



NORTH SYRACUSE

EARLY EDUCATION PROGRAM

PARENT HANDBOOK

2023/2024

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North Syracuse Early Education Program

205 South Main Street
North Syracuse, NY 13212
Main Office (315)218-2200
Fax Number (315)218-2285

Dawn Hussein, Principal
Marie Willis, Secretary

Health Office (315)218-2203, (315)218-2213 Gayle Vinette, RN Cathy Deyo, LPN

Pre-K Sign-up Office (315)218-2222 Michelle Amidon

Welcome to the 2023-2024 school year at the North Syracuse Early Education Program! As you may know, we are not your typical preschool program. North Syracuse Early Education Program offers three and four year old disabled and non-disabled students a comprehensive educational, social emotional program in an inclusive setting. For many of you, this is the first time your child will attend school. As a result, you probably have many questions. This handbook is a tool to answer many of your general questions and assist with your child's transition to preschool.

As the year progresses, you can stay up to date on important information, lunch menus and upcoming activities through the Internet. Access us through the District website at www.nscsd.org and click on the North Syracuse Early Education Program link under the "Schools" tab. In addition, when you provide the main office your home and/or work email address, you can receive information through your email accounts. You can also sign up for Parent Square. Please ensure the main office has your current contact information on file.

The staff is very excited to welcome you and your child to the North Syracuse Early Education Program and we hope this is a wonderful experience for all. If you have further questions, please contact your child's teacher or call the main office at (315)218-2200. Have a great year!



Sincerely, *Dawn Hussein*

NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, creed, age, sex, national origin, ethnic background, disability, military status, marital status, sexual orientation, or any other basis protected by applicable law 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 1972.

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:

Lisa Goldberg
Director of Social Emotional Learning and Social Studies
North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2120

**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.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION AND ADMINISTRATORS

Daniel Bowles, Superintendent of Schools 218-2151
Christopher Leahey, Ed.D., Associate Superintendent for Teaching & Learning 218-2148
Jason Nephew, Assistant Superintendent for Human Resources 218-2149
Donald F.X. Keegan, Associate Superintendent for Business Services 218-2143

Board of Education: North Syracuse Central School District
c/o Jillian Herrera, District Clerk
5355 West Taft Rd.
North Syracuse, NY 13212
(315) 218-2131
jherrera@nscsd.org

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

2023/2024 Board of Education Meeting Dates:

July 10, 24
August 7, 21
September 11, 26
October 10, 23
November 6, 20
December 4, 18
January 8, 22
February 5, 26
March 4, 18
April 1, 17
May 6, 13
June 3, 17



NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

2023-2024 SCHOOL CALENDAR

Approved 6-26-2023 BOE Meeting



	M	T	W	T	F
S - 17	SEPTEMBER				
T - 19					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

	M	T	W	T	F
S - 21	OCTOBER				
T - 21	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

	M	T	W	T	F
S - 17	NOVEMBER				
T - 18					1
	6	7	8	9	10
	13	14	15	16	17
	20	21	22 23 24		
	27	28	29	[30]	

	M	T	W	T	F
S - 15	DECEMBER				
T - 15					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25 26 27 28 29				

	M	T	W	T	F
S - 20	JANUARY				
T - 20	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

(S - 90) (T - 93)

LEGEND

- No School for Students/Staff
- 1/2 Day for Pre-K-12 Students
Staff Workshops
- 1/2 Day for Pre-K-6 Students
Parent Conferences
- 1/2 Day for Pre-K-4 Students
Parent Conferences
- No Students - Superintendent's
Conf. Day/Staff Workshops
- Regents Test Days
- Depending on snowday usage
these days may be shortened
for K-7

Totals
"S" Student Days 181
"T" Teacher Days 185

	M	T	W	T	F
S - 16	FEBRUARY				
T - 16				1	2
	5	6	7	8	9
	12	13	14	15	16
	19 20 21 22 23				
	26	27	28	29	

	M	T	W	T	F
S - 19	MARCH				
T - 20					1
	4	5	6	7	8
	11	12	13	<14>	15
	18	19	20	21	22
	25	26	27	28	29

	M	T	W	T	F
S - 17	APRIL				
T - 17					1
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22 23 24 25 26				
	29	30			

	M	T	W	T	F
S - 22	MAY				
T - 22					1
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27 28 29 30 31				

	M	T	W	T	F
S - 17	JUNE				
T - 17					1
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24+	25+	26+	27	28

(S - 91) (T - 92)

- | | | | |
|----------------|---------------------------------|-------------------|------------------------------------|
| Sep. 4 | Labor Day | Feb. 19-23 | President's Day/Winter Recess |
| Sep. 5 | Superintendent's Conf. Day | Mar. 14 | 1/2 Day PreK-4 Parents Conferences |
| Sep. 6 | Superintendent's Conf. Day | Mar. 15 | Superintendent's Conference Day |
| Sep. 7 | First Day of School | Mar. 29 | Good Friday |
| Oct. 6 | 1/2 Day PreK-12 | Apr. 3 | 1/2 Day PreK-12 |
| Oct. 9 | Columbus/Indigenous Peoples Day | Apr. 22-26 | Spring Recess |
| Oct. 31 | 1/2 Day PreK-12 | May 17 | 1/2 Day PreK-12 |
| Nov. 7 | Supt. Conf. Day/Election Day | May 27 | Memorial Day |
| Nov. 10 | Veterans Day Observed | Jun. 4 | Regents Exam Day |
| Nov. 22-24 | Thanksgiving Recess | Jun. 7 | 1/2 Day PreK-12 |
| Nov. 30 | 1/2 Day PreK-6 | Jun. 14-18, 20-26 | Regents Exam Days |
| Dec. 22-Jan. 2 | Holiday Recess | Jun. 19 | Juneteenth |
| Jan. 15 | Martin Luther King Day | Jun. 21 | C-NS Graduation |
| Jan. 23-26 | Regents Examination Days | Jun. 26 | Last Day - Students K-7 |
| Jan. 31 | 1/2 Day PreK-12 | Jun. 26 | Regents Rating Day |
| | | Jun. 26 | Last Day - Staff |

2023-2024 School Calendar

Provisions for School Closing

Due to Weather-related Conditions or Other Emergency Situations

The following will apply relative to the 2023-2024 school year calendar to ensure that school closings for emergency situations do not cause the number of days in session to drop below the number required by law.

Contingent School Days

In the event that classes have to be canceled for more than five (5) days, school will be in session for all Pre K-12 grade students beginning with April 26th and then April 25th, April 24th, April 23rd and April 22nd, if needed. As a result, staff is cautioned not to commit themselves to any irrevocable plans for the spring recess in the event that any or all of these days will be required to make up for lost instructional days.

In the event that there are two (2) or more unused emergency closing days by April 15th one (1) of those days, May 24, 2024, shall be added to the Memorial Day Holiday.

In the event that the allotted snow/emergency days are not used, Pre-K-7 days may be shortened accordingly on June 26th, 25th, and 24th based on the number of snow days not used.

NSEEP PTO 2023-2024 CALENDAR OF EVENTS

Month	Event
September	
9/5	Meet the Staff Night
9/20	PTO Meeting
October	
TBD	Gertrude Hawk Fundraiser
10/2-10/6	Scholastic Book Fair
10/16	School Pictures
10/23-27	Pumpkin Patch
10/25	PTO Meeting
November	
11/15, 11/30	Parent Conferences
11/20	School Picture Retakes
11/29	PTO Meeting
December	
TBD	Toy Drive
12/7	Parent Conferences
TBD	Cookies with Santa
12/20	PTO Meeting
January	
1/25	PTO Meeting
February	
TBD	School Dance
TBD	Gertrude Hawk Fundraiser
2/28	PTO Meeting
2/29	Parent Conferences
March	
TBD	School Spirit Week

3/14, 3/20	Parent Conferences
3/11-3/15	Scholastic Book Fair
3/28	PTO Meeting
April	
4/17	PTO Meeting
May	
5/22	PTO Meeting
June	
6/2	Family Fun Festival
6/12	PTO Meeting

PTO Officers

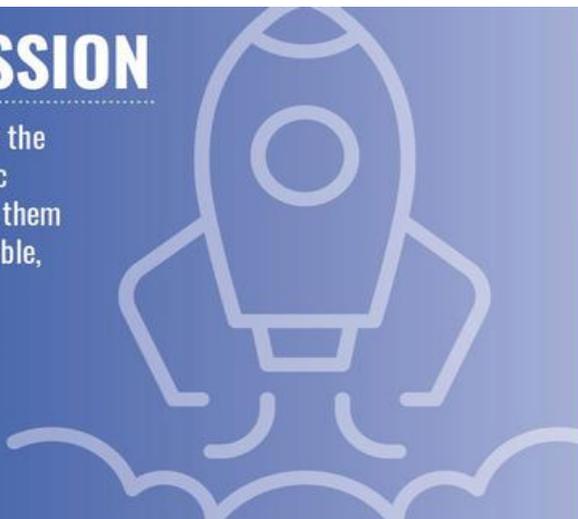
Michelle Banach – President
 Amy Deckard - Vice President
 Jennifer Powell-Varsik – Secretary
 Megan Dromms – Treasurer

NSEEP MISSION

We, the staff at the North Syracuse Early Education Program, will work collaboratively as multi-disciplinary teams while continuously developing our practice through diverse learning opportunities to meet children at their developmental levels. We will create a safe, nurturing environment with a strong focus on play and language-based learning where all students and their families are valued and supported.

District MISSION

To educate all students to the highest levels of academic achievement and prepare them to be productive, responsible, ethical, creative and compassionate members of society.



District VISION

Our schools and classrooms are safe, welcoming and inclusive where all students are valued and supported. We remove learning barriers by researching and implementing practices that support students academically and emotionally on their path to graduation.



NSEEP has fully implemented the Second Step Social Emotional Curriculum in all 14 classrooms with grant funding through Community Connections of NY, Inc.

Research shows that Second Step Social Emotional Learning (SEL) is an effective tool for developing and improving preschoolers' executive-functioning skills. Along with its support for other social emotional skills, Second Step creates a strong foundation for Kindergarten. Engaging songs, activities, games, and puppets ensure children have fun while building the skills they need to get ahead.

Teachers will use the e-DECA (electronic Devereux Early Childhood Assessment) to assess all children in the classroom two times per year. This assessment will help us to learn about the way each child gets along with others, shares how they feel, explores, and learns. We will use this information to better plan for all children in the program, building on individual student strengths. **Please notify the school in writing if you do not want your child to participate in this assessment.**

STUDENT PROGRESS

*Special Education Students will receive IEP updates each trimester, based on the North Syracuse School District's elementary report card schedule. (December, March, June)

*General Education Students will receive a progress report each semester, based on the North Syracuse School District's secondary course schedule. (February, June)

PARENT NOTIFICATION (Revised June 2010)

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,) school work and/or name 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, name or schoolwork to be used in newspaper articles, video, and/or district publications, including our district's website, please inform your school principal in writing.

SNACK/SPECIAL TREAT GUIDELINES

All children will receive a drink and nutritious snack every day. Our program qualifies for CEP (Community Eligibility Provision) which is breakfast and lunch for every student at no cost. The a.m. students have free breakfast, p.m. students have free lunch, and full day students have free breakfast and lunch. Please help us to continue to obtain and be eligible for additional programs provided by the state and federal government that benefit your child by completing the Alternate Household Income Form. Your child may bring a homemade lunch to school. If your child has a food allergy/intolerance, a physician's note is

required. You may provide a substitute for our snack items if your child has an allergy to a particular food. Please be sure the nurse and your child's teacher are aware of these allergies or any other physical or medical concerns.

If your child's classroom is having a special snack/celebration and you wish to contribute food items, we ask that all foods are purchased at stores or bakeries and brought to school in the original packages. We have many children with severe allergies and food sensitivities. We must verify all ingredients in any food given to the children.

FIELD TRIP PERMISSION

During the school year, our classrooms occasionally walk to visit nearby places such as the fire department, library, post office, police department, or community park. These walking field trips are specifically planned to support the instructional program with actual experiences. Parents/Guardians are notified in advance each time a walking trip is planned. You will also be informed about the instructional purpose of each trip. If you **DO NOT** want your child to go on walks in the community with his/her class, please inform your child's teacher in writing. Nurses will not be accompanying the trip, therefore medical authorization forms must be on file with the health office.

Please note: As a chaperone, parents should not bring siblings with them on field trips.

PROCEDURE FOR SCHOOL DELAY IN OPENING/EMERGENCY CLOSING

The North Syracuse Early Education Program will operate in accordance with the North Syracuse Central School District calendar. In the event of inclement weather or other emergencies, we may need to delay the opening of school, dismiss students early, or close school altogether.

When the North Syracuse School District is closed or delayed, announcements will be made on all stations, but we recommend listening to WSYR (570 AM), Y94 (94 FM), and WHEN (620 AM). The announcement will state that "The North Syracuse School District will be (type of closing)..."

ALL STUDENTS

1. When the North Syracuse Central School District is closed, the Early Education Program will be closed.
2. When your Home School District is closed, your child will not be transported even if the North Syracuse School District is open. *Parents are advised not to transport their children if their district is closed. Roads may not be safe!*
3. When the North Syracuse Central School District is operating on a **one hour** delay, classes for all full day students will start at 10:00 and half day morning students will start at 9:30.

**Parents should not transport children prior to the delayed opening time.
Staff will not be available to receive children.**

4. When the North Syracuse Central School District is operating on a **two hour** delay, classes for all morning half- day students will be canceled. Classes for all full day students will start at 11:00 a.m.
5. When the North Syracuse Central School District cancels afternoon classes, all afternoon half- day classes will be canceled.

6. When the North Syracuse Central School District closes early, the Early Education Program will be closed early and parents will be called to be informed that their child will be transported home early. We will be using the telephone numbers on the emergency contact form we have on file that you filled out. If there are any changes in numbers, emergency people, etc., please make sure you fill out a new card immediately.

THERE MUST BE AN EMERGENCY PERSON ON THE CARD WHO CAN PICK UP YOUR CHILD AT SCHOOL OR WHO CAN RECEIVE YOUR CHILD IF TRANSPORTED BY BUS. WE CAN ONLY RELEASE YOUR CHILD TO PEOPLE DESIGNATED BY YOU IN WRITING.

REMEMBER: WE FOLLOW THE SAME SCHEDULE AS NORTH SYRACUSE ELEMENTARY SCHOOLS.

STUDENT TRANSPORTATION/BUSING INFORMATION

You must call the transporter each time your child is absent or for any reason and will not need transportation to or from school. The transporter has the right to cancel transportation for your child if you do not call when your child will not need transportation.

Please note: Children will be picked up and returned daily in accordance with your written instructions only. Any changes in your regular instructions must be **IN WRITING** with at least **ONE WEEK'S ADVANCE NOTICE**.

Transporters will accommodate changes if possible. Frequent changes cannot be accommodated.

When your child is dropped off from school, only individuals authorized by you will be allowed to receive your child. If a different person is to receive your child on any day, you must give written instructions in advance. A picture state issued I.D. will be required by the bus drivers to ensure the child is given to the person you designated.

If you (or your designee) are transporting your child to and from school, please adhere to the program starting and ending times. Staff members are not available to look after your child before and after school.

Please note: Children will be released only to people designated by you in writing to pick up your child. Any changes in your regular instructions must be IN WRITING. A state issued picture I.D. will be required if a new person is designated to pick up your child.

BUILDING ENTRANCE/PARKING LOT SAFETY

1. Building Entrance/Security-The Breezeway entrance from the back parking lot is the main entrance for our building. You may not enter through other doorways. Maintaining a single point of entry is critical to building security.
 - A valid State issued ID (driver's license) is required to enter NSEEP, as is the procedure throughout the North Syracuse School District. Visitors must report to the main office to sign in/check in. Their State issued ID will be scanned by the "Raptor" system and they will then receive a visitor badge containing their identification information. Minors that do not have a valid State ID will be allowed to visit, as long as they are accompanied by an adult that has provided a state issued ID.

2. Parking Lot

- Please adhere to the stop light and one way arrows in designated areas.
- Hold children's hands in the parking lot.
- Do not leave children in the car unattended.
- Do not walk down the side driveway. It is not a safe walkway.
- Park only in marked parking spaces.

- Please do not park in spaces reserved for individuals with disabilities unless you have authorization. Some families truly need to use these spaces.

3. Exiting the Property

- Right turn only onto Route 11.

***Your cooperation is imperative in maintaining the safety of all children!**

For parent transport, families will enter at the main entrance during the designated time. Please limit entry to one adult for each student. At drop off, adults will need to show their laminated ID card at the door and then will wait with the child at the designated classroom table in the cafeteria until a staff member comes to take the student to the classroom. Adults will exit out the side cafeteria door. At pick up, the children will come down to the cafeteria prior to the parent entering the building. Adults will show their laminated ID upon entry and will proceed to the cafeteria. Adults/students will exit out the side cafeteria door. Visitors entering the building outside of these times will report to the main office. Late arrivals will wait for staff in the cafeteria.

SCHOOL SECURITY NOTICE

In order to better protect our students, visitors and staff, the Early Education Program has a sign-in procedure that includes the use of the Raptor Campus Security Software. Raptor instantly screens out registered sex offenders from campuses with children while managing custody issues, visitors, students, and volunteers.

A valid State issued ID (driver's license) is required to enter the Early Education Program, as is the procedure throughout the North Syracuse School District. Please report to the main office to sign in/check in. Your State issued ID will be scanned by the "Raptor" system and you will then receive a visitor badge containing your identification information. Minors that do not have a valid State ID will be allowed to visit, as long as they are accompanied by an adult that has checked in with our new procedures.

Parents/guardians who drop off/pick up students daily, once registered within our electronic sign-in procedure, may not be required to display your ID each time you visit. However, you will be issued a **GREEN** laminated ID card and will need to check-in with the staff member assigned to the main entrance. This assigned staff member will be available at the following drop off and pick up times:

A.M. Drop Off 8:25 to 8:35 a.m. A.M. Pick Up 11:00 a.m.

Full Day Drop Off 8:55-9:05 a.m. Full Day Pick Up 2:30 p.m.

P.M. Drop Off 11:55 to 12:05 p.m. P.M. Pick Up 2:30 p.m.

Visitors entering the building outside of these times will have to ring the office for entry and must immediately report to the main office for Raptor scanning. Those visitors will be required to check-out in the main office when leaving the building. If you are a daily drop off/pick up parent/guardian, you will sign out your child with a staff member at the designated classroom table in the cafeteria.

The school day is as follows:

A.M. Students 8:30 a.m. - 11:00 a.m.

P.M. Students 12:00 p.m. - 2:30 p.m.

Full Day Students 9:00 a.m. - 2:30 p.m.

To maintain school security, all people transporting children to our building must adhere to the schedule outlined above. *All classroom visits and observations must be arranged through the Building Principal.

EMERGENCY EVACUATION

We schedule planned drills to practice evacuating the building in case a real emergency should occur. Depending on the type of drill or emergency, children are evacuated to the front and back lawns or to St. Mary and St. Mina Coptic Orthodox Church next door. If prolonged evacuation is necessary, children will be bused to the North Syracuse Jr. High School on Taft Road.

Each drill must be conducted as if it were a real emergency. For the safety of the children, we ask that you please comply with the following procedures:

1. If you are in the building at the time of evacuation, you must evacuate with the students and staff. **NO** vehicles are allowed to enter or leave the premises during evacuation procedures until the building has been cleared for re-entry.
2. If you arrive at NSEEP during an evacuation, you will see a staff member at the end of the driveway. You must remain off the premises until the building is cleared for re-entry.
3. Please use the main driveway off Route 11 to enter and exit the building at **ALL** times. The back driveway near the playground can be very dangerous if children need to be evacuated.
4. In the event of any real emergency, it may not be safe to take the time to put coats on the children. We will make every effort to get coats whenever possible. The safety of the children is our first concern.
5. Make sure you keep emergency numbers and designated emergency contacts up to date throughout the year.

If an emergency evacuation occurs at the time you are dropping off or picking up your children, **please do not drive onto the school grounds**. If you are already here, **do not drive your car off the school grounds until the building is cleared**. Evacuate with the staff and children. If your child is in your care, keep your child with you until we return to the building and follow drop off or dismissal procedures.

If you arrive at the school during an evacuation, you will find safe parking on side streets or in the municipal parking lots. Parking on Route 11 is generally not as safe and tends to back up traffic.

Children and staff go to St. Mary and St. Mina Coptic Orthodox Church on Church Street for safe shelter.

As always, drive slowly in the parking lot and supervise the children closely. We appreciate your support in ensuring the children's safety. If you have any questions about emergency procedures, please feel free to call 218-2200.

School Health Guidelines North Syracuse Early Education Program



- In case of an illness or injury in school, emergency first aid will be given, and the school nurse will telephone the home, work, cell phone, or emergency phone numbers which you have provided. Remember to continue to update your emergency contact numbers throughout the school year.
- Please remember to contact the Health Office with any changes in your child's medical conditions. It is important that we are up to date on any new allergies, conditions, or emergency information, which is required to provide the best care throughout the school year. Also, please notify the Health Office when your child will be absent from school.
- Please remember that we do have children in our program that may have a compromised immune system, which makes them more susceptible to illnesses. In order to prevent the spread of communicable disease and to ensure a rapid recovery, please keep your child home at least 24 hours if he/she shows any of these symptoms: fever, enlarged glands, red or discharging eyes, cough, headache, stomachache, runny nose, earache, diarrhea, vomiting, sore throat, skin rash.
- Children who arrive at school or develop the above mentioned symptoms may be sent home. Parents will be contacted to transport their child or send a designated emergency contact person. Remember, it must be in writing that a child may go home with this individual. Sick children cannot be transported home on the buses. All adults removing a child from school during the day must sign the child out in the nurse's office and provide proper identification.
- If your child has been seen in an Emergency Room or Prompt Care for any stitches, broken or sprained extremities, or head injury, please have a note from the provider releasing the child to school with any limitations noted. If your child is in a cast or requires crutches or a wheelchair, please call the Health Office before they are put on the bus so that we may make appropriate transportation accommodations.

* Please remember to send your child in secure footwear with rubber soles. Tie or strap sneakers are the safest. If you have any questions or concerns regarding our policy, please feel free to contact our Health Office at 218-2203.

COVID PROTOCOLS:

We encourage you to keep your child home for any symptom consistent with COVID (Runny nose, nasal congestion, cough, fever, headache, sore throat, vomiting or diarrhea). It is important to have them evaluated by their Doctor before they return to school. Regardless if they are COVID negative, they should remain home until their symptoms have improved to the point where they won't be spreading illness to the other students. Any students with symptoms will be sent to the Health Office for evaluation and parents will be contacted.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 1240.1

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Visitor Code of Conduct

POLICY: 1240.1 EFFECTIVE DATE: 4/18/2023

DATE OF ORIGINAL POLICY: 6/4/01 DATE OF NEXT REVIEW: 4/2024

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

I. PHILOSOPHY

The Board of Education acknowledges the requirement for a Code of Conduct for visitors as mandated by the Safe Schools Against Violence in Education Legislation. All visitors are expected to comply with visitor sign- in procedures as established at each building.

II. POLICY

The District is committed to providing a safe, orderly, and respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate visitor conduct on school property and at school functions and for visitors to adhere to the expectations of the District. A “visitor” is defined as anyone who is not a regular district staff member or student of the school.

The expectations for visitor conduct on school property or attending a school function are not intended to limit freedom of speech or peaceful assembly, but to support a conducive learning environment, maintain public order, and prevent infringement on the rights of others.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The amplifying instructions and guidelines for the Visitor Code of Conduct have been developed with input from representatives of student, teacher, administrator, school safety personnel, support services, community and parent organizations and/or bargaining units.

IV. DELEGATION OF AUTHORITY

The Superintendent has the ultimate authority of enforcing Board of Education policy by communicating this policy to all appropriate parties and by providing the necessary instructions and guidelines.

V. REPORTS

All necessary or required reports and forms pertaining to the implementation of this policy will be distributed to the appropriate administrative personnel for completion.

As mandated by Education Law 2801(5)(b), this Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

VI. REVIEW

As required by Education Law 2801(5), the Board of Education will review this policy annually and update it as necessary.

VII. LEGAL REFERENCES

Safe Schools Against Violence in Education Act, 2000.
Education Law 2801

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 1240.1 - VISITOR CODE OF CONDUCT

A. 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.

B. 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.

C. 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.

D. 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.

E. 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 judgement 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.

F. Dissemination of Code of Conduct

The Board of Education will work to ensure that all visitors are aware of this Code of Conduct by:

1. Posting this Code of conduct prominently in each building
 - 1.1 Visitor's sign-in area
 - 1.2 Gymnasiums
 - 1.3 Auditoriums
 - 1.4 Athletic fields or bleachers
2. Use of a standardized visitor's badge.
3. Include the Visitor's Code of Conduct in parent newsletters, handbooks and school brochures.

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

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Dignity for All Students Act Policy (DASA)POLICY: 4201.2 EFFECTIVE DATE: 6/26/2023DATE OF ORIGINAL POLICY: 10/13/2011 DATE OF NEXT REVIEW: 6/2024DATED: 6/20/2023

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. Harassment, bullying and discrimination of a student by another student or by a school employee is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off school district property. This prohibition includes, but is not limited to, harassment and bullying based on a person's actual or perceived race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex. This policy extends to acts of harassment, bullying and discrimination that occur off school property where such acts actually create or may foreseeably create a risk of substantial disruption within the school environment, or where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The Board of Education mandates that the prohibition against harassment, bullying and discrimination — along with the range of possible Intervention activities and/or sanctions for such misconduct — to be included in the North Syracuse Central School District Board of Education Policy 5311.1 - Student Conduct and Discipline for all grade levels.

II. POLICY DEFINITIONS

"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.

"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 a school-sponsored extra-curricular event or activity.

"Harassment" and "bullying" mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would

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reasonably be expected to cause a student to fear for his/her/their physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and 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 shall include, but are not be limited to, those acts based on a person's actual or perceived race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes ,weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" include verbal and non-verbal actions.

"Cyberbullying" means harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

"Disability" means (a) 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 (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be 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 the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

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

"Gender" means actual or perceived sex and includes a person's gender identity or expression.

"Employee" means any person receiving compensation from a school district or employee of a contracted service 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 provisions 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.

"Report of harassment, bullying, and/or discrimination" includes, but is not limited to, the following examples:

- A report regarding the denial of access to school facilities 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 (which includes gender identity and/or expression), or sex; or

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- 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 (which includes gender identity and/or expression), or sex; or
- A report regarding the use of name(s) and pronoun(s) or the pronunciation of names that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or
- 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 (which includes gender identity and/or expression), or sex.

III. POLICY

A. Reporting of Allegations of Harassment and Bullying/Cyberbullying Behavior and/or other Forms of Harassment or Discrimination

Complaint Procedure Any student or parent who wishes to report an incident of bullying behavior and/or other forms of harassment or discrimination prohibited by this policy, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying and/or other forms of harassment or discrimination, shall report the behavior to any staff member, building principal, or Dignity Act Coordinator (DAC).

The staff member to whom the report is made (or the staff member who witnesses bullying behavior and/or other form of harassment or discrimination), shall inform the building principal, superintendent or Dignity Act Coordinator (DAC) both orally and in writing about the incident(s). The staff member shall provide oral notice within one (1) school day, and written notification within two (2) school days, of witnessing the incident or receiving the complaint or report.

The official designated by the District to investigate allegations of bullying and/or other forms of harassment or discrimination will investigate the allegations or oversee the investigation. The designated official may be the principal, a DAC, or another appropriate person selected by the District. Investigation of allegations of bullying and/or other forms of harassment or discrimination shall follow the procedures utilized for complaints of harassment or discrimination within the School District. Allegations of bullying and/or other forms of harassment or Discrimination shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

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The administrator will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying, harassment, or

discrimination, the administrator must complete appropriate written documentation concerning the incident and the District's response.

Consequences for Violations

The District will take prompt, appropriate actions reasonably designed to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior, and ensure the safety of the student(s) at whom the behavior was directed.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Student Code of Conduct. Where appropriate, the District will respond with a progressive model of student discipline that is age-appropriate and focused on education and intervention and preventing future incidents. In all cases, the District will take into account the nature and severity of the offense, the developmental age of the student who engaged in the behavior, the student's previous disciplinary record, the impact of the student's behavior on the student victim, and any other special, extenuating or mitigating circumstances, as may be appropriate.

A staff member who violates this policy will be subject to appropriate disciplinary action, consistent with applicable law and collective bargaining agreements.

In addition to the disciplinary consequences set forth in the District's Code of Conduct, the Board and District are committed to implementing remedial responses to harassment and discrimination that are aimed at addressing the root causes of harassment and discrimination and correcting and preventing the recurrence of the problem behavior.

The District will promptly notify local law enforcement if it is believed that any harassment, bullying, or discrimination constitutes criminal conduct.

Remedial Disciplinary Consequences

Appropriate remedial consequences may include, but are not limited to:

- peer support groups;
- corrective instruction or other relevant learning or service experience;
- supportive intervention;
- behavioral assessment/evaluation;
- behavioral management plans, with goals for improvement that are closely monitored;

- student counseling and parent conferences

Environmental Remediation

In addition to imposing appropriate disciplinary consequences and remedial efforts aimed at addressing bullying, harassment or discrimination by particular students, building-wide and/or school-wide environmental remediation can be an important tool to prevent such

incidents. Environmental remediation strategies may include, but are not limited to the following:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- adoption of research based systemic harassment prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations; and
- peer support groups.

B. Designation and Training of Dignity Act Coordinators

The Superintendent shall designate one or more staff members in each school building to be thoroughly trained to handle human relations in the areas of race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The designated individual(s) in each building shall be referred to as the Dignity Act Coordinator(s). The designation of each Dignity Act Coordinator shall be approved by the Board of Education.

The District will provide during each school year, professional development training to raise staff awareness and sensitivity of harassment, bullying and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing

and responding to harassment and discrimination, as well as ensuring the safety of victims.

C. Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior and other forms of harassment or discrimination of which they have been made aware at school district sites or activities and/or reporting such behavior to their immediate supervisor. Further, training shall be provided to all staff to raise awareness of the problem of bullying and other harassment and discrimination within the schools and to facilitate staff identification of, and response to, such bullying behavior and other forms of harassment and discrimination of students.

Prevention and intervention techniques within the District to prevent against bullying behavior and other forms of harassment and discrimination and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to those who bully, those who are bullied and their parents to help ensure that the bullying or other harassment and discrimination stops.

D. Non-Discriminatory Instructional and Counseling Methods

The Superintendent is authorized and directed to cause administrative guidelines to be prepared relating to the development of nondiscriminatory instructional and counseling methods for use by District faculty and counseling staff.

The District will post on the District website statements acknowledging that NSCD does not harass or discriminate based upon a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.

E. Instruction in Civility, Citizenship and Character Education

In addition, the Superintendent or Superintendent's designee(s) shall assure that the District's curriculum provides for instruction in civility, citizenship and character education in accordance with the Education Law and the regulations of the Commissioner of Education. At a minimum this shall include instruction that supports development of a school environment free of harassment, bullying and discrimination, with an emphasis on discouraging acts 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 or sex.

F. Prohibition of Retaliatory Behavior

The Board of Education and the District prohibits any retaliatory behavior directed against complainants, those who are bullied, witnesses, and/or any other individuals who participate in good-faith in the investigation of allegations of bullying or another form of harassment or discrimination covered by this policy. Follow-up inquiries and/or appropriate monitoring of those who allegedly bully and those who are bullied or

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otherwise harassed or discriminated against shall be made to ensure that the behavior has not resumed and that all of those involved in the investigation have not suffered retaliation.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The principal shall provide an annual report on data and trends related to harassment, bullying and discrimination to the superintendent at a time and in a format that the superintendent shall direct.

The District shall provide annual notice to the Commissioner of verified, material incidents of harassment, bullying and/or discrimination.

V. DELEGATION OF RESPONSIBILITY

The Superintendent or his/her/their designee will ensure that this policy and administrative guidelines are reviewed annually with students and staff members.

The District administration will provide the following information annually with the Safe School Report:

- Policy 4201.1 —Internet Safety Policy
- Report of verified incidents of harassment, bullying and discrimination
- Information on the development and implementation of any bullying prevention, intervention or education programs.

Each staff member will be responsible to maintain an educational environment free of bullying, harassment, and discrimination.

Each student will be responsible to respect the rights of his/her/their fellow students and to ensure an atmosphere free from all forms of bullying, harassment and discrimination.

Students will be encouraged to report bullying complaints and/or complaints about other types of harassment or discrimination to any staff member.

The administrator or his/her/their designee will inform the parents or guardians of the student who was bullied or otherwise subjected to harassment or discrimination and also the parents or guardians of the accused.

VI. REVIEW

This policy shall be reviewed annually.

VII. POLICY REFERENCES AND LEGAL REFERENCES

Policy 5311.1 - Student Conduct and Discipline Policy

Policy 9010.2 and 5010.2 - Sexual and Other Forms of Prohibited Discrimination and

POLICY 4201.2

Harassment Policy - 9010.3 - Financial Accountability-Disclosure of Wrongful Conduct
(Whistle Blowing & Protection from Reprisal)

Policy - 9100 - Staff Code of Conduct
Tinker v Des Moines Independent School District, 393, U.S. 503 (1969)

NYS Dignity for All Students Act and implementing regulations: NY Education Law Article 2 –
Sections 2-18; 8 NYCRR §100.2(jj); §100.2(kk).
NY Education Law §801-a and 8 NYCRR §100.2(c)

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 4531

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Field Trips

POLICY: 4531 EFFECTIVE DATE: 5/21/2018

DATE OF ORIGINAL POLICY: 10/7/71 DATE OF NEXT REVIEW: As needed

DATED: 5/21/2018

I. PHILOSOPHY

The district recognizes the significance and positive impact of field trips particularly as enhancements of regular classroom study. Student visits to museums, concert halls, governmental centers, and theater presentations, sites of famous events, speeches, battlefields, or performances represent instructional supplements to regular classroom study. Accordingly, educators should be encouraged, within financial and safety limitations, to utilize field trips, either during or after the regular school day. Field trips are recognized as important educational components of both the curricular, co-curricular and inter-scholastic programs in our total K-12 educational system. Curricular field trips must directly relate to district instructional standards.

Students should recognize the privileges of participation. It is expected that they will conduct themselves in a manner that will gain the maximum advantage of such experience and show them to be representatives of which their school and community can be proud.

II. POLICY

Field trips will, upon district approval, be provided within the limits of safety constraints and the ability of the district's financial resources to support such undertakings. Procedures will be followed which integrate out-of-district trips with the school district calendar and curricular requirements. All reasonable steps will be taken to protect the health and safety of participants.

The Board of Education and/or the Superintendent of Schools reserve the right to deny and to exercise judgment to cancel field trips which have received prior approval, if they (Board of Education and/or Superintendent) deem that existing conditions could place students in the district in serious physical, mental or emotional jeopardy.

III. EXCEPTIONS TO POLICY

None

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 or his/her designee. Present policy guidelines and procedures to implement this policy are attached.

V. DELEGATION OF AUTHORITY

The Superintendent 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.

VI. REPORTS

All necessary or required reports, procedures and forms pertaining to the implementation of this policy will be distributed to and completed by the appropriate administrative personnel. The administration will periodically provide members of the Board of Education with a list of field trips that have been approved in compliance with the guidelines and procedures of this policy.

VII. REVIEW

This policy is to be reviewed and recommended by the Superintendent's designee or as deemed necessary upon review of relevant legal implications.

VIII. LEGAL REFERENCES

New York State Education Law makes the following references supporting educational and extra-curricular trips:

School Bus Use, Sec. 3621, bus use during school-sponsored trips.

Teacher Supervision After Regular School Hours: See "Matter of Halloran Case," Sec. 913

Educational Trips: Sec. 1701, 28 N.Y. Jr. 17

See Vol. 53, N.Y. Jur. Sec. 1108 and 1119

See Vol. 53, N.Y. Jur. Sec. 115

See Akins vs. Glens Falls Case, 1982

See Vol. 53, N.Y. Jr. Sec. 117 and 378

See Pratt vs. Robinsons Case 30 N.Y. 2nd 554, 1983

See Sec. 3023, N.Y. Ed. Law

See Sec. 3604, supervision of students after hours

See Sec. 1502, Ed. Law, on educational and interscholastic trips

Visitor Code of Conduct (1240.1)

Staff Code of Conduct (9100)

Student Code of Conduct (5311.1)

Fund Raising Policy 5561

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

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CURRICULAR FIELD TRIPS**

- I. Curricular Field Trips are:
- A. educational excursions.
 - B. curriculum focused, correlated to specific instructional standards.
 - C. those providing an opportunity to participate either during or after the regular school day.
 - D. limited to a specific instructional group (such as a class or course).
 - E. approved by the Assistant Superintendent for Instruction and the Superintendent
 - F. considered, in terms of class attendance, as in attendance in another class at another location.
 - G. limited to a maximum of three per school year per classroom or curricula activity. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)
 - H. limited to students missing no more than 2 class days per school year. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)
 - I. not to be scheduled on Professional Development days.

II. Curricular Foreign Trips

- A. provide a recognized educational value to the students
- B. must meet established timelines and procedures
- C. are limited to specific curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

A. Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)

1. When a classroom teacher wishes to schedule a curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.
2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips.
(See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student's parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Student-chaperone ratio recommendations also apply.
7. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
8. Field trips cannot be scheduled on Professional Development days.

B. Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has educational value and is financially practical.
2. Parents may be involved to determine parental support for this type of educational experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.

- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
- G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
- H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment – Single Day Field Trips:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.

VII. Students Requiring Medications or Medical Treatment – Overnight Field Trips:

GRADES 7-12: It is necessary to provide physician orders and provide the medications, as per Form H or I. Student that have an order to "self-carry and self-administer" may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried.

GRADES K-6 It is necessary the medication be dropped off to the chaperone before leaving for the trip. **An authorization from a physician must be provided along with the medication in the original container.** All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students' full name. The directions for administration must also accompany all medications.

VIII. Funding for Curricular:

- A. Fund-raising for curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

IX. Transportation: For Curricular Field Trips

- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
- B. All transportation of students requires parental permission slips.

X. Student Discipline

- A. All students must follow the Student Code of Conduct the entire duration of the field trip.
- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CO-CURRICULAR FIELD TRIPS**

I. Co-Curricular Field Trips:

- A. reflect a district recognized co-curricular program which may or may not be curriculum related.
- B. those providing an opportunity to participate either during or after the regular school day.
- C. may require housing of students.
- D. considered, in terms of class attendance, as in attendance in another class at another location.
- E. not to be scheduled on Professional Development days.
- F. all co-curricular field trips are subject to approval by the Assistant Superintendent for Instruction.

II. Co-Curricular Foreign Trips

- A. provide a recognized value to the students
- B. must meet established timelines and procedures
- C. are limited to specific co-curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

- A. Co-Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)
 - 1. When a staff member wishes to schedule a co-curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.

2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips. (See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student's parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
7. Field trips cannot be scheduled on Professional Development days.

B. Co-Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.
5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Co-Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.

2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip.
Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.
- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
- G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
- H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and

administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.

VII. Funding for Co-Curricular:

- A. Fund-raising for co-curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:
 1. generally be restricted to the area served by the school;
 2. involve projects in which value is received (example: dinners, food sales, etc.);
 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

VIII. Transportation: For Co-Curricular Field Trips

- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
- B. All transportation of students requires parental permission slips.

IX. Student Discipline

- A. All students must follow the Student Code of Conduct the entire duration of the field trip.
- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – INTERSCHOLASTIC FIELD TRIPS**

I. Interscholastic Trips:

Interscholastic trips are handled through the guidance and direction of the Director of Physical Education and Athletics, and operate under the rules and regulations of the New York State Public High School Athletic Association. All planning and scheduling of these trips are handled within the framework of the Onondaga High School League rules and are supervised by the Director of Physical Education and Athletics, building administrators and the various coaches of the sports involved.

II. Interscholastic Foreign Trips

- A. provide a recognized value to the students
- B. must meet established timelines and procedures
- C. are limited to specific co-curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip. It should be noted that the North Syracuse Central School District does not sponsor participation in out-of-district sports activities for children in grades K-6, in accordance with New York State Education Law and Commissioner Regulations.

IV. Procedures

A. Interscholastic Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the coach or advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

B. Manifest Requirements for all Interscholastic Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.

- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
 - G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
 - H. Parent chaperones must follow the Visitor Code of Conduct at all times.
- VI. Students Requiring Medications or Medical Treatment:
- Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.
- Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.
- VII. Funding for Interscholastic:
- A. Fund-raising for Interscholastic trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.
- VIII. Transportation: For Interscholastic Field Trips
- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
 - B. All transportation of students requires parental permission slips.
- IX. Student Discipline
- A. All students must follow the Student Code of Conduct and the Athletic Code of Conduct for the entire duration of the field trip.

- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" or the Athletic Code of Conduct are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECK LIST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM A)

Please Note: Approved field trips will be canceled in the event of a National Security “RED Alert” being put into effect during the time of the trip.

Teacher/Advisor/Coach – Date and Initial each step 1-7

_____ 1) Field Trip Request Form signed by building principal or if applicable, the appropriate Director. (Form B)

Please note: Field Trip Request Form B must be submitted to the principal/director at least 21 days before trip.

_____ 2) Permission slips (Form C)

_____ 3) Parent Permissions (Form C)

_____ 4) Check with Health Office to plan for medication, allergies, other health concerns.

_____ 5) Check with the building administrator or if applicable, the appropriate Director regarding discipline concerns.

_____ 6) Notification of others affected by field trip.

_____ Specials (art, music, PE)

_____ Academic Support, Speech, or Academic Intervention Services teachers

_____ Food Service

_____ OT/PT/APE, etc.

_____ 7) Provide the principal, or if applicable, the appropriate Director a list of students traveling with parent names and emergency phone numbers.

_____ 8) Provide principal, or if applicable, the appropriate Director a list of parent chaperones with copies of signed chaperone Form G.

Signature of Building Principal or if applicable, the appropriate Director indicating checklist is complete.

Signature

Date

Signature

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
REQUEST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM B)

To Be Completed by Staff Member.

Date of Trip School
Group/Grade Teacher/Advisor/Coach
Depart From Time a.m. or p.m.
Destination Leave Time a.m. or p.m.

Note: All field trips on student instruction days must arrive back at schools by 1:50 p.m. Arrival time back at school am/pm

Will a substitute be needed? Yes No
If Yes, list all staff needing a substitute:

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

If District Transportation is needed complete below:

of Passengers # of Buses Attendant
Comments/Special Needs (# of wheelchairs, etc.):

Submitted By

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

- 1. Prepare this request and send to your principal/director at least 21 DAYS before trip
2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS CO-CURRICULAR FUNDS
Current Balance Estimate Cost New Balance
Approved Disapproved

Building Principal Date If applicable, the appropriate Director Date

FIELD TRIP APPROVAL

Date: Approved Denied

Assistant Superintendent for Instruction Date Superintendent Date

TRANSPORTATION DEPARTMENT

Daytime and After Hours:
Office: 218-2107 Matt Conti 218-2179
Shannon Owens 218-2180 530-5360 (C)
420-0698 (C)

TRANSPORTATION DEPARTMENT USE ONLY

Request Number Operations Supervisor Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PARENT PERMISSION FORM FOR FIELD TRIP
(FORM C)

I. To be completed by staff member.

A school sponsored and supervised field trip to _____ is
scheduled on _____, leaving at approximately _____
and returning at approximately _____.
DATE(S) PLACE HOUR/DATE
HOUR/DATE

- _____ Transportation will be provided by school buses.
- _____ Transportation will be provided by approved chartered buses.
- _____ Transportation will be provided by an approved volunteer driver employed by the school district.
- _____ This is a walking field trip.
- _____ Transportation will be provided by commercial airline.
- _____ Transportation will be provided by commercial railroad.

II. To be completed by parent and/or guardian

I give North Syracuse Central School District permission to take my child, _____ on the above field trip.

In case of emergency, I can be reached at the following phone number: _____

Parental Concerns/Comments _____

I agree that my child will follow all rules and instructions by the sponsors and chaperones.

Parent Signature Date

I **DO NOT** give North Syracuse Central School District permission to take my child, _____ on the above field trip.

Parent Signature Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECKLIST FOR DOMESTIC OVERNIGHT FIELD TRIP
(FORM D)

(Form D to be initialed by field trip teacher/advisor/coach and submitted in conjunction with Domestic Overnight Field Trip Request Form E)

- _____ a. applications include statements related to the purposes and/or expected benefits of proposed trip;
- _____ b. trips are planned to avoid or reduce any conflict with the regular school calendar;
- _____ c. trips include at least ten (10) students;
- _____ d. the following signed materials are submitted to the Superintendent and Assistant Superintendent for Instruction by the teacher/advisor/coach of a domestic overnight:
 1. Complete list of students participating in given trip including: addresses, telephone numbers, parents' names, medical release forms (Form H), and certificates of health insurance with appropriate coverage for locations being visited.
 2. Signed permission slip for each student (See District Permission Form C attachment).
 3. Signed Student Rules and Responsibilities Form F.
 4. Signed Teacher/Chaperone Guidelines/Responsibilities Form G.
- _____ e. there are two (2) chaperones for the first ten students;
- _____ f. there is one (1) chaperone for every ten (10) students beyond the first ten (10) students (for foreign or overnight travel);
- _____ g. one of these chaperones has had experience in a similar capacity on a former trip;
- _____ h. the distribution of male and female chaperones approximates the distribution of students;
- _____ i. responsibility for chaperones is delegated to the trip sponsor, with supervision by the building principal, or, if applicable, the appropriate Director
- _____ j. students are provided with lists of phone numbers in order to contact regular staff members and/or chaperones in emergency situations;
- _____ k. arrangements have been made for students requiring medication during proposed trip.

Signature of building principal or, if applicable, the appropriate Director indicates the above checklist is complete.

Signature of Principal

Date

Director

Date

* For any overnight travel, a complete trip itinerary must be attached.

Application Date _____ Approved by _____
Building Principal

Approval Date _____ _____
Director

Approval Date _____ _____
Assistant Superintendent for Instruction

Approval Date _____ _____
Superintendent

Special Note: All trip advisors, chaperones and sponsors should be thoroughly familiar with the Administrative Guidelines and Procedures of Board Policy 4531 - Field Trips, Student Code of Conduct, Visitor Code of Conduct, and Staff Code of Conduct. Copies of these Guidelines may be obtained, upon request, from the building principal.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
STUDENT RULES AND RESPONSIBILITIES
FOR FIELD TRIPS
(FORM F)

To be Completed by Student and Parent.

Rules:

1. Every student agrees to comply with the rules, regulations and any request of any chaperone.
2. Every student going on field trip agrees to a search of any and all personal effects by a same-gender North Syracuse Central School District employee at any time.
3. No one will purchase, consume or possess any alcoholic beverages or other controlled substances at any time during the trip.
4. If overnight, all students will be in their assigned rooms at a time set by the activity advisor chaperones.
5. If overnight, there will be bed checks each night, both announced and unannounced.
6. If overnight, should there be any damage to any room, those students assigned to that room will be financially liable.
7. The Board Policy 5311.1 Student Code of Conduct applies on all field trips (24 hours a day).
8. All rules of Public Safety Law apply.

Student's exclusion will occur if:

1. Student is deemed a safety or security risk
2. Student fails to return a signed permission slip prior to the field trip and/or
3. Other disciplinary action warrants exclusion.

Disciplinary Action:

Any student or group of students found consuming, or in possession of any alcoholic beverage, illegal drugs or unauthorized controlled substance, will be sent home as soon as transportation can be arranged and the parent(s)/guardian(s) notified. The cost of this transportation will be paid by the student and/or parent or guardian upon presentation of the receipt for such transportation.

Consequences for student discipline will fit the situation and be handled by the administration upon return.

I understand the above rules and responsibilities.

Student Signature

Date

Parent Signature

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
TEACHER/CHAPERONE GUIDELINES AND RESPONSIBILITIES
FOR FIELD TRIPS
(FORM G)

To be Completed by Chaperone.

Guidelines:

1. Appropriate North Syracuse Central School District Field Trip Forms must be completed by the teacher(s) requesting the trip.
2. Chaperones must dress appropriately in a professional manner.
3. Chaperones will exercise reasonable care to keep students in controllable groups and situations.
4. Chaperones will enforce the Board of Education Policies (5311.1 and Staff Code of Conduct, and Visitor Code of Conduct 1240.1) of the North Syracuse Central School District while on the field trip.
5. Consumption or possession of alcoholic beverages or any other controlled substances by a chaperone is prohibited.
6. Chaperones will attend all activities which students are expected to attend.
7. Medical release forms must be with a designated chaperone at all time.
8. Chaperones are on “duty” 24-hours a day on overnight trips.

I have read the above and agree to chaperone this field trip.

Signature of teacher/chaperone

Date

**CICERO-NORTH SYRACUSE HIGH SCHOOL, 6002 ROUTE 31, CICERO, NY 13039
FAX NO. 218-4170 (Cicero-North Syracuse High School Health Office)**

**NORTH SYRACUSE JUNIOR HIGH SCHOOL, 5353 W. TAFT RD., NORTH SYRACUSE, NY 13212
FAX NO. 218-3686 (North Syracuse Junior High School Health Office)**

**Gillette Road Middle School – FAX NO. 218-3085
Roxboro Road Middle School – FAX NO. 218-3385**

(FORM H)

Authorization for Medications for Overnight Field Trip (for Grades 7-12)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. Students that have an order to “self-carry and self-administer” may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted self-carry physician orders for emergency (inhalers, epi-pens, diabetic medication) for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

PHYSICIAN’S REQUEST

Date: _____
Student’s Name: _____
Medication(s): _____
Dosage(s): _____
To Be Given From: _____ To: _____

This student has been determined to be self-directed and may carry and self-medicate.

Physician’s Signature _____ Date _____

PARENT’S REQUEST

My child has my permission to carry and administer their own medication on the field trip. My child is self-directed and has been taught to safely give this medication to themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _____.

Parent/Guardian Signature _____ Date _____

An authorization is already on file in the health office for the school year. My child will self-carry the following medications:

Allen Road Elementary School – FAX NO. 218-2385
Karl W. Saile Bear Road Elementary School – FAX NO. 218-2485
Cicero Elementary School – FAX NO. 218-2585
Lakeshore Road Elementary School – FAX NO. 218-2685
Roxboro Road Elementary School – FAX NO. 218-2785
Smith Road Elementary School – FAX NO. 218-2885

(FORM J I)

Authorization for Medications for Overnight Field Trip (Grades Pre-K – 6)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. **An authorization from a physician must be provided along with the medication in the original container.** Medication must be dropped off to the chaperone before leaving for the trip. All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students' full name. The directions for administration must also accompany all medications. Please only submit the amount of medication needed for the trip. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted physician orders for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

PHYSICIAN'S REQUEST

Date: _____

Student's Name: _____

Medication(s): _____

Dosage(s): _____

To Be Given From: _____ To: _____

Physician's Signature _____ Date _____

PARENT'S REQUEST

My child's chaperone has my permission to carry and store medication on the field trip. My child is instructed to see chaperone for medication and has been taught to take this medication themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _____.

Parent/Guardian Signature _____ Date _____

An authorization is already on file in the health office for the school year. My child will take the following medications:

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 5010.1/9010.1

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Personal Privacy Policy

POLICY: 5010.1/9010.1 EFFECTIVE DATE: 4/18/2022

DATE OF ORIGINAL POLICY: 6/2015 DATE OF NEXT REVIEW: 4/2025

DATED: 4/5/2022

I. PHILOSOPHY

The Board of Education values civility, respect for the individual and the privacy of students, visitors and staff. These values include safeguarding against inappropriate invasions of personal privacy rights. In addition to the privacy protections provided by applicable laws and regulations, other policies of the Board of Education, and reasonable regulations promulgated by building and District administrators, the following policy shall apply to photographs, video recordings and audio recordings on District premises.

II. POLICY

Except as specifically set forth in this policy, no person shall make, publish or distribute any photograph, video recording, or audio recording (collectively, "Recordings") capturing the image or voice of any other person providing remote instruction or on District premises (a "Recording Subject") without the express prior permission of the Recording Subject. Violations of this policy shall be subject to the following potential consequences:

- A. In the case of violations by staff, disciplinary action as permitted by law and subject to the terms of any applicable collective bargaining agreement;
- B. In the case of violations by students, (i) confiscation of recording equipment until any unauthorized Recording has been erased, and (ii) disciplinary action pursuant to the District's Code of Conduct;
- C. In the case of visitors, ejection from District premises and other appropriate action.

III. EXCEPTIONS

The following Recordings may be made without the prior consent of a Recording Subject, subject to any further privacy protections provided by applicable laws and regulations, and provided, further, that no otherwise-permitted Recording shall be distributed or disseminated for the purpose of annoying, intimidating or harassing any Recording Subject:

- A. Recordings made by or on behalf of the District for inclusion in District publications and newsletters, or for dissemination to the news media for the purpose of publicizing District programs or events.
- B. Recordings made by representatives of news media, parents, and other persons lawfully on District premises to attend District events open to the public, including dramatic productions, athletic events, meetings of the Board of Education and other meetings open to the public on District premises; provided, however, that Recordings may be limited in the case of performances of copyrighted material.

- C. Recordings made in connection with certification and other credentialing processes applicable to teachers and teaching assistants.
- D. Recordings made with the prior approval of the Superintendent of Schools for the purpose of assessing or improving the quality of instruction.
- E. Recordings made by faculty members for educational purposes with the intention of helping a specific student or students, or for dissemination only in the faculty member's classroom or school, including but not limited to recording of remote learning instruction.
- F. Recordings made for use in connection with class photographs, student publications and yearbooks.
- G. Recordings (audio) made by a parent/guardian of their child's Committee on Special Education proceedings.
- H. Recordings made and maintained by the District for security purposes.
- I. Recordings of interior or exterior scenes where the presence of Recording Subjects who have not given consent is merely part of an incidental background.
- J. Such other Recordings as are approved in advance by the Superintendent of Schools.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

None.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

VI. REPORTS

None.

VII. REVIEW

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

VIII. LEGAL REFERENCES

N.Y. Education Law §§1709(2) & (33); 2801
Appeal of Epstein, 34 Ed Dept. Rep 572 (1995)
Appeal of Canazon, 33 Ed Dept. Rep 124 (1993)
Appeal of Keller, 32 Ed Dept. Rep 47 (1992)
N.Y. Arts & Cultural Affairs Law §61.09
N.Y. Public Officers Law §103(d)

IX. 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: 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.

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Student Conduct and Discipline (Pre-K - 12)POLICY: 5311.1 EFFECTIVE DATE: 5/11/2020DATE OF ORIGINAL POLICY: 1/11/1980 DATE OF NEXT REVIEW: 6/2021REPLACES POLICY NO.: N/A DATED: 5/11/2020

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

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

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

These guidelines have been established in collaboration with input from students, parents, teachers, administrators, support services staff, school safety personnel and community members in accordance with the mandates of the Project SAVES legislation (Education Law 2801(3)).

IV. DELEGATION OF AUTHORITY

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

V. REPORTS

All necessary or required forms pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel. This policy must also be on file in all school buildings as public information.

VII. LEGAL REFERENCES

Commissioner's Regulations, Sections 100.2(l)(1); 100.2(jj); 100.2(kk); 200.4; 200.16; and 201.11.

Education Law, Sections 3214; 3214(3); 2801(3); 3020(a); 3031; 1709; 1709(3); and 3205

Civil Service Law, Section 75

Article 200 of the Penal Law

Family Court Act, Section 712(a)

Chapter 280 of the Laws of 1986

Penal Law, Section 240.35

Drug-Free Schools and Communities Act, 20 U.S.C., Section 1145(g)

Gun-Free Schools Act, 20 U.S.C. Section 7151

Board Policy 5010.1/9010.1 – Personal Privacy Policy

The Dignity for all Students Act, NY Educ Law § 11(7)

NY Educ Law § 15

8 NYCRR § 100.2(kk)

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 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, self-identified or perceived sex, gender expression, gender identity, and status of being transgender gender, and 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, self-identified or perceived sex, gender expression, gender identity, and status of being transgender 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 names and contact information for the District’s DACs:

Allen Road Elementary

[Emily LaFountain, (315) 218-2300]

KWS Bear Road Elementary

[John Cole, (315) 218-2400]

Cicero Elementary

[Kathleen Wheeler, (315) 218-2500]

Lakeshore Road Elementary

[Tina Chmielewski, (315) 218-2600]

Roxboro Road Elementary

[Matt Motala, (315) 218-2700]

Smith Road Elementary

[Lyndsey Maloney, (315) 218-2800]

Gillette Road Middle School

[David Cordone, (315) 218-3000]

Roxboro Road Middle School

[Ashley Carducci, (315) 218-3300]

North Syracuse Junior High School

[Constance Turose, (315) 218-3600]

Cicero-North Syracuse High School

[Jamie Sullivan, (315) 218-4100]

Main Street Early Education Program

[Dawn Hussein, (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, self-identified or perceived sex, gender expression, gender identity, status of being transgender or gender.

“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, gender identity, and status of being transgender

“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 or her 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, self-identified or perceived sex, gender expression, gender identity, and status of being transgender 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, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or gender, 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

D. Student Dress Code

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

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, belly shirts, schimmel shirts, muscle shirts, rolled down pants (including one pant leg raised), bathing suits, half-shirts, short skirts, exposed underwear, bandanas (anywhere on the body and/or clothing), pajamas, clothing with letters across the rear of the clothes, gang related gear, droopy pants, and any midriff-exposing attire are **not** appropriate.
3. Ensure that underwear is completely covered with outer clothing. Exposed underwear, male/female, is not permitted.
4. All shorts, skorts, skirts, etc., must extend to at least the students mid-thigh.
5. Include footwear at all times. Flip flops, platform shoes, and clogs have presented safety hazard for students. Students wearing such shoes and their parents/guardians accept responsibility for their safety in the event of injury or personal harm caused by wearing inappropriate footwear.
6. Not include the wearing of hats, bandanas, head scarfs, or headbands in the classroom except for a medical or religious purpose.
7. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or disability.
8. Not promote and/or endorse the use of alcohol, tobacco, electronic cigarettes, weapons, illegal drugs and/or encourage other illegal or violent activities.
9. Jewelry (pendants, vials, etc.) associated with drugs or drug use, chains, spiked jewelry, or clothing and other clothing accessories that pose a potential threat to safety are prohibited.
10. Any clothing and/or accessories deemed disruptive to the educational environment will not be permitted in school.
11. Clothing that causes exposure of student's stomach, back, or underwear when the student is engaged in everyday activities, such as bending, reaching, sitting, etc., will not be permitted.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

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, self-identified or perceived sex, gender expression, gender identity, or status of being transgender.
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 self-identified or perceived sex, gender expression, gender identity, and status of being transgender 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, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or gender.
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, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or gender.
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 or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff 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 or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on 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 (which includes self-identified or perceived sex, gender expression, gender identity, and status of being transgender), 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 (self-identified or perceived sex, gender expression, gender identity, and status of being transgender), 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 (self-identified or perceived sex, gender expression, gender identity, and status of being transgender), 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 (self-identified or perceived sex, gender expression, gender identity, and status of being transgender), or sex.
2. It is important that a student who believes he or she has 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 himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide, for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §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 or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this-code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

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

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

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

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

Within 24 hours after the student's removal (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 or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

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

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

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

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 or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board 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 or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

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

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

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

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 himself or herself 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 or her 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 or her 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 his 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 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 shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability 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.

- c. 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.
 - d. 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 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 or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - 1) During the 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
25. Possession of inappropriate materials (including but not limited to pornography, bomb bags, grip tape, laser pens/pointers, etc.)
26. 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.)
27. 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.