mentally and physically,

- b) ways to help your child improve,
 - c) concerns about your child's behavior,
 - d) schedule meeting with coach(es) to discuss concerns.
8. Issues not appropriate to discuss with coaches:
- a) playing time as it relates to other students,
 - b) team strategy,
 - c) other student/athletes related to athletic ability.

Should a need arise to discuss issues with a coach or advisor, parents should avoid practice time or immediately following a contest or event. Parents are welcome to contact coaches/advisors individually or through an appointment with the athletic director or principal.

Students are required to travel on the school bus to and from athletic contests or co-curricular activities, as long as a bus is provided. Only under verifiable circumstances will a student be allowed to leave a contest with only his/her/their parent/ guardian (i.e., family medical emergency, funeral/wake, wedding). When leaving a contest or event with a legal excuse, the parent/guardian must personally provide the coach or advisor with a signed note at the time of departure.

APPENDIX B

**NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
POLICY 5311 - ATHLETIC/CO-CURRICULAR CODE OF CONDUCT AND
PARENT PERMISSION CONSENT FORM FOR ATHLETIC/CO-CURRICULAR PARTICIPATION**

In order for your son or daughter to participate on any athletic/co-curricular team or activity sponsored by the North Syracuse Central School District, must be signed by the student and the parent or guardian and be given to the coach/advisor of the activity in which he/she/they will participate. This document will serve as parent permission for your son/daughter to participate in interscholastic sports or co-curricular activities.

Enclosed you will find a copy of the North Syracuse Central School District Athletic/Co-Curricular Code of Conduct. Please read and discuss the Athletic/Co-Curricular Code with your son or daughter.

Student Name: _____ D.O.B.: _____ Age: _____

Address: _____ Phone: _____

_____ Emergency Phone: _____

School: _____ Grade: . Cell Phone: _____

Sport Activity: _____ Fall Winter Spring

Student is Insured by: _____

I, the parent/guardian of the above student hereby give my consent for him/her/their to participate in the above activity. I have read and understand the content of this permission form. I am aware that the participation in this activity is voluntary. I have also reviewed the student behavior code with my son/daughter and we both understand the basic responsibilities involved within the athletic program. **I am aware that the North Syracuse Central School District will provide limited secondary student/athletic medical insurance for each student.**

Parent/Guardian Signature

Date

Student/Athlete Signature

Date

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Student Conduct and Discipline (Pre-K - 12)

POLICY: 5311.1 EFFECTIVE DATE: 4/18/2023

DATE OF ORIGINAL POLICY: 1/11/1980 DATE OF NEXT REVIEW: 4/2024

REPLACES POLICY NO.: N/A DATED: 4/18/2023

I. PHILOSOPHY

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

The North Syracuse Central School District (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 and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. In addition, the District has the legal authority and reserves the right to discipline students for “off-campus conduct” (i.e., conduct that occurs off school property and not at a school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for cyberbullying, and other off-campus speech that actually causes, or is reasonably forecast as being likely to cause, a material and substantial disruption to the work and/or discipline of the school. To this end, the Board adopts this code of conduct.

II. POLICY

The Board establishes a school conduct and student discipline policy which:

1. promotes personal responsibility, accountability, and self-discipline;
2. has clear expectations and consequences for student behavior, which are consistently applied;
3. provides corrective measures to modify inappropriate behavior; and
4. defines the role of the Superintendent, Board members, administrators, staff, parents and students, in a cooperative interrelationship with each of the parties bearing appropriate responsibility.

The Board further establishes student behavioral standards as required by Commissioner’s Regulations:

1. Student Code of Conduct
2. Student Rights and Responsibilities
3. Discipline Code for Student Behavior
4. Disciplinary Actions and Penalties as Consequences of Student Misconduct
5. Alternative Education Program
6. Procedures for Removal of Students from Class
7. Procedures for Disciplining Students with Disabilities

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES AND PROCEDURES TO IMPLEMENT POLICY 5311.1 - STUDENT CONDUCT AND DISCIPLINE (PRE-K-12)

Administrative guidelines for the implementation of the North Syracuse Student Conduct and Discipline policy are adopted pursuant to and in compliance with the requirements of Section 100.2(1) of the Regulations of the Commissioner of Education.

A. Definitions

For purposes of this policy, the following definitions apply.

“Cyberbullying” means harassment or bullying as defined below, where such harassment or bullying occurs through any form of electronic communication.

“Dignity Act Coordinators (DACs)” refers to one or more staff members in each school, appointed by the Board of Education, who are: (i) instructed about the provisions of the District’s Dignity Act, Policy 4201.2, and the Dignity for All Students Act (DASA); (ii) thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; (iii) provided with training which addresses the social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender,(defined to include gender identity or expression) or sex; (iv) provided with training in the identification and mitigation of harassment, bullying and discrimination; and (v) provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. The following are the contact information for the District’s DACs:

Allen Road Elementary
Principal (315) 218-2300

KWS Bear Road Elementary
Principal (315) 218-2400

Cicero Elementary
Principal (315) 218-2500

Lakeshore Road Elementary
Principal (315) 218-2600

Roxboro Road Elementary
Principal (315) 218-2700

Smith Road Elementary
Principal (315) 218-2800

Gillette Road Middle School
Principal (315) 218-3000

Roxboro Road Middle School
Principal (315) 218-3300

North Syracuse Junior High School
Principal (315) 218-3600

Cicero-North Syracuse High School
Principal (315) 218-4100

Main Street Early Education Program
Principal (315) 218-2200

*Disability means, for purposes of the definitions of “discrimination” and “harassment and bullying” set forth below, the following:

- A physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
- A record of such an impairment; or
- A condition regarded by others as such an impairment, provided, however, that in all provisions of Article 15 of the New York Executive Law dealing with employment, the term is limited to

disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender (defined to include gender identity or expression) or sex.

“Disruptive Student” means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Drug Paraphernalia” includes any device or instrument that on its face is used for the production, packaging, distribution, or ingesting of a controlled substance, illegal substance or prohibited substance. This includes but is not limited to vaping devices, pens, e-cigarettes, hash pipes, water pipes, clips, rolling papers, or any other items related to drug use or drug distribution.

“Emotional Harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means, for purposes of the Dignity for All Students Act (“DASA” or “Dignity Act”), any person receiving compensation from a district or employee of a contracted services provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provision of such title for the provision of services to such district, its students or employees directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means actual or perceived sex and includes a person’s gender, self-identified or perceived sex, gender expression, and gender identity.

“Harassment or bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his/her/their physical safety. The foregoing definition includes acts of harassment or bullying that occur: (i) on school property; and/or (ii) at a school function; or (iii) off school property where such acts creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying include, but are not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, *disability, sexual orientation, gender, (defined to include gender identity or expression) or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

“Manifestation Determination” is a meeting to review the relationship between a student’s disability and the behavior subject to disciplinary action. Its purpose is to determine whether the conduct in question was 1) caused by or had a direct and substantial relationship to the student’s disability or 2) the direct result of the school district’s failure to implement the student’s IEP or Section 504 Plan (“504 Plan”). Such determination must be based on a review of all relevant information in the student’s file, including the student’s IEP or 504 Plan, teacher

observations, and relevant information provided by the student's parents.

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

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

"School Function" means any school-sponsored extra-curricular event or activity, no matter where such event or activity occurs, including any such event or activity that takes place in another state.

"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.

"Sexual Orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality.

"Violent Student" means a student who:

1. Commits an act of violence upon a teacher, administrator or other school employee.
2. Commits, while on school district property or at a school function, an act of violence upon another student or any other person lawfully on school district property or at the school function.
3. Possesses, while on school district property or at a school function, a weapon.
4. Displays, while on school district property or at a school function, what appears to be a weapon.
5. Threatens, while on school district property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of a teacher, administrator or any school district employee or any person lawfully on school district 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. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that could cause physical injury or death.

B. Student Rights and Responsibilities

1. Student Rights

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

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex, in accordance with this code and other applicable district policies, including most particularly, district Policy No. 4201.2.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
2. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, or sportsmanship.
12. Refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.

C. Prohibited Student Conduct

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

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

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

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 1. Running in hallways.
 2. Making unreasonable noise.

3. Using language or gestures that are profane, lewd, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for, missing or leaving school without permission.
 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, 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.
- E. Engaging 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. Engaging in acts of harassment, bullying and discrimination.
 5. Hazing, which includes committing an act against a student, or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student's willingness to participate.
 6. Selling, using or possessing obscene material.
 7. Solicitation for or selling items for non-school organizations.

8. Using vulgar or abusive language, cursing or swearing.
9. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal Substance" include, but are not limited to, inhalants, THC oil, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Possession of drug paraphernalia.
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.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Utilizing artificial intelligence tools (e.g. ChatGPT) without acknowledgement, teacher direction, fact verification, or editing.

D. NSCSD Student Dress Code

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Religious and cultural headwear is allowed and accepted in all settings.

Must Wear: clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

May Wear:

- athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops
- Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

May Not Wear: Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that:

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images

- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear
- denigrate another person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- are see-through and expose undergarments and/or private parts

Addressing Violations:

- A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code.
- If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences.
- If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment.
- If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.

This dress code applies not only to all school instructional programs, but also to **all** co-curricular, athletic, and extra-curricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

E. Student Searches, Seizures and Interrogations

School officials are responsible for maintaining order and discipline at school and at school functions. Towards this end, school officials routinely question students about violations of this code, other school rules and/or the law. School officials also have the legal authority to search students and to seize possessions that violate this code, other school rules and/or the law. The District’s rules regarding these matters are set forth more fully in District Policy No. 5311.7. Students and parents who have questions about the District policies and/or procedures pertaining to Student Searches, Seizures, and Interrogations should review and familiarize themselves with the provisions of Policy No. 5311.7. In addition, students and parents are urged to take particular notice of the following provision which also appears in the administrative guidelines and procedures for implementing District Policy No. 5311.7:

Lockers, Desks, and Other School Storage Spaces

Students do not have a reasonable expectation of privacy with respect to school lockers, desks, or other school storage spaces. Rather, lockers, desks, and other school storage spaces are public spaces and remain the property of the District. Students may use these areas for the limited purpose of temporarily keeping items needed to participate in school instruction and activities.

Lockers, desks, and other storage spaces will be subject to inspection by school officials at any time, without prior notice, for any reason including, but not limited to, safety (e.g., bomb threat), administration (e.g., rotting food), and discipline (e.g., illegal or prohibited items). Two school officials shall conduct the search.

F. Role of Board, Superintendent, Administrators, Teachers, Support Staff and Parents

1. 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. Teach their child self-respect, respect for the law, respect for school property and respect for other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, (defined to include gender identity or expression) or sex.
14. Encourage their child(ren) to report known or suspected incidents of harassment, bullying and/or discrimination involving themselves or another district student.

2. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex, so as to strengthen each student's positive self-image and promote learning.
2. Promptly report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2..
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. 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
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.

3. 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.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2...

4. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2.

5. 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 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.

6. Board of Education

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.

G. 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/her/their designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff 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 if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her/their 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/their 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

H. DASA Complaint Process

1. All school employees must report harassment, bullying and/or discrimination to the principal, superintendent or DAC when reported (orally or in writing) to them or witnessed. Harassment, bullying and/or discrimination that must be reported includes but is not limited to the following examples:
 - a. a report regarding the denial of access to school facilities, functions, opportunities or programs including, but not limited to, restrooms, changing rooms, locker rooms, and/or field trips, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; or
 - b. a report regarding application of a dress code, specific grooming or appearance standards that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; or
 - c. a report regarding the use of name(s) and pronoun(s) or the pronunciation of name(s) that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression)-or sex; or
 - d. a report regarding any other form of harassment, bullying and/or discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.
2. It is important that a student who believes he/she/they have been subjected to discrimination, harassment, bullying, or retaliatory conduct, as well as any individual who is aware of and/or has knowledge of, or witnesses any possible occurrence, immediately report the same to a staff member, administrator, or DAC.
3. The District shall appoint an official to investigate the allegations.
4. If the District determines that a District official, staff member, volunteer, vendor, visitor and/or student has violated the District's Code of Conduct or a material incident of harassment, bullying, discrimination and/or retaliatory conduct has occurred, immediate corrective action will be taken as warranted. The District will take prompt action reasonably calculated to end the violation, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such violation was directed.
5. For additional information on DASA reporting requirements, refer to District Policy No. 4201.2.

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

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

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

1. Penalties

Students who are found to have violated the District's code of conduct or who are found to have engaged in disciplinary infractions, 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 of Education
12. Long-term (more than five days) suspension from school - principal, superintendent, Board of Education
13. Permanent suspension from school - superintendent, Board of Education

In addition, as is also set forth in the Article I. of district Policy No. 5311.1, the District has the legal authority and reserves the right to discipline students for "off-campus conduct" (i.e., conduct that occurs off school property and/or not at school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for cyberbullying and for other off-campus speech that actually causes, or is reasonably forecast as being likely to cause a material and substantial disruption to the work and/or discipline of the school.

2. 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 in the imposition of the

penalty.

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

a. 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.

b. Suspension from transportation

If a student does not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his/her/their 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 building principal or the principal's designee to discuss the conduct and the penalty involved.

c. Suspension from athletic participation, extracurricular 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.

d. In-school suspension

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

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §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.

e. 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/her/their 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 /she/they are being removed and an opportunity to explain his/her/their 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/ she/they were removed from the classroom and give the student a chance to present his/her/their 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/her/their 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 (provided that if such 24-hour period does not end on a school day, it shall be extended to the corresponding time on the next school day), the principal or another district administrator designated by the principal must notify the student's parents that the student has been removed from class, and explain why. The principal or principal's designee also must inform the parents that they and the student have the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

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, provided that if such 48-hour period does not end on a school day, it shall be extended to the corresponding time on the second school day next following the pupil'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/their 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/she/they are 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/their 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/her/their class until he/she/they have 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.

f. Suspension from school

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

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

Any staff member may recommend to the building administrator that a student be suspended. All staff members must immediately report and refer a violent student to the principal for a violation of the code of conduct. Any building administrator may recommend to the Superintendent that a student be suspended for a longer period of time. 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 by the building administrator 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.

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

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a

student charged with misconduct for five days or less pursuant to Education Law §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 students' parents in writing that the student may be suspended

from school. The written notice must be provided by personal delivery, express mail delivery; or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be

provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal and the right to question the complaining witness(es) against the student. 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 established.

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/her/their 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 with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

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

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he/she/they 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/her/them and the right to present witnesses and other evidence on his/her/their behalf.

The superintendent shall personally hear and determine the proceeding or may, in his/her/their 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/her/them. 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 within 30 days of the decision.

i. 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.

3. Minimum Periods of Suspension

1. Students who bring a firearm or weapon to school or possessing a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing a firearm or weapon to school or possessing a firearm or weapon at school 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:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

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

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

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a firearm or weapon to school or possessing a firearm or weapon at school, 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 parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the 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 interfere with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process; or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least 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.

4. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The District may obtain a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she/they require 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.

5. 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 or firearm to school, and
- b. Any student 14 or 15 years old who is found to have brought a weapon or firearm to school if the student does not qualify for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer any student age 16 and older who is found to have brought a weapon or firearm to school and any student 14 or 15 years old who has been found to have brought a weapon or firearm to school and who qualifies for juvenile offender status, to the appropriate law enforcement authorities.

J. 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.

K. 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 have

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.

A student is presumed to have a disability for disciplinary purposes if, prior to the time the behavior occurred:

- 1) The student had an IEP or 504 Plan in place;
- 2) the parent of such student expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency or to a teacher of the student that the student is in need of special education, or an oral expression if the parent did not know how to write or had a disability that prevented a written statement;
- 3) the parent of the student requested an evaluation of the student pursuant to 8 NYCRR 200.4 or 8 NYCRR 200.16; or
- 4) a teacher of the student, or other personnel of the District, expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the director of special education of the school district or to other supervisory personnel of the school district.

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.

1. Authorized Suspensions or Removals of Students with Disabilities

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

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

A "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 themselves or others.

An "IAES" means a temporary educational placement for a period of up to 45 school days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. A child who is placed in an IAES shall continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. A student placed in an IAES shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior which precipitated the IAES placement and 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/her/their current educational placement as follows:
 - a. The Board, the district superintendent (BOCES), superintendent of schools or a building 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:
 - i. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function . For purposes of this subsection, “serious bodily injury” means “bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.”
 - ii. carries or possesses a weapon to or at school, on school premises or at a school function; or
 - iii. the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises 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, except [for] a pocket knife with a blade of less than 2 1/2 inches in length."
 - 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/her/their current educational placement poses a risk of harm to the student or others.
2. 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 infliction of serious bodily injury, weapons, illegal drugs or controlled substances.

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

1. The District shall:

- a. Convene a manifestation team to review the relationship between the student's disability and the behavior subject to disciplinary action whenever:
 - (i) a decision is made to place a student with a disability in an IAES for misconduct involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances
 - (ii) an impartial hearing officer determines that the student with a disability must be placed in an IAES because maintaining the student in their current educational setting poses a risk of harm to the student or others; or
 - (iii) a decision is made to impose a suspension that constitutes a disciplinary change in placement on a student with a disability.
 - b. Where a manifestation team has determined that the conduct subject to the disciplinary action was a manifestation of the student's disability, conduct a functional behavioral assessment (unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred).
 - c. Implement a behavioral intervention plan if one has not already been implemented, or, if a behavioral intervention plan has already been implemented, review the plan and modify it as necessary to address the behavior.
 - d. Hold a manifestation determination immediately, if possible, but no later than ten (10) school days after an authorized school authority decides to either place the student in an interim alternative educational setting or impose a suspension that constitutes a disciplinary change of placement.
 - e. Implement immediate steps to remedy any deficiencies found in a student's IEP or 504 Plan or placement, or their implementation identified during the manifestation determination review process.
2. Students with 504 Plans are also entitled to manifestation determinations when a student is subjected to a "significant change in placement."
 - a. A manifestation determination is to be conducted in the same way, regardless of whether the student has an IEP or a 504 Plan.
 - b. The manifestation determination team must include individuals who are knowledgeable regarding the student's disability and the meaning of his/her/their evaluation results.

3. 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, building principal or other school official imposing a suspension or removal
 - b. shall be responsible for determining whether the student is a student presumed to have a disability.
 - c. 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 and:
 - 1) the parent of the student has not allowed the District to evaluate the student, or
 - 2) the parent has declined special education services; or
 - 3) the District conducted an individual evaluation and determined that the student is not a student with a disability.
 - d. 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.
 - e. 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. If as a result of an expedited evaluation, the student is determined to be a student with a disability, the District shall provide special education services student, and the student shall be entitled to all the protections of a student with a disability.
4. 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/their 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 safeguard notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- a. 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.
- b. 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.

- c. 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.
- d. During a period of suspension or removal that does not constitute a disciplinary change of placement, students with disabilities shall receive alternate instruction on the same basis as nondisabled students.
- e. During suspensions or other disciplinary removals for periods in excess of ten school days in a school year that constitute a disciplinary change of placement where a manifestation team has determined that the conduct was not a manifestation of the student's disability, the student shall be provided with the services that are necessary for the student to continue to participate in the general education curriculum, to progress towards meeting the goals set out in the student's IEP, and to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. The services shall be determined by the CSE.

4. Expedited Due Process Hearings

- 1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations [8 NYCRR 201.11](#) incorporated into this code.
 - 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/her/their 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/her/their 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 pending 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 occur within 20 school days of the date the request for a hearing is filed. The impartial hearing office must mail a written decision to the District and the parents within ten school days after the last hearing date.

5. 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.

L. Specially Treated Infractions

Disciplinary actions and penalties Pre-K - 4 will be at the discretion of the building administrator and may or may not include the following range of consequences.

M. Disciplinary Actions and Penalties Grades 5-12

Discipline shall be progressive but highly serious infractions may warrant more serious penalties even absent prior discipline. **A formal hearing administrative review meeting may be provided for any disciplinary infraction.**

Any student who files a false report by making, either verbally or in writing, a bomb threat, threat of fire, and/or causing the evacuation of a school district building or district vehicle due to inappropriate behavior, will be subject to the maximum disciplinary consequence possible in accordance to Education Law 3214 (3) following a Superintendent's hearing.

Prohibited Behaviors Subject to Disciplinary Penalties

1. Possession/sale/abuse of Drugs & or Alcohol
2. Weapons/Explosives
 - a. Possession of a Firearms (Gun-Free Schools Act) (See Board Policy 5312)
 - b. Possession/Use/Sale of other weapons, fireworks, BBS, bullets, ordinance, or other dangerous instruments or contraband.
 - c. Detonation
3. Possession/Use/Sale of Pepper Spray or Other Chemical Propellants
4. Making a False Alarm Fire/Bomb/Arson, Staff Assault or any physical contact resulting in injury to staff
5. Fighting
6. Student Assault
7. Reckless Endangerment (acts which endanger the safety of self/others)
8. Threatening/Menacing/Harassment/Verbal Abuse
9. Insubordination
10. Academic Misconduct
11. Obscenity to Staff/Disrespect to Staff
12. Sexual Harassment
13. Indecent Exposure
14. Theft/Vandalism/Destruction of School Property
15. Truancy
16. Forgery
17. Use of Obscenity
18. Misuse of Computers/Technology

19. Possession of tobacco, tobacco products electronic cigarettes, or vaping
20. Smoking (inside/outside of building)
21. Disruptive Behavior/Generally Inappropriate Behavior (not covered above)
22. Leaving School Building or Grounds without Permission
23. Cutting Assigned Classes
24. Being Unprepared for Physical Education Class
25. Possession of Drug Paraphernalia
26. Possession of inappropriate materials (including but not limited to pornography, bomb bags, grip tape, laser pens/pointers, etc.)
27. Students present on school district property, including buses, shall not make, publish or distribute any photograph, video recording, or audio recording (collectively, "Recordings) capturing the image or voice of any other person on District premises (a "Recording Subject") without the express prior permission of the Recording Subject (students, teachers, etc.)
28. Misuse of Student Planner/ Misuse of Student ID Card

N. Athletic Code of Conduct

In addition to complying with the Student Code of Conduct, all students who participate in any athletic program are required to comply with the standards and behavioral expectations detailed in the Athletic Code of Conduct (Appendix A).

O. Public Conduct -- Regulations Pertaining to the Conduct of Visitors on School Grounds

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. The purpose of this code is to maintain public order and prevent abuse of the rights of others. The following rules apply to all visitors to the schools:

A. General Rules/Expectations for Conduct

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the reception desk, sign in to the visitors' register, and present appropriate identification to security staff. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. Visitors reporting to building destinations other than school offices will be escorted by school personnel. Upon leaving the building, visitors need to sign out in the visitors' register and return the identification badge.
3. Visitors attending after-school, evening, or weekend school functions that are open to the public, such as concerts or public gatherings, are not required to register.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the building administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
7. Nothing in this code shall be deemed to give parents or other visitors to the District's schools a legal right to visit classrooms during instructional time.

B. Prohibited Conduct

No person, either alone or with others, shall:

1. intentionally injure any person or threaten to do so.
2. damage or remove district property.
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, 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, nationality, religion, age, sex, sexual orientation, disability or other legally protected classification or characteristic.
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, tobacco products, electronic cigarettes, or be under the influence of such substances on school property or at a school function.
10. possess or use firearms or other weapons including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray while 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 District.
11. loiter on or about school property.
12. gamble on school property or at school functions, except as authorized by law and in accordance with district policy (e.g. authorized raffles and/or games of chance conducted by charitable organizations during non-school hours) .
13. refuse to comply with any lawful order of identifiable 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.

C. Penalties

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

1. Visitors' authorization, if any, to enter or 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 comply, they shall be subject to ejection and arrest.
2. Students shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in this code.
3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a and any other legal rights that they may have.
4. Staff members in the classified service of the Civil Service entitled to the protection of Civil Service Law section 75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 and any other legal rights that they may have.
5. Staff members other than those described above shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

P. Dissemination and Review

1. Dissemination of Code of Conduct

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

1. Posting the complete code of conduct, including any annual updates and/or amendments to the code, on the District's internet website.
2. Providing copies of a summary of the code to all students, in an age-appropriate version, written in plain-language, at a general school assembly held at the beginning of each school year.
3. Making copies of the code available to all parents at the beginning of the school year.
4. 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.
5. Providing all current teachers and new teachers, upon employment, with a complete copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
6. Making complete copies of the code available for review by students, parents, non-teaching staff, 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.

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 no later than 30 days after adoption.

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Drug and Alcohol Policy

POLICY: 5440 EFFECTIVE DATE: 3/28/2023

DATE OF ORIGINAL POLICY: 12/16/02 DATE OF NEXT REVIEW: 3/2026

DATED: 3/28/2023

I. PHILOSOPHY

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy lifestyles for its students and to inhibit the use/abuse of alcohol and other substances

II. POLICY

No student may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events. Any drugs prescribed by a physician, must be stored and administered in accordance with Policy 5601 – Student Medication. The term “alcohol and/or other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

In order to educate students on the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K-12.

Any staff member observing illegal drug possession or usage by students shall report the incident immediately to the Superintendent of Schools or his/her/their designee. The Superintendent or his/her/their designee shall then seek immediate action. Any illegal drugs found shall be confiscated immediately, followed by notification of the parent(s)/guardian(s) of the student(s) involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools and/or his/her/their designee.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her/their designee has the responsibility for enforcing this policy by communicating it to all relevant personnel and by providing necessary instructions and guidelines to the appropriate administrators.

V. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel.

VI. REVIEW

This policy is to be reviewed triennially or, as recommended by the Superintendent.

VII. LEGAL REFERENCES

Board of Education Policy 5311.1, 9100, 1240.1, 9126, 5601
Safe Schools Against Violence in Education Act, 2000
Drug-Free Schools and Communities Act, 20 U.S.C., Section 1145(g)

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

**NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES
FOR POLICY 5440 - DRUG AND ALCOHOL USE POLICY**

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

1. Alcohol and other substance use/abuse is preventable and treatable.
2. Alcohol and other substances use/abuse inhibits the district from carrying out its central mission of educating students.
3. The behavior of the Board, the administration, and all school staff should model the behavior asked of students.
4. While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community.

A. Primary Prevention

The intent of primary prevention programming is to prevent or delay the onset of alcohol and other substance use by students. The components of this programming shall include:

1. Primary prevention through early and regular health screening and inoculation programs done by the school doctor and nurse.
2. A sequential K-12 prevention curriculum that provides for:
 - a) Accurate and age-appropriate information about alcohol and other substances, including the physical, psychological and social consequences for their use/abuse.
 - b) Information about the relationship of alcohol and other substance use/abuse to other health-compromising behaviors or illnesses such as HIV and AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.
 - c) Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
 - d) Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction.
 - e) Helping students develop a positive self-concept.
 - f) Helping students identify when they are under stress and how to manage or reduce such stress through non-chemical means.
3. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy and regulation in the home, school and community.
4. Community education about the issues of alcohol and other substance use/abuse as a basis for providing a consistent message to district youth.
5. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extracurricular activities. Such activities will be planned collaboratively with students, school staff, parent(s) or guardian(s), community members, and agencies.

B. Intervention

The intent of intervention programming is to eliminate any existing use/abuse of alcohol and other substances, and to identify and provide supportive services to kindergarten through 12th grade students at high risk for such use/abuse. The components of such programming shall include:

1. providing alcohol and other substance use/abuse assessment and counseling services for students;
2. developing a referral process between district schools and community providers;
3. identifying and referring students to appropriate agencies when their use/abuse of alcohol and/or other substance requires counseling and/or treatment;
4. providing services to students in or returning from treatment to ensure that the school environment supports the process of recovery initiated in the treatment program;
5. providing individual, group, and family counseling targeted at students at high risk for alcohol and/or other substances use/abuse;
6. educating parent(s) or guardian(s) on when and how to access the district's intervention services; and
7. ensuring confidentiality as required by federal and state law.

C. Student Disciplinary Measures

In addition to the penalties noted in the sections below, district administrators may be obligated to contact the police and advise them that a student had used, possessed, sold or distributed alcohol or other substances on school grounds, in schools at a school-sponsored activity or in a school district vehicle.

D. Penalties

- 1.0 First Offense for a student possessing or being under the influence of alcohol or other substance on school grounds, in schools, at a school-sponsored activity or in a school district vehicle:
 - a. If the first offense occurs during the instructional day or at a school –sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity.
 - b. The student will be subject to an out-of-school suspension for a period not exceeding five days, unless the building principal or Superintendent pursues a Superintendent's Hearing to seek a longer suspension. The building principal may request or be requested to request a Superintendent's Hearing if he/she feels that more than five days of suspension appear necessary due to his/her/their concern for the health and safety of that student or other students in the school. The Superintendent of Schools may recommend restricted instruction and/or placement in alternative instruction at any time.
 - c. The student will serve the suspension administered by school along with two weeks from all athletic/co-curricular activities/teams from the date of suspension.
 - d. Prior to a student returning to school, a parent/guardian – student conference will be held with the principal or his/her/their designee.

- 2.0 **Repeat Offenses** for a student possessing or being under the influence of alcohol or other substance on school grounds, in schools, at a school-sponsored activity or in a school district vehicle:
- a. If the second offense occurs during the instructional day or at a school-sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity.
 - b. The student will be subject to an in-school or out-of-school suspension for a period not exceeding five days, unless the building principal or Superintendent pursues a Superintendent's Hearing to seek a longer suspension. The principal will request a Superintendent's Hearing if he/she/they feels that more than five days of suspension appear necessary due to his/her/their concern for the health and safety of that student or other students in the school. The Superintendent may recommend an extended period of suspension up to twelve months in duration, restricted instruction and/or placement in alternative instruction at any time.
 - c. Athletic/Co-Curricular- Second Violation-will result in immediate dismissal from athletic/co-curricular activity/team for the remainder of the season or trimester.
Third Violation- will result in total prohibition for one calendar year from all athletic/co-curricular activity/teams from date of infraction to the same date a year later.

3.0 Sale/Distribution of Alcohol or Other Substances

Any student found to be selling or distributing alcohol or other substances on school grounds, at a school-sponsored activity or in a school district vehicle will be suspended out of school for five days and be subject to a Superintendent's Hearing to determine the appropriateness of a longer suspension, and possible arrest.

4.0 Use of Alcohol or Other Substances Off School Grounds

If a student is a member of an extracurricular activity and abuses alcohol or other substances at a function separate from school, he/she/they will be subject to suspension from that extracurricular activity.

5.0 Time Range of Student Offenses

The offenses set forth in this regulation will be documented cumulatively throughout the time the student attends the district.

E. Staff Development

The Board recognizes that if the administrative, instructional, and non-instructional staff are to be responsible for understanding, implementing and modeling the district's policy and regulation on student drug and alcohol abuse, they must be trained about the components of an effective alcohol and other substance prevention program. Staff training will be offered to include the following:

1. For all staff:
 - (a) an understanding of why individuals use and abuse alcohol and other substances,
 - (b) their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing alcohol and other substances, and how to refer these students to the appropriate services established by this policy,

- (c) awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance,
- (d) awareness of the special needs of students returning from treatment, and
- (e) accessible community resources and agencies that provide professional counseling, rehabilitation and/or treatment services related to substance use/abuse issues.

Policy 5440

2. Additionally for teachers: the knowledge and skills necessary to implement the district's K-12 alcohol and other substance prevention curricula.
3. For intervention staff: appropriate staff training for those identified to carry out the intervention function to ensure that their assessment of individual, group, and family counseling and referral skills support the needs of high risk, using and abusing youth.
4. For prevention staff: appropriate staff training to ensure that they have the necessary knowledge and skills to support the application of prevention concepts through programming targeted at the school, home and community.

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Student MedicationPOLICY NO.: JGCBA EFFECTIVE DATE: 4/5/2022DATE OF ORIGINAL POLICY: 9/10/79 DATE OF NEXT REVIEW: 4/2025REPLACES POLICY NO.: NA DATED: 4/5/2022

I. PHILOSOPHY

School nurses, principals, and other school personnel are frequently asked to dispense medications to students. Compliance with such requests must follow statutory regulations, as outlined in the Nurse Practice Act, provisions of State Education Law, and the SED Guidelines for Administration of Medications in Schools, April 2002.

The North Syracuse Central School District recognizes that under certain circumstances it may be necessary for a student to receive medication during school hours. The school nurse (RN) may cooperate with the parents to provide such services, only in conjunction with a medical regimen prescribed by a licensed health care provider. The administration of medication in some circumstances may be considered a program adjustment to meet the health needs of the student. Such students, having either chronic or temporary medical impairments, will be able to maintain the continuity of their educational program with this type of modification.

II. POLICY

It is the policy of the North Syracuse Central School District to ensure the health and safety of any student receiving medication administered during the school day by either the Registered Nurse (RN) or Licensed Practical Nurse (LPN), under the direction of the school nurse. Cooperative communication is encouraged between parents, the school nurse and the family licensed health care provider in addressing the student's medication needs.

The RN/LPN, in conjunction with a medical regimen prescribed by a licensed health care provider, will administer medication including prescription and over-the-counter medications only when the following circumstances have been satisfied:

1. A written request from the parent/guardian to administer the medication, as specified by the licensed health care provider, has been submitted.
2. A written licensed health care provider's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency or administration, and the duration.
3. The medication in its original container has been delivered by a parent, guardian or adult designee, to **only** the school nurse. Prescription medication must have a pharmacy label and over-the-counter medication must be in the original packaging. Medication containers should be labeled with the student's first and last name.
4. All medication is secured within the locked storage area of the Health Office.
5. Student's identification has been verified prior to administration of medication.

EMERGENCY INDIVIDUAL HEALTHCARE PLANS will be written and in place for any student requiring potentially life-saving intervention such as epinephrine or glucagon. The RN, parent and student (if age appropriate) will participate in creating and monitoring this plan. It will be maintained by the school nurse and renewed at least annually.

III. EXCEPTIONS TO POLICY

There are times when it will be appropriate and prudent for students who are self-directed to carry and administer their own medication (Form A must be completed by the student’s physician and parent/legal guardian and returned to the Health Office). Whenever possible, medication needed during school hours should be kept in the Health Office. When arrangements need to be made for students to carry medicine for field trips, before/after school activities, or during school, the RN MUST be the one who determines if all criteria are met for this to occur. The School Administrator must notify the nurse early in the process of scheduling off campus events.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools and/or his/her designee.

V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant personnel, and by providing necessary instructions and guidelines to the appropriate administrators.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel.

VII. EXPIRATION

This policy is to be reviewed triennially, or as recommended by the Director of Athletics and Co-Curricular.

VIII. LEGAL REFERENCES

- Education Law, Section 811
- Commissioner's Regulations, Section 179
- Commissioner's Regulations, Section 137
- Public Health Law, Section 3395
- Penal Law, Section 220.45
- Nurse Practice Act
- Education Law, Section 6900
- Education Law, Section 6902(1)
- SED Guidelines for Administration of Medications in Schools, April 2002

IX. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee _____	Chairperson	_____ Date
Reviewed and Approved by Board of Education _____	President	_____ Date
Received for Implementation _____	Superintendent	_____ Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTATION OF
POLICY 5601 - STUDENT MEDICATION

Guidelines:

1. Medications and supplies will be safely stored in a locked cabinet. Access is limited to the nursing staff (RN/LPN). Keys to these supplies will be kept secure as deemed appropriate by the school staff. No medications should be kept in the Health Office during summer months, unless required for summer school students.
2. All prescription medication will be counted in the presence of the adult who delivers them. This will be recorded on the medication sheet by the RN/LPN.

Procedures:

1. Medication order will be entered into the Electronic Health Record (EHR). The RN will complete Form B for each medication to be administered (example attached) when a medication is received by from an adult, properly labeled and with written health care provider and parent permission (as per the policy). The inventory portion of the EHR will be completed.
 - 1a. In the event a medication is delivered to school by the student, medication will be counted by 2 nurses and phone call will be made to parent for verbal permission to accept and administer medication.
2. Form B along with medication order will be kept in a labeled notebooks filed alphabetically.
3. Prior to administration, the RN/LPN will follow standard protocol to insure the right student gets the right medication in the right dose, at the right time by the right route.
4. After the medications are administered, the RN/LPN will indicate the date and time on the electronic health record and electronically sign as administering the dose.
5. If the student is absent, indicate that on the electronic health record.
6. If the student refuses the medication or if the dose is missed because the student did not report and could not be located, indicate that on the electronic health record and call the parent to notify of missed dose.
7. Discontinued or expired medication should be so noted in the electronic health record:-
8. Medication remaining in the Health Office at the close of the school year should be picked up by the parent/guardian. If it is not, it should be discarded as its security cannot be guaranteed when school is out of session. Parents need to be made aware of this procedure by the RN in advance. Controlled substances will be destroyed with a witness. Syringes, needles and other medical sharps will be disposed of in approved containers and turned over to M&O staff for removal. Epi-pens should be discharged prior to disposal.
9. In the event of a medication error, contact the student's parent and student's health care provider. Provide any first aid or emergency care required. Then contact the Nursing Supervisor.
10. If a student has medication for a potential MEDICAL EMERGENCY (i.e., epi-pen, antihistamine), the RN will obtain an Allergy Action Plan from health care provider. The parent should be encouraged to complete a Transportation Department Student Biographical Data Form that will be used to alert bus drivers to the medical condition and the Allergy Action and/or emergency plan (Allergy Action Plan is attached.) Appropriate staff will be notified of the Allergy Action Plan.
11. The RN will be responsible to share information regarding student medication with school staff on a need-to-know basis, and in conjunction with the parent's wishes. (FERPA legislation guides these activities).
12. During field trips, before/after school activities, and during the school day when the RN believes it to be a safe and necessary plan, only self-directed students who have written permission or completed Form A-from their parent and health care provider may be allowed to carry and administer their own medication. This plan must be

in place in advance of the field trip or activity, and before the medication can be carried. Permission to carry and self-administer can be withdrawn by school officials at any time if it is deemed unsafe or unnecessary.

13. On overnight field trips the student must have written permission from their health care provider to carry and self-administer medications. The student must only carry enough medication for the duration of the field trip. If a student is nurse dependent or in need of supervision for medication administration, a parent, parent designee, or school nurse must be available to administer medications.
14. Parent or parent designee must accompany student on all field trips, if they are unable to attend then a school nurse must accompany student on field trip.
15. The Medical Practice Act and the Nurse Practice Act permit a trained, unlicensed staff member to administer epinephrine in an emergency, to an identified patient (known allergen/carry own medication). School nurses and nurse practitioners are permitted to do this training if requested. (June, 2002 EMSCE)

FORM A

**NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PROVIDER AND PARENT PERMISSIONS
REQUIRED FOR INDEPENDENT MEDICATION CARRY AND USE**

Directions for the Health Care Provider: This form may be used as an addendum to a medication order which does not contain the required diagnosis and attestation for a student to independently carry and use their medication as required by NYS Education Law Article 19 sections 916,916a, 916b. A **provider order** and **parent/guardian permission** is needed in order for a student to carry and use medications that require rapid administration to prevent negative health outcomes. These medications should be identified by checking the appropriate boxes below.

Student Name: _____ **DOB:** _____
School Year _____

Health Care Provider Permission for Independent Use and Carry

I attest that this student has demonstrated to me that they can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school sponsored activity with no supervision by school staff. This order applies to the medications checked below:

This student is diagnosed with:

- Allergy and requires Epinephrine Auto-injector
- Asthma or respiratory condition and requires Inhaled Respiratory Rescue Medication
- Diabetes and requires Insulin/Glucagon/Diabetes Supplies.

Physician Signature: _____ Date: _____

Parent/Guardian Permission for Independent Use and Carry

I agree that my child can use their medication effectively and may carry and use this medication independently at any school/school sponsored activity with no supervision by school staff.

Signature: _____ Date: _____

Please return to School Nurse:

School Nurse:		School:
Phone #:	Fax:	Email:

FORM B

North Syracuse Central School RECEIPT OF MEDICATION DELIVERED TO SCHOOL

Student Name: _____ **DOB:** _____
Teacher: _____ **Grade:** _____

INITIAL MEDICATION DELIVERY

Name of Medication: _____

Date: _____ Dosage: _____ Time to be given: _____

- Healthcare Provider Order Received
- Parent Permission Received

Number of Pills Received (if count is appropriate): _____

School Nurse Signature: _____

Parent/Guardian Signature: _____

Medication	# of Tablets	Parent Signature	Nurse Signature	Date

Medication discontinued per provider: Date: _____

Medication Return

The above medication was returned/discarded per parent/guardian request:

Amount of medication returned _____

Parent Signature _____ Date: _____

Nurse Signature _____ Date: _____