

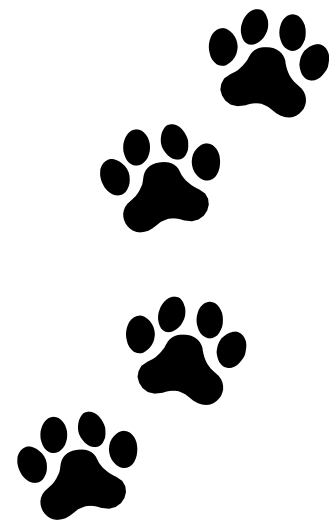


***Gillette Road  
Middle School***



***Student-Family  
Handbook***

***2023-2024***



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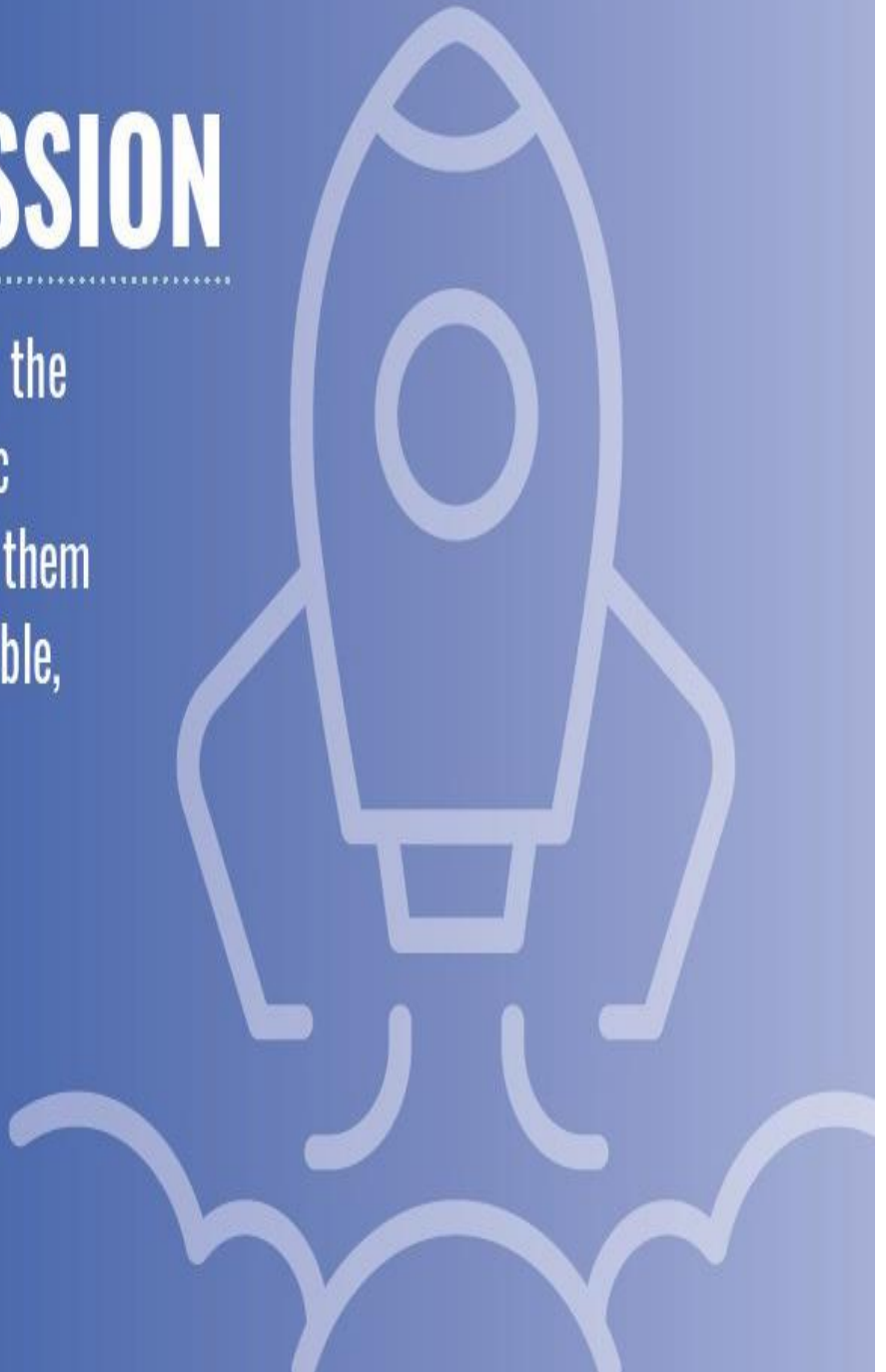
# NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

## OUR MISSION

# District MISSION

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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.



## **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:**

Ms. Lisa Goldberg  
North Syracuse Central Schools  
5355 West Taft Road  
North Syracuse, New York 13212  
(315) 218-2134

**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.

## **AHERA NOTIFICATION**

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

### **NORTH SYRACUSE CENTRAL SCHOOL DISTRICT**

#### **Board of Education**

Robert Crabtree	Paul Farfaglia
Matthew Hermann	Beth Kramer
Joshua Ludden	Michael Mirizio
Xavier Moody-Wusik	Amanda Sugrue
Mark Thorne	Jillian Herarra, District Clerk

#### **Central Administration**

Daniel D. Bowles, Superintendent of Schools  
Christopher R. Leahey, Ph. D. Assoc. Superintendent for Teaching & Learning  
Donald F.X. Keegan, Assoc. Superintendent for Business Services  
Jason Nephew, Assist. Superintendent for Human Resources

## **WELCOME**

September, 2023

Dear Students and Families:

This handbook has been prepared for you so that you may become knowledgeable about Gillette Road Middle School. It is similar to the Student Agenda, however it provides more detailed information concerning the procedures and rules for our building. We encourage parents and students to read this handbook together.

Gillette offers many opportunities and rewarding experiences that will benefit our students for their lifetime. As with any organization of our size, there are certain rules and regulations that are necessary for it to function successfully. It is of the utmost importance that you know and follow these rules. Your involvement, cooperation and understanding are necessary if we are to have a school that provides the best possible educational atmosphere for all our children. This starts with students coming to school everyday prepared to do their best.

We also encourage all students to become involved in the Gillette community. Students can do this by joining some of the clubs, activities, sports, intramural sports and music groups. We offer a wide variety of activities to meet the need and talents of all our students.

On behalf of the staff, we welcome you to Gillette Road Middle School and wish each of you a most enjoyable and successful year.

Sarah N. Jones  
Building Principal

## PARENT NOTIFICATION

During the school year, your child 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 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.

## INTRODUCTION

The purpose of this handbook is to familiarize you with the organizations, activities, and functions of the middle school. Also, we hope that it will help you to better understand the responsibilities you have as a member in our school community. In the dynamic world of today, our success or failure is often determined by how well we learn to live and work in close relationship with other people. In school you have an opportunity to develop and practice honesty, trust-worthiness, cooperation, respect, loyalty, courtesy, and other qualities, which make a democratic society function successfully. Always keep in mind that this is your school, and that the building, equipment and program have been designed to give you every opportunity to grow - intellectually, physically and socially. Take advantage of the wonderful opportunity you have and make every day count. **Parents are urged to read this handbook** and discuss it with your child.

## SCHOOL SPIRIT

School spirit is very difficult to define. It is something you sense as you walk through a school; it is something you notice about students. When a student body has a high degree of school spirit, you notice that pupils are neatly dressed and that the building and grounds are kept clean and attractive. Boys and girls in this type of school are interested in both their academic work and after school activities. They keep their voices down when they walk through the halls. They respect their fellow students and help them when help is needed. The students show respect for their teachers, the custodial staff, the bus drivers, the secretarial personnel, and the lunchroom staff. Everybody works as a team and the students say with pride, "This is my school!"

## MISSION STATEMENT

The administration, teachers, and staff at Gillette Road Middle School are committed to providing our students a high quality education by working collaboratively in the following ways:

- Providing a safe, respectful, and nurturing environment that challenges our students to learn and grow.
- Striving to support our students in successfully transitioning through early adolescence and preparing for their future as productive, empowered citizens.
- Valuing our diversity and encouraging curiosity and academic achievement through differentiated instruction, student engagement, and providing a variety of extracurricular experiences.
- Using a collaborative approach where we work to share resources and expertise to meet students' needs and challenge each student to reach their full potential.

## VISION STATEMENT

Our vision at Gillette Road Middle School is for all students to strive for individual academic excellence. Students will be confident, willing to take initiative, personally responsible and respectful.

## STUDENT AGENDAS

Every student at Gillette Road Middle School is provided with a Student Agenda. This agenda is a tool to assist students in their organization throughout the school year. It is important that each student use the agenda to record homework assignments as well as long-term projects. The agenda is also a tool to use for communication between teachers and parents. It is important that **all pages of the agenda remain intact throughout the school year**. This enables teachers, parents and students to keep an accurate record of assignments and communication. We urge all students to use their agendas daily, take them to all classes every day and take them home every night. If a student must replace their agenda for any reason, the replacement cost is \$5.00.

## **ACADEMICS**

At Gillette, students will develop the organizational, social, communication, survival, study, and critical thinking skills necessary for their future success. The curriculum will be child centered and will foster a high degree of achievement through integration of all subject areas and creative, innovative teaching strategies.

## **ATMOSPHERE**

- The Gillette Road School community will work as a cooperative community to develop a school environment of the highest quality.
- There will be an atmosphere of trust and cooperation among staff, parents, and students.
- Decisions within the school community will be made by consensus.
- All staff will work together to provide a consistent discipline policy to ensure that the school community will be provided a safe productive learning environment.
- We will all have fun at school.

## **ACTIVE INVOLVEMENT**

- The education of students will be the responsibility of the entire school community.
- Students will have positive adult role models.

## **ATTITUDE**

Our school community reflects attitudes that model and foster cooperation, pride, respect, responsibility, and supportiveness; which in turn will result in a high level of self-esteem, self-motivation, and professionalism.

## **MIDDLE SCHOOL ACADEMIC PROGRAM**

All students in grades 5 - 6 will take the following courses:

English/Language Arts	Math	Science
Art	Music	
Physical Education	Social Studies	

Grade 7 students will take:

English	Social Studies
Science	Math
World Language	Physical Education
Art	Technology
Health	FACS

## **TEXTBOOKS**

The district at no charge to the student supplies textbooks. An evaluation of all textbooks will be completed annually by the teaching and supervising staff. Textbooks have been numbered, and a place is provided for your name, date and condition of the book. When you receive your book, immediately write in your name and the date. Book checks will occur at the end of each marking period for proper identification. Students are responsible for taking care of their books and must pay a fee for any book lost or damaged. If a lost book that was paid for is found and turned in, the money will be refunded.

## **LOCKERS**

Students are assigned a locker. Students are encouraged to plan ahead so that stopping at their lockers between class periods is kept to a minimum. Please be aware backpacks on wheels will not fit in the lockers.

**KEEP YOUR LOCKER COMBINATION CONFIDENTIAL! LOCKERS ARE NOT TO BE TRADED WITH ANYONE.**



## LOST AND FOUND

Articles that are found should be turned in to the Main Office where they will be held for the owner for a period of two (2) weeks. At the end of that time all found articles are turned over to the custodian. Marking all your personal items such as gym clothes, sneakers, paperbacks, notebooks, etc. will insure their early return if lost.

Students should be advised that valuable articles and money should not be left in their lockers. The school cannot accept responsibility for articles lost or stolen, such as electronic games, cell phones, CD players, etc. You will help yourself by bringing to school only those items that you need and then keeping track of them. Personal possessions which are not needed and which in any way are used to disrupt the purposes or program of the school, will be taken from students.

## HOMEWORK REQUEST PROCEDURES

Please contact the guidance office to request homework for your child when they are absent 2 or more days (**315-218-3111**). To assure timely communication to the teachers, contact must be made **before 9:30 AM** and the work will be available for pick up **after 3:00 PM** from the cart in the Main Office foyer. The person picking up the homework is responsible for obtaining the textbooks from the student's locker. As for vacation requests, teachers are not required to provide work prior to the student going on vacation. Students can request missed work when they return.

## GUIDANCE AND ATTENDANCE

### GUIDANCE SERVICES

In 6/7<sup>th</sup> grade, students are assigned a guidance counselor for the first time. The counselor is available to help students in group settings or individually to deal with issues such as academic concerns, family concerns, peer relationships, and teacher concerns. Some key functions of the guidance counselor include:

- Facilitating communication between parents, teachers, and students
  - \* Arranging parent/teacher conferences on request
- Acting as a consultant to parents and teaching staff:
  - \* Helping to understand student behaviors and suggesting academic/behavioral interventions
  - \* When appropriate, can provide referral information to outside agencies
- Working with students to begin the process of career exploration, especially as it relates to future course selections and requirements

Students may see the counselor by signing in with the guidance secretary, or by contacting the counselor to obtain a pre-signed pass. To ask questions or to request a conference, parents should contact the guidance office at 315- 218-3111.

### ATTENDANCE REGULATIONS

Please be advised that our building does not open before 8:00 a.m. Upon arriving to school in the morning, all students should go to their lockers and then report directly to homeroom. Students are not to loiter in the halls. Once they have reported to their homeroom they may not leave without a pass. Students out on a pass should report back to their homerooms by 8:10 a.m. Those who bring musical instruments to school should take them to the music room before going to their lockers. Any student (including walkers) not in his/her homeroom by 8:10 a.m. will be considered tardy.

### ATTENDANCE POLICY

The North Syracuse School District has in place a comprehensive attendance policy. Based on the understanding that regular school attendance is a major component of academic success, the district will be responsible to monitor each student's daily and class period attendance. The school will record attendance, identify attendance problems, communicate with parents, and develop strategies to address attendance issues. It is the parent's responsibility to notify the school of the student's absence, tardiness, or early departure from class or school.

**Please refer to the Attendance Policy on page 23 of this handbook or on the District website.**

### ABSENCES FROM SCHOOL

If a student is unable to attend school on any day, the parent/guardian is requested to notify the attendance secretary at **315-218-3034 after 7:30 AM**. Written excuses are required when telephone communication has not occurred. Written excuses are to be given to the homeroom teacher within 3 school days of the student's return to school.



The State Education Department considers the following as legal excuses for absence.

- Illness or injury.
- Medical, dental or similar appointment.
- Family emergency which requires the student's presence.
- Death in the immediate family.
- Religious observances (by written request of parent).
- Required appearance in court

The absences noted below **CANNOT** be excused within the meaning of the Educational Law.

- Family trip or vacation.
- Job hunting.
- Employment, including paper routes or
- Babysitting.
- Shopping.
- Hunting or fishing.
- Suspension from school.
- Truancy from school. Truancy cases will be investigated and handled by proper authorities.
- Sports events.

Whenever possible, medical and dental appointments should be scheduled outside of school hours. It is recommended that students who have such appointments on a regular basis should, if possible, avoid missing the same class each time.

## **TARDINESS**

Tardiness is a late arrival to your assigned homeroom. A student who arrives late by school bus is not tardy, nor is a student that is detained by an administrator or a teacher. If you are tardy, you must report to the Attendance Office for a pass. Please bring your tardy excuse to school with you.

**At no time should you proceed to classes without checking in at the Attendance Office for a pass if you are late for school.**

## **EARLY DISMISSAL**

If you are to leave school for a doctor or dental appointment, or any other reason, report to the Attendance Office immediately after checking in to your homeroom in the morning with written parental permission. Please indicate the name of the adult who will be picking up the student.

**PARENTS...**If you are picking up your child, you are **required** to come to the Attendance Office to sign him/her out of the building. No student will be allowed to walk out to a car in the parking lot. Please bring in your **IDENTIFICATION**. If you are sending another adult, please indicate the name and relationship to the child, of that adult.

**For dismissal pick-up, parents need to enter through the Main Doors at 2:30, then proceed to Dining Room A. Your student will then be called down at 2:45.**

## **MEDIA COVERAGE**

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

## **CHANGE OF ADDRESS**

In the event that you change your address and/or phone number, **please notify the school Guidance Office at once (218-3111)**. Notifying the teacher, nurse or attendance office may not result in the information being updated properly. It is also necessary to keep your current business address and phone number on file with the school for emergency use. If you have an unlisted telephone number, please keep us informed. This is imperative information that will be kept confidential.

## **TRANSFERRING**

If you are moving or transferring your child to a private school, please contact the Guidance Office and provide us with the following information:

- The last day the child will be in school
- New address
- Name and address of new school

Your child's new school will request academic and health information from us.

## **ALTERNATE CHILD CARE**

If you are leaving your child in the care of a relative or another adult for an extended period of time, please contact the guidance office so that appropriate emergency information is available to us.

## **STUDENT CONTACT**

Messages for individual students may be left at the Main Office by calling **315-218-3000, and pressing 0 for the Main Office.** Phone conversations with students are discouraged during school hours except in cases of emergencies.

## **SUPPORT SERVICES**

### **LIBRARY MEDIA CENTER**

The library media center contains materials to enrich classroom materials and to provide leisure reading. Books may be borrowed for two weeks and renewed once. Magazines, encyclopedias and reserve items are for overnight use and must be returned before homeroom the next school day. Each student is responsible for any borrowed materials and must pay for anything that is not returned.

The library media center has several computers for student use. It is intended that during their time at Gillette, students will have the opportunity to use a variety of educational computer programs for word processing, skills practice, curriculum support, casual learning and as sources of information for research.

NETCAT is the automated union catalog for the schools in the Onondaga, Cortland and Madison Counties BOCES. It is searchable on the World Wide Web at the OCM BOCES School Library System homepage at this address:

*www.cnyric.org/sls/home.htm*. Information available at Gillette may be supplemented when necessary by borrowing books from other school libraries through interlibrary loan.

The library is open after school on demand from October to May. Students can stay to work in the library and take the late bus home. Students must have written permission to stay; permission forms are available in the library.

### **ACADEMIC INTERVENTION SERVICES**

Remedial instruction is available for qualified students from Academic Intervention Service (AIS) teachers in reading and math. Those students are placed in a small instructional group to receive skills and strategies to assist with their academic performance.

### **CONFLICT MEDIATION**

Conflict mediation is a process that promotes learning and accepting the differences that exist between people. It also requires that students deal respectfully with one another even when they are in a dispute. Students who choose to settle their disagreements peacefully have the opportunity to sit down with a mediator (neutral party) in a controlled and respectful setting to work together to come up with an agreement that is acceptable to both. Teachers may refer students to mediation, or students may refer themselves. Mediation referral forms are confidential and available in the main office.

### **SCHOOL PSYCHOLOGIST**

A school psychologist is an educational specialist who uses their knowledge of psychology and educational research to help confront many educational problems experienced by children, teachers, parents and communities. A school psychologist is a practitioner in the areas of psycho educational assessment, childhood development, behavioral management, individual/group counseling and consultation. Above all, a school psychologist is an advocate for children. For an appointment, call **315-218-3111**.

## **SOCIAL WORKER**

The school social worker is available to assist students with family issues that may impair their ability to do their best in school. Call **315-218-3028** if you would like to request this intervention.

## **ADA-PEP COUNSELOR**

Through BOCES, our school has a full-time Alcohol and Drug Abuse - Prevention Education Program (ADA-PEP) counselor. The counselor may be contacted at **315-218-3026**.

## **SPEECH THERAPIST**

The speech therapist evaluates and works with qualified children to help them develop their processing and language abilities.

## **HEALTH AND SAFETY PROCEDURES**

### **HEALTH PROGRAM**

All students new to the district, all seventh grade students and all designated handicapped students who have not had a physical examination by their family doctor are examined by the school physician. Parents are informed of any problems. The school nurse is available to assist parents in the correction of these problems.

The Health Office is open at all times to students who need medical help. Any student who feels ill should report there immediately. The school nurse also makes a careful check each day of all absentees and often calls parents to discuss the situation with them.

### **SAFETY RULES**

- Students are to respect the safety and welfare of others at all times and will be held responsible for their actions.
- Walk, do not run, at all times in the school building.
- Always keep to the right when in lines in the halls or on the staircases.
- During fire drills, it is imperative that you follow your teacher's directions. To do so, you must be absolutely quiet.
- Board your bus or leave the school grounds as soon as you have been dismissed.

### **EMERGENCY BUS DRILLS**

We are required by law to have three emergency bus drills during the year. The purpose of these drills is to practice evacuating buses in the event of a fire or accident, and to learn the location and use of various emergency equipment such as the axe, first aid kit, fire extinguisher, road flares, emergency doors and emergency windows. Several different evacuation procedures are practiced.

### **EMERGENCY SCHOOL CLOSING**

A day or two is always added to the school calendar to allow for days when it is necessary to close due to bad weather or other emergencies. When schools are to be closed, Syracuse radio and television stations will announce this information during their early morning programs. Closing information will also be posted on the district website and through ParentSquare. Please do not call the school for this information

### **BOMB SCARES**

The North Syracuse Central School District is entrusted with the health and welfare of all students in our schools. With this in mind, all bomb scares are treated seriously and dealt with in accordance with the standards set forth by the New York State Education Department. The North Syracuse Central School District will therefore prosecute any and all perpetrators to the fullest extent of the law.

### **FIRE DRILLS**

Our school is required by law to have 12 fire drills during the school year. Eight of these drills must take place before December 1<sup>st</sup>. All members of the staff will assist in fire drills. The following rules are to be observed during fire drills:

- As soon as the alarm has sounded, staff and students must evacuate immediately to their designated areas, according to the posted emergency exit plans.
- All windows should be closed, lights turned off, and the door closed.
- Staff and students should exit **quickly** and **quietly** in an orderly manner.

- Once outside, students should remain with their classroom group, standing quietly. Teachers are required to take their class registers with them, and to take attendance.
- The names of missing students should be reported to the designated area monitor.
- Each room will have an outside designated area. Occupants of that classroom will always report to their designated area.
- Students and staff should not return to the building until the signal has been given.

## **SEXUAL HARASSMENT**

It is the policy of the North Syracuse School District to ensure all employees and students be free from sexual discrimination, including sexual harassment, in the classroom, extra-curricular and work environment. Any student who believes he or she has been subjected to sexual harassment shall report the alleged harassment to the building principal, or if the building principal is the harasser, to the school nurse. Allegations of sexual harassment will be investigated thoroughly and in a timely manner. The results of the investigation will determine the response to each allegation. Acts of sexual harassment will be met with appropriate remedial action. **Please refer to page 46 for the complete Sexual and Other Forms of Prohibited Discrimination and Harassment Policy or review online at the District website.**

## **MEDICATION BY SCHOOL PERSONNEL**

It is the policy of the North Syracuse Central School District to ensure the health and safety of any student receiving medication administered during the school day. Medication will be administered by the Registered Nurse (RN) or a Licensed Practical Nurse (LPN), under the direction of the school nurse. Cooperative communication is necessary between parents, the school nurse and the family physician/dentist in addressing the student's medication needs.

Medication will be administered only when the following has occurred:

- A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
- A written licensed health care provider's statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration and the duration.
- The medication in its original container has been delivered by a parent, guardian or adult designee, to **ONLY** the school nurse. Prescription medication must have a pharmacy label and over-the-counter medication must have the student's full name written on the container.
- All medication is stored within the locked storage area.
- Student's identification has been verified prior to administration of medication.

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

**Please refer to page 55 of this handbook for the complete policy on Student Medication.**

## **SCHOOL HEALTH SERVICES**

The nurse is available to talk with parents at all times regarding any health problems or in recommending community resources available.

- **Medical examinations** – The school is responsible for medical examinations of pupils in grades K, 1, 3, and 7. The medical examination requirement may be met in one of two ways. A "Health Certificate" card can be obtained from the school your child attends and your family physician may do the examination and complete the card, which is then returned to the school nurse. If a "Health Certificate" card is not on file prior to school physical, the school physician will do the examination. Please avoid duplication of services by returning the cards by September 30, or notifying the Health Office of a future appointment.
- **Follow up** is provided on any defects found in the medical examinations. Parents are notified and urged to consult their own family physician for advice regarding those conditions. If private physician care is not possible the school nurse can help the family locate other resources.
- **Vision tests**, using the Snellen Eye Chart or Vision Testing Machine, are provided for all students yearly.
- **Hearing tests**, using the audiometer, are provided for all students on a yearly basis. Students are re-tested when a teacher or parent reports a problem.
- **Scoliosis** (curvature of the spine) **screening** – All children, starting at eight years of age, have a spinal screening done by the nurse. If some questionable case is found, our school physician verifies it before referrals are made to family and health care providers.

- **First aid care** is given for emergencies and illnesses occurring during school hours.
- **Health inspections** are made to aid us in the prevention and control of communicable diseases. These include daily classroom inspections by the teacher. Special inspections of all children and contacts are made when communicable diseases are found.
- **A cumulative health record** is kept for each child showing his/her growth and development, all immunization records and problems requiring special needs or consideration

**Illness or injury at school** – Should a child be injured or become ill at school, the school nurse will telephone the home, work or emergency phone numbers provided. No child is sent home alone. It is wise for parents who are employed to list their business phone, and at least two emergency phone numbers should be on file in the school office so that they may be contacted in an emergency.

### **STUDENTS WHO ARE ILL MAY NOT LEAVE THE SCHOOL WITHOUT HEALTH OFFICE AUTHORIZATION!**

- The Board of Education has no legal right to assume responsibility for medical care of students injured in school. Only immediate first aid may be given. Its policy is determined by directive from the State Education Department.
- **Communicable disease control** – In order to prevent the spread of communicable diseases and to insure rapid recovery with a minimum of after effects, it is advisable to keep a child home from school when he/she shows any of the symptoms listed below. If these symptoms persist, it is wise to contact your physician, particularly when accompanied by fever.

Chills	fever
cough	skin eruptions
headache	sore throat
earache	red/runny eyes
stomachache	diarrhea
enlarged glands	runny nose
vomiting	

- If any of these symptoms is found in a child in school, parents will be notified and the child will be sent home.
- When a child becomes ill at home, parents should notify the school Health Office or attendance secretary in order to assist in preventing and controlling communicable diseases and in maintaining good health conditions for all children. Parents are requested to keep their children at home when any symptoms of illness appear. Your school nurse will be glad to talk with you regarding any questions you have.
- **Exclusion of children from school** – Notices will be sent home with every child when infections are discovered or reported in the school.
- **Immunization** – According to Board Policy JGCB and New York State Law Regulation 66.3 and Chapter 926, your child must be immunized in order to attend school in the North Syracuse Central School District. Failure to comply with this policy and state law will mean that your child **will not be able to enter school** until the immunization (polio, measles, diphtheria, rubella, and mumps) is in process or the immunization requirements are met. In addition, **all students entering the 6<sup>th</sup> grade** are required to show proof of immunity again varicella (chickenpox) and pertussis or “whooping cough”. Also, **all 7<sup>th</sup> grade students** must have begun the HIB series prior to the start of school in September.
- The doctor may excuse a child if the immunization would be detrimental to his/her health; but it must be in writing and signed by the physician. If an outbreak of that disease occurs, that child is automatically suspended.

### **ACCIDENTS**

If a student is injured during the school day or at any school function, he/she is to report this immediately to the person in charge, who will submit a written report to the school Health Office. The school nurse will inspect the injured person and take any necessary steps.

In case of an emergency, the nurse should be summoned immediately. If a doctor is necessary, the nurse will notify the parents and give them an opportunity to take the student to their family physician. The school district does not carry medical insurance on the students. Parents should submit any bills to their private insurance carrier. Any questions should be directed to the District Office, Insurance Department.

### **SCHOOL-PARENT COMMUNICATION**

Communication between school and parents is a two-way street. Parents are encouraged to call the appropriate personnel whenever there is a question or concern. School personnel frequently contact parents through phone calls, written notices and letters, and by encouraging parent conferences. Specifically, in November, parents of 5<sup>th</sup> and 6<sup>th</sup> students are asked to schedule an appointment to meet with their child’s teacher (see school calendar).

To become more involved with the school, which is always strongly encouraged, parents are invited to join the PTG. **Parent-Teacher Group (PTG)** of Gillette Road Middle School. Meetings are 6:30 p.m. on the 2<sup>nd</sup> Thursday of the month. Please check the calendar for dates.

**Officers for the 2023-2024 school year are:**

President - Fallon Roehm, Vice President– Nicole Ginsburg Co- Secretaries Stacy Miller & Maggie Francis, Treasurer - Colleen Klei

As for building information, information is sent out via Parent Square, and listed on the GRMS website to keep parents up-to-date on school activities, announcements and classroom news.

**REPORT CARDS**

Students are encouraged to reach a high scholastic average as well as to perform their duties to the best of their abilities. Report cards and progress reports are issued periodically to indicate to the student and parents the student’s performance. A student’s marks are an indication of their achievement, but do not always indicate their abilities or ambition. Achievement can be improved by proper attention in class, doing all homework and classwork, and proper study habits. Report Cards and Interim Reports can be accessed through School Tool.

**INTERIM REPORTS**

Interim Reports are a means of communicating student progress to parents between marking periods. Students who drop considerably in a particular subject or who have below a 70 in any subject are given Interim Reports. In some cases, students who have improved greatly in certain subjects are also given Interim Reports. Parents are encouraged to call the Guidance Office at Gillette at **315-218-3111** with any questions concerning these reports.

**5<sup>TH</sup> - 7<sup>TH</sup> GRADE SCHEDULE**

	Interim Reports On-Line	Report Cards On-Line
1 <sup>st</sup>	10/13/23	11/17/23
2 <sup>nd</sup>	12/21/23	02/06/24
3 <sup>rd</sup>	03/13/24	04/19/24
4 <sup>th</sup>	05/24/24	06/25/24

**HONOR AND MERIT ROLLS**

At the end of each marking period, an Honor and Merit Roll will be posted. ALL students receive numerical grades. Students with an average of 84.5-89.4 will be placed on the Merit Roll and those with an average of 89.5-100 will be placed on the Honor Roll. **Note: Grades of D or F exclude students from Honor or Merit Roll.**

**SCHOLASTIC ELIGIBILITY**

The new Scholastic Eligibility Policy became effective July 2007. All students involved in district interscholastic co-curricular activities, including athletics, band and other activities, in grades 7-12 are expected to achieve an **overall average of 70% in the previous quarter, with not more than one failing course.** Scholastic eligibility for 7<sup>th</sup> grade will be determined by the **last quarter grades in 6<sup>th</sup> grade, not by the final average or summer school grades.** Please review the Scholastic Eligibility policy on page 49 or online at the District website.



## GENERAL SCHOOL REGULATIONS

Each student is expected to behave in a way that is safe, respectful and responsible. This enables all of us to work in a positive manner to reach our goals. The following behaviors are listed in order to help students meet the expectations stated above.

1. Hallway traffic should be orderly; running, whistling, shouting, or other loud noises are **NOT** acceptable.
2. Loitering in halls or lavatories is not allowed.
3. Gum chewing is not allowed.
4. Smoking and/or possession of cigarettes in or on school property are not allowed.
5. The selling of **any** article or substance by a student to another student is strictly prohibited.
6. Damaging or defacing any article of school property is strictly prohibited.
7. The public display of affection is not acceptable behavior.
8. Students are expected to come to class, study hall, or detention with the materials necessary for them to work.

## PASS PRIVILEGES

1. Except before school and during the passing of classes, students are required to have a pass when moving through the halls. Passes are contained in the Student Agendas and must remain intact in the agenda at all times.
2. A pass is completely filled out and must be signed by the teacher granting the pass, and by an authorized person at the destination.
3. **No** passes will be issued during **class time**. The only exceptions are:
  - a. emergencies
  - b. referrals to the office
4. Students should go **directly** to the destination written on their passes. **Stopping** along the way is not permitted.

## ELECTRONIC EQUIPMENT/GAMES

For a variety of reasons, including disturbance to classes, as well as damage or theft of the equipment, radios, IPODs, MP3 players, electronic games, tape recorders, CD players, cameras, beepers, trading cards **etc.** are not to be brought to school. Students should be aware that such articles will be confiscated and may be returned at the end of the day. If this behavior is repeated, the equipment will be confiscated and released only to the student's parent or guardian.

## CELL PHONE USAGE

Cell phones are allowed in school only when they are turned off and placed in the student's locker. Use of cell phones: calls, text messages, camera phones, etc during school hours is strictly prohibited. Misuse of phones will result in the phone being confiscated, placed in the safe and returned only to the parent or guardian.

## UNSAFE OBJECTS/MATERIALS

Because items such as cigarette lighters, matches, laser pointers, sharp objects, hair equipment, hair spray, any type of spraying device, **etc.** may create unsafe situations, they are not to be brought to school. Students should be aware that such items will be confiscated and may be returned at the end of the day. If this behavior is repeated, the item will be confiscated and returned only to the student's parent or guardian.

## APPROPRIATE DRESS

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

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

**May Wear:**

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



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

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images
- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear
- denigrate another person's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status are see-through and expose undergarments and/or private parts

Addressing Violations:

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

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

## **TARDINESS TO CLASS**

Students are expected to be on time for all classes. If a staff member detains a student, the student should be issued a pass, which will grant him/her an excused late entry into that classroom. Classroom teachers will record unexcused tardies, and the following procedures will be used **each ten-week period:**

First tardy: Teacher notifies student and gives a warning

Second tardy: Parent notification

Third tardy: Teacher notifies parent and detention is assigned

Fourth tardy: Referral: Principal intervention/parent contact

Fifth tardy: Referral: Principal intervention/parent contact

## **PLAGIARISM**

**You have Plagiarized when you:**

- Copy sentences or paragraphs out of books, magazines, encyclopedias, etc. and present them as your own.
- Present someone else's argument or ideas as your own.
- Copy someone else's lab report, outline, essay, report, or term paper.
- Allow somebody else to write your papers, reports, etc.
- Borrow or buy someone else's reports or papers and submit them as your own.

**Penalties for submitting a plagiarized class assignment:**

- No credit for the assignment that was plagiarized.
- Plagiarized assignment cannot be redone or made up.
- Parents will be notified.

## **STUDENT TECHNOLOGY GUIDELINES**

Computer technology issues, which are not violations of the district Acceptable Internet Use Policy (AIUP) and are not actions that could cause damage to the computer itself or the network, will be dealt with by the individual classroom teachers with a warning and/or parent notification and/or teacher assigned detention. Repeat offenses of this type would follow the process for infractions through the disciplinary actions assigned in the Student Agenda. Computer issues that are violations of the AIUP and/or appropriate use of computers will be dealt with according to the step process.

Infractions include, but are not limited to:

- Downloading of any files or installing any programs on student devices without permission of the teacher
- Downloading of any inappropriate, non-educational, or pornographic material or games to any device
- Changing or altering any settings, files, profiles on Chromebooks to deliberately circumvent established security or filtering policies
- Inappropriate use of the Internet such as: playing games not approved by the teacher, using chat rooms, cyber bullying, searching or viewing inappropriate content, or ordering items
- Impersonation of another student by logging in to a device using someone else's username and password. As well as, sharing your password with other students
- Student use of email for anything other than school related activities
- Any violations of Federal, State, Local laws, rules or regulations or District Policy Consequences range from: suspension of computer privileges, along with a warning, DT, ISS, OSS, informal or formal hearing

Consequences range from: suspension of computer privileges, along with a warning, DT (detention), ISS (in-school-suspension), OSS (out-of-school suspension), informal or formal hearing.

## **BREAKFAST/LUNCH PROGRAM**

Students wishing to eat breakfast at school may report to the cafeteria prior to homeroom for a "Grab-N-Go" breakfast. If they choose they may eat in the cafeteria. The lunch program is designed so every student is scheduled to eat during one of the lunch periods and they are required to report to their assigned dining room during this period. Each day the cafeteria staff provides a breakfast menu in the morning and then prepares two hot lunches, a salad plate and a variety of sandwiches. Ice cream and snacks can also be purchased. Students **must** use their **4 digit personal ID number** when purchasing a breakfast or lunch. Students who receive free or reduced price lunches also qualify for free or reduced priced breakfasts. **Applications for free or reduced-price meals must be filled out each year.** Only one application per family is necessary with **all** the student names. If the household members, income or assistance changes during the year, a new application must be submitted.

The Food Service Department encourages prepayment of meals. You can pay by cash or check made out to the "School Lunch Fund" or by credit card at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or through the District website. Specify when you prepay if the money is for breakfast meals, lunch meals or a general fund, which can be used for anything including snack foods. If you do not specify, your money will be applied to your lunch account. Your student can bring prepayment to the cafeteria in the morning or you can mail a check with your student's name and ID number to Gillette Road Middle School Cafeteria, 6150 South Bay Road, Cicero, NY 13039-9310.

## **DINING ROOM BEHAVIOR**

- Observe good dining room standards at the table.
- Leave tables and surrounding area clean.
- Replace chairs and put trash in proper containers.
- No extorting of food or money; no trading food.
- No "budging" into line.
- Food must remain in the cafeteria unless otherwise directed by a staff member.
- Respect cafeteria staff, supervisors and other students.
- Conversation in a **normal tone of voice** is encouraged in the dining room.
- Students are expected to eat in the dining room that has been assigned to them, to be on time, and to remain in the dining room throughout the lunch period.

Students who cannot abide by these procedures will not be allowed to eat in the dining room. Their lunch privileges will be restricted to an assigned area, and they will eat alone.

## **RULES FOR SCHOOL CONCERTS**

To make our performances more enjoyable for the participants and for the audience, we find it necessary to establish or reinforce the following rules:

- **A parent needs to accompany all students and/or other children.**
- No food or beverages are to be brought into the building.
- Appreciation for individual or group performance should be shown by applause at the end of the particular number. Whistling, screaming and/or foot stomping is not appropriate.

- After a group has finished performing, they are to report back to their assigned rooms where they will remain with the supervisor(s). Parents may pick up their children in their rooms during intermission and/or at the end of the concert.
- The use of cell phones and/or pagers is prohibited during the concert.

## **SCHOOL SOCIAL EVENTS**

School events are held primarily for the enjoyment of middle school students and are not open to the public. The following guidelines are intended to support this purpose:

- Only students presently attending the middle school may participate. Students must be present in school the day of the event to be able to attend.
- In general, evening events begin at 6:00 P.M. and end by 8:00 P.M.
- Attire for social events must be appropriate.
- Regular school behavior guidelines apply for the social event.
- Parents should be here on time to pick up students.
- Parent permission slips are required for certain school events.
- Attendance at school functions will follow the Student Conduct and Discipline Policy. If a student is assigned or serving a suspension from school (**ISS or OSS**), **the day** of the function, they will not be allowed on school grounds or at extra curricular events.

## **RULES FOR PHYSICAL EDUCATION**

All students will review the following document with the Physical Education Staff at the initial class meeting. These meetings will be conducted in large group settings with all Physical Education instructors present. This insures continuity in the program. Rarely a teacher will have to review these policies alone when other instructors are on assigned duties. Students will have the opportunity to ask any questions for clarification.

### **Attendance**

All students will be scheduled for physical education every other day. Attendance is required at each class.

### **Dress for Class**

Students are required to be dressed in the appropriate attire for physical education class. This includes sneakers, a shirt, and athletic shorts or pants. Students may choose to change their clothing in the school locker rooms if they would like to. Students who do not want to change in the locker room must come to school wearing the appropriate attire on the days that they are scheduled for physical education class.

Any student who does not meet the above requirements will be considered unprepared to participate in the physical activities that period. Students and families should be aware that when a student does not participate due to unpreparedness, a grade of zero may be given for that class period.

### **Unprepared Policy for Physical Education**

The following steps will be used for each 10 week marking period:

- Step 1 Teacher Verbal Warning
- Step 2 Student will complete a written assignment
- Step 3 Student will complete a written assignment, teacher will notify parent/guardian
- Step 4 Student will be assigned one night of detention
- Step 5 Student will be referred to the principal

**Jewelry and chewing gum** are not allowed in class for safety reasons.

**Students who are late to class** must be prepared to show a pass from the previous instructor. Three tardies in a 10-week marking period will result in a teacher detention.

### **Injuries**

Injuries, no matter how minor, are to be reported to your physical education teacher or the physical education teacher in charge of your activity at the time. This includes substitute teachers. You will then be referred to the health office.

## Medical Excuses

Students may be excused from physical education classes by presenting a *Doctor's Note* stating the limitation and its duration. If you are under the care of a physician you must have a release from him/her before you can resume your physical education classes. Students missing class without a doctor's note will be required to make up the class and should consult the physical education staff for make up assignment.

## Locker Room Rules and Behavior

Locker rooms are to be used for dress only. Gym clothes will be stored in the student's hall locker. Gym clothes will be brought down for class and returned after class to the student's hall locker. Each student will have access to a combination locker to store his/her school clothes during physical education class. Fighting and other forms of dangerous behavior will not be tolerated. Any unsafe behaviors will be referred to the principal where disciplinary action will be determined as outlined in the student handbook. The physical education teacher in cases can also assign detention where actions by the student were not deemed serious enough for administrative action. Parents will receive a written form explaining the issue.

## BUS TRANSPORTATION

Every day approximately 10,000 students are transported to and from schools by a fleet of 90 buses owned and operated by our school system. These buses travel over one million miles per year. There are certain rules that every student must know and follow:

1. Help keep the bus on schedule - be on time. Bring with you everything you need for school. The bus cannot wait or return home for you.
2. Be careful not to destroy or damage surrounding property in any way while waiting for the bus.
3. Students need to use their assigned bus stop unless it is officially changed by transportation.
4. Be careful in approaching bus stops. It's wrong to walk on the "right side" of the road. You might be struck from behind. Walk on the left side.
5. Avoid standing and playing on the road while waiting for the bus.
6. Be sure the bus has come to a full stop before getting on or off the bus.
7. Obey the driver promptly and cheerfully; realize that he/she has a big responsibility and that it is your job to help.
8. Loud talking and unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Keep your head, arms and hands inside the bus at all times. Do not open windows without the driver's permission.
10. Smoking on school buses is a violation of the "State Law".
11. Help keep the bus clean, sanitary, and orderly. Treat bus equipment as you would valuable furniture in your own home.
12. The emergency door is to be used in an emergency only. Do not tamper with it.
13. If a bus has mechanical trouble or is delayed on the road, remain seated in the bus until it can proceed, or until a relief bus arrives. If you are waiting for a bus and it is delayed, please wait until your regular bus or a relief bus arrives.
14. Students are responsible for any damages that they do to the bus.
15. When getting off the bus, do not attempt to cross the road until the driver signals that the road is clear and it is safe to proceed. Then only cross in front of the bus.
16. Any long-term change in bus pick-up or drop-off requires filling out a **Change of Transportation Form**. These forms are available in the school's main office or the District Transportation office.
17. Any short-term change, a student must bring a signed note from a parent or guardian in order to ride a different bus.

**Just a reminder – if you notice anything unusual at your bus stop, please make sure you report it immediately to your bus driver.**

## BUS PASSES/LATE BUSES

Bus passes are issued to students needing to ride a different bus or depart their bus at a different stop. Bus passes can only be issued to students if a note has been sent into school from the parent. All temporary bus request changes must be in writing. Passes will be issued for a temporary change in after school arrangements. The student should report to homeroom and then submit their note to the secretary in the Main Office who will write up bus passes. The student should return to the Main Office later in the day to pick up their bus pass.

**Late buses are available to students Monday – Thursday at 4:10 PM.** Students staying for any after school event or activity will be issued a late bus pass from the teacher supervising their activity. Late bus runs are determined by area and will not be the students' regular bus. A map of the areas is located in the Main Office and the Security Guard will have a list of late buses and will be available as students leave the building if they require additional assistance.

## **VISITATION PROCEDURE**

All buildings in the North Syracuse Central School District have an open door philosophy and encourage the visitation of all residents in the district.

1. Parents may request a visit to their child's classroom(s) through the building principal. The date and time of the visit shall be mutually agreed upon directly between the parent and the teacher. The building principal shall be notified in advance, of the arrangements, which have been agreed upon for the visit.
2. Teachers may request a parent to visit the classroom by directly contacting the parent and establishing a mutually agreed upon date and time. The building principal shall be notified of the visit, in advance.
3. Visitations shall take place in such a way that no disruption of the normal classroom routine shall occur.
4. A 24-hour notice would be preferred to make the scheduled visitation a worthwhile experience. Shorter notices are acceptable providing this does not disrupt the learning process.
5. Upon entering the building, visitors must sign in with the security guard and secure a visitor's pass from the main office. Upon completion of the visit, the pass must be turned in and the visitor must then sign out with the security guard.

## **VISITOR CODE OF CONDUCT**

The District is committed to providing an orderly, 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. A "visitor" is defined as anyone who is not a regular district staff member or student of the school.

The restrictions on visitor conduct on school property or attending a school function are not intended to limit freedom of speech or peaceful assembly. The purpose of this code of conduct is to maintain public order and prevent abuse of the rights of others.

## **POLICY 1240.1 - VISITOR CODE OF CONDUCT**

### **Visitor Code of Conduct**

All visitors on school property or attending a school function shall conduct themselves in a 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.

### **Prohibited Conduct**

No visitor, either alone or with others, shall:

- Injure any person or threaten to do so.
- 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.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- 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.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Smoke a cigarette, cigar, pipe or use chewing or smokeless tobacco in or on school property or at a school function.
- 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.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Incite others to commit any of the acts prohibited by this policy.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

### **Penalties**

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

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.

Please contact the North Syracuse School District Office or refer to the District website for a complete copy of the Visitor Code of Conduct Policy.

## STUDENT ACTIVITIES

### STUDENT COUNCIL

Representatives are elected from each homeroom every year to encourage school spirit and develop leadership skills. These students work on special worthwhile school projects throughout the year.

### MUSIC ACTIVITIES

Students may participate in concert band, orchestra or chorus. These activities are held during the school day period for 7<sup>th</sup> grade students and after school for 5<sup>th</sup> and 6<sup>th</sup> grade students. Instrumental music lessons are offered during the day for all grade levels. Concerts are performed in December and May.

### SCHOOL PLAY

Interested students work from mid-winter until early spring to present the annual school play. In the past, Gillette Road Middle School plays have been outstanding and very enthusiastically received by both the school and the community.

### SPORTS

**Intramural activities** are offered throughout the year, depending on the season, student interest and availability of coaches. Some of the sports that have been offered are: track, soccer, flag football, bowling, basketball, volleyball, dancercise, softball and lacrosse.

**Modified sports** programs are offered for 7th grade students in conjunction with 8th grade students. Tryouts are held and teams compete against other county schools at this age level. Track, football, basketball, soccer, lacrosse, and baseball are usually available. Teams practice at North Syracuse Junior High School.

The North Syracuse Board of Education has established the following parameters in response to the need to determine the medical status of students prior to participation in interscholastic sports.

1. A student's personal primary care physician may provide a health assessment for interscholastic athletics participation when using North Syracuse School District's standards of acceptability. The school district will continue to provide student athletic physicals, free of charge.
2. The Chief School Physician has the final authority to determine the physical capability of a student to participate in a sport.
3. The examination and approval of the school physician or personal physician will indicate the category of activities in which the student may participate. **(This information must be submitted to the school nurse on the athletic department health record card.)**
4. The results of the examination will be valid for one academic year unless injury or prolonged absences occur. Under these circumstances, re-qualification by the school physician must take place prior to participation. Physicals conducted subsequent to June 1st will be considered valid for the following year.
5. A student unable to participate in a district athletic program due to physical impairments identified during a school athletic physical may present a verified petition to the New York State Supreme Court to enjoin the school district from prohibiting his/her participation.

**NORTH SYRACUSE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY STATEMENT**

**SUBJECT: COMPREHENSIVE ATTENDANCE POLICY**

**I. PHILOSOPHY**

The North Syracuse Board of Education shares these common beliefs:

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

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

The Board of Education recognizes its responsibility to maintain adequate attendance records on each of its pupils and to be able to keep track of pupils throughout the school day. Additionally, the Board of Education has the obligation to be able to notify parents where their enrolled children are throughout the school day. The Board of Education directs the administration to identify patterns of behavior that may require school/parental attention. Furthermore, the Board of Education affirms positive student attendance as critical to maximizing the achievement of academic standards.

The North Syracuse Board of Education is responsible for the establishment and enforcement of a uniform attendance policy.

**II. POLICY**

The Board of Education adopts this comprehensive attendance policy in order to promote greater student attendance, to maintain detailed data regarding student attendance and absences, and to assure accuracy in accounting for all students at all times.

**III. AMPLIFYING INSTRUCTIONS AND GUIDELINES**

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

**ADMINISTRATIVE GUIDELINES AND PROCEDURES  
FOR IMPLEMENTATION OF  
POLICY 5100-1  
COMPREHENSIVE ATTENDANCE**

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board of Education expects to reduce the level of unexcused absences, tardiness, and early departures, encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of attendance problems and develop effective intervention strategies to improve school attendance.

**1. Notification of Comprehensive Attendance Policy**

To be successful in adopting and implementing this policy, it is imperative that all members of the school community are aware of the policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures will be implemented:

- 1.1 The attendance policy will be included in all student handbooks, planners, and agendas and will be reviewed with students at the start of each school year.
- 1.2 Parents will receive a plain language summary of this policy by mail prior to the beginning of the school year. Parents may be asked to sign and return a statement that they have read and understand this policy.
- 1.3 When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) of the specific incident of unexcused absence, tardiness, or early departure, remind them of the attendance policy, and review attendance intervention procedures with them.
- 1.4 At all annual school Open Houses or Back-to-School events, administrators will review this policy and stress the parent's responsibility for ensuring their children's attendance.



- 1.5 Notification of this policy and a summary of attendance expectations and consequences will be published in the District Dispatch throughout the 2002-03 school year and prior to the beginning of each subsequent school year.
- 1.6 Notification of this policy and a summary of attendance expectations and consequences will be published in each school's newsletter and will include periodic reminders of the components of this policy.
- 1.7 The district will provide a copy of the attendance policy and any amendments to faculty and staff. In-service sessions will be held for all faculty and staff prior to the implementation of the policy. The policy will be published in all faculty handbooks.
- 1.8 Building administrators will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation with designated staff member(s).
- 1.9 Copies of this policy will also be made available to any community member, upon request.

**2. Excused and Unexcused Absences**

All student absences, tardiness, and early departures from class or school must be accounted for. It is the parent's responsibility to notify the school within at least 24 hours of the student absence, tardiness, or early departure from class or school or to provide a written excuse upon the student's return to school.

**2.1 Excused Absences**

An excused absence is defined as the student not being in school, but has an excuse that is within the district's acceptable excused absence regulations.

2.11 Medical reasons:

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

2.12 Family related reasons:

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

2.13 Other:

- College visit\*
- Attending funeral
- Incarcerated\*
- Social Service visit\*

\*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

**2.2 Unexcused Absences**

An unexcused absence is defined as the student not being in school with parental knowledge or consent but not within the district's acceptable excused absence regulations.

- Away
- Babysitting
- Car trouble
- Employment
- Family vacation
- Illegal excuse
- Missed bus

- No excuse submitted
- Overslept
- Parents thought there was no school
- Personal
- Power outage
- Road test
- Shots incomplete
- Skip school
- Non-school Sporting Event
- Unknown
- Half-day session of school

## 2.3 Tardies

A tardy is defined as the student arriving to school after the official start of the school day.

### 2.31 Excused tardies:

- Attendance in Court\*
- Attendance at Health Center \*
- Attending Funeral
- Counseling\*
- Dental/Orthodontist appointment\*
- Doctor appointment\*
- Went directly to BOCES
- Family emergency
- Impassable Roads and/or weather
- Social Services visit\*

\*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

### 2.32 Unexcused tardies:

- Employment
- Failure to sign into school late
- Car trouble
- Arriving late to school
- Missed bus
- Overslept
- Power outage
- Present in school, but not in homeroom
- Road test
- Unknown

## 2.4 Other

### 2.41 Student Suspensions

For purposes of this attendance policy, student suspensions (in-school or out-of-school) will be encoded as excused absences.

### 2.42 Educational Events

Educational events will be encoded as excused absences.

- Attending Career Center\*
- Take Your Child to Work Day\*
- School Event
- School-sponsored field trips
- School-approved work program\*

\*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

## 2.5 Truancies

A truancy is defined as the student being absent from school without parental knowledge or consent.

All student truancies will be considered to be unexcused absences.

\*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused.

### General Procedures/ Student Attendance Collection

The district utilizes the Student Information System, operated and maintained by the Regional Information Center of the Onondaga-Cortland-Madison BOCES. All incidents of student absence, tardiness, or early departure from school are to be recorded electronically.

2.1 Attendance will be taken during each class period.

2.2 At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for recording attendance.

2.3 The nature of a student absence, tardiness or early departure from class or school shall be coded on a student's attendance record.

2.4 Student absences, tardiness, or early departure from class or school shall be made available to and should be reviewed by school administrators in an expeditious manner.

2.5 Where additional information is received that requires corrections to be made to a student's attendance records, such correction shall be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.

2.6 Building attendance data will be reviewed and reported to the Superintendent and each building administrator ten times each school year.

2.7 Attendance data will be analyzed periodically by building administrators to identify patterns or trends in student absences.

2.8 Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. Such students must be reminded of the expectations for positive attendance and of the consequences of lack of attendance. Such students may also be referred for attendance intervention.

### 3. Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. Each building will develop a system of incentives and recognition to be implemented (for example, publication of quarterly attendance honor roll, perfect attendance lists, etc.).

### 4. Disciplinary Consequences

Unexcused student absences, tardiness, and early departures from class or school may result in disciplinary action consistent with the district's code of conduct. Those penalties may include detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

### 5. Intervention Services

Each building shall determine appropriate intervention services for students whose attendance is problematic. Such interventions may include parent-administrator-student conferences, referral for counseling, and/or referral to social service agencies or the juvenile judicial system. These intervention services will be specified in each building's student, and parent, and staff handbooks.

### 7. Attendance and Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance.

Consequently, each marking period a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc.

Students are expected to attend **all scheduled classes.** Consistent with the importance of classroom participation, **unexcused** student absences, tardiness, or early departure from class or school **will** affect a student's class participation grade for the marking period.

8. **Annual Review of Attendance**

Each building administrator will review student attendance records annually. Should the building's annual attendance rate decline from that of previous years, the building administrator will submit a plan of intervention to the Superintendent and Board of Education.

The Board of Education shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan that it deems necessary to improve student attendance.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY STATEMENT  
**Amendment & Readoption**

**Recommended 5/11/2020**

POLICY 5311.1

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

POLICY: 5311.1 EFFECTIVE DATE: 5/11/2020

DATE OF ORIGINAL POLICY: 1/11/1980 DATE OF NEXT REVIEW: 6/2021

REPLACES 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.

POLICY 5311.1

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, 218-2300]

**KWS Bear Road Elementary**  
[John Cole, 218-2400]

**Cicero Elementary**  
[Kathleen Wheeler, 218-2500]

**Lakeshore Road Elementary**  
[Tina Chmielewski, 218-2600]

**Roxboro Road Elementary**  
[Matt Motala, 218-2700]

**Smith Road Elementary**  
[Lyndsey Maloney 218-2800]

**Gillette Road Middle School**  
[Sarah Jones, 218-3000]

**Roxboro Road Middle School**  
[Matt Motala, 218-3300]

**North Syracuse Junior High School**  
[Constance Turose, 218-3600]

**Cicero-North Syracuse High School**  
[Jamie Sullivan, 218-4100]

**Main Street Early Education Program**  
[Dawn Hussein, 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

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

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

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

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

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

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images
- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear

- denigrate another person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- are see-through and expose undergarments and/or private parts

Addressing Violations:

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

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

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  
Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent  
Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
2. Detention - teachers, principal, superintendent
3. Suspension from transportation - director of transportation, principal, superintendent
4. Suspension from athletic participation - coaches, principal, superintendent
5. 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."
      - 3) "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.
      - 4) "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.

## 5. Expedited Due Process Hearings

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, POLICY 5311.1 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.

## BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual Harassment Prevention PolicyPOLICY: 9010.02 EFFECTIVE DATE: 12/3/2018DATE OF ORIGINAL POLICY: New DATE OF NEXT REVIEW: 12/2021DATED: 12/3/2018

## I. PHILOSOPHY

North Syracuse Central School District (“the District”) is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This Policy is one component of the District’s commitment to a discrimination-free work environment.

## II. POLICY

This Policy applies to all employees. It also applies to individuals who are not employees of the District but are employees of contractors, subcontractors, vendors, consultants, volunteers and other persons who provide services in the workplace, such as interns and temporary employees.

Sexual harassment is not tolerated by the District and is prohibited by this Policy. This Policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Employees and other individuals covered under this Policy will be subject to disciplinary or other corrective action for any violations of this Policy.

No person covered by this Policy shall be subject to adverse employment action because he/she makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this Policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this Policy and subject to remedial or disciplinary action.

The District will conduct a prompt, thorough, fair, and confidential investigation, consistent with this Policy, in response to any complaint about sexual harassment. The District may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The District will take effective corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including administrators, directors, principals and supervisors, are required to cooperate with any internal investigation of sexual harassment.

1. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the complaining individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex, where the conduct is so severe and pervasive as to alter the terms of employment for the individual subject to the harassment.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

## 2. Examples of Sexual Harassment

The following is a list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.
  - Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
  - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.

## 3. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, client, customer, or visitor.

4. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

5. What is retaliation?

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report.

6. Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this Policy, who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to an administrator or supervisor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to an administrator, or supervisor. If an employee makes a report to his/her building administrator or supervisor and believes the administrator or supervisor is not taking appropriate action, the employee should report this inaction to the Assistant Superintendent for Human Resources. If an employee believes that his/her building principal or supervisor violated this Policy, then the employee should report the matter to the Assistant Superintendent for Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is included in this Policy, and all employees are encouraged to use this complaint form, but using the form is not required. Employees who report sexual harassment on behalf of another person should state clearly that the complaint is made on another person's behalf.

The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

7. Administrator/Supervisory Responsibilities

Any administrator or supervisor who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Assistant Superintendent for Human Resources.

8. Investigation of Sexual Harassment

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint, and will be confidential to the extent possible.

In conducting a fair and impartial investigation, the District's procedures will include these "due process" protections:

- The District will provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint and an opportunity to provide a response to the allegations.
- Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation.
- The District may adapt and modify the investigatory procedure, at its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this Policy are required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the District to conduct an objective and fair investigation.

If the District determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the District to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this Policy to conduct in violation of this Policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

The District will notify the individual who was subject to the reported conduct and the person who filed the complaint, if different, of the conclusion of its investigation, and will follow up with that individual as appropriate under the circumstances.

## 9. Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law. In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities:

- The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-year statute of limitations, or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at [www.dhr.ny.gov](http://www.dhr.ny.gov).

- The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints, and may pursue a claim in federal court on behalf of the complaining party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual files an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the individual's right to proceed.

in federal court.

10. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

11. Other Types of Harassment

The District also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law. For more information, see Board of Education Policy 9010.2 – Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee).

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Sexual Harassment Reporting Form

This form is designed to assist individuals making a report under The North Syracuse Central School District’s Policy 9010.02 - Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of the North Syracuse Central School District to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to your building administrator or supervisor. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

North Syracuse Central School District prohibits retaliation against any individual who opposes a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

**YOUR INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Communication Method: \_\_\_\_\_

**ADMINISTRATOR/SUPERVISOR’S INFORMATION**

Immediate Supervisor’s Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

**INFORMATION CONCERNING SUSPECTED HARASSMENT**

1. The name of the person(s) involved in your complaint

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other identifying information: \_\_\_\_\_

Relationship to you: Supervisor Subordinate Co-Worker Other: \_\_\_\_\_

2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

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3. Date(s) harassment occurred: \_\_\_\_\_

Is the harassment continuing?       Yes     No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.

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5. Have you previously complained or provided information (verbal or written) about harassment? If yes, when and to whom did you complain or provide information?

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Upon receipt of this report, the Assistant Superintendent for Human Resources will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, read Policy 9010.02 – Sexual Harassment Prevention Policy.

*The information provided in this report is true and complete and I request that North Syracuse Central School District investigate this complaint and advise me of the outcome of the investigation.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



III. DELEGATION OF AUTHORITY

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

IV. REVIEW

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

V. LEGAL REFERENCES

Equal Employment Opportunity Commission Guidelines (1980)  
Title VII - United States Civil Rights Act (1964) (amended 1980)  
New York Executive Law (Human Rights Law)  
Board of Education Policy 9010.2 – Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee)

VI. 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  
BOARD OF EDUCATION POLICY STATEMENT

POLICY 5200

SUBJECT: Scholastic Eligibility 7-12

POLICY: 5200 EFFECTIVE DATE: 1/28/2019

DATE OF ORIGINAL POLICY: 1/11/80 DATE OF NEXT REVIEW: 6/2022

REPLACES POLICY NO.: IDEA DATED: 1/28/2019

I. PHILOSOPHY

It is recognized that one of the fundamental reasons for a student's attendance in school is to gain academic competency.

It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

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

II. POLICY

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

III. AMPLYFYING INSTRUCTIONS AND GUIDELINES

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

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

1. Beginning of Fall Activities:

Eligibility will be determined using the fourth quarter marking period grades for students in grades 6-11 (Summer School may be used during the Appeal Process only). Such activities which continue throughout the year require a second quarter report card average of 70%, and not more than one failing grade. The last day to apply for an appeal is the first day of Fall sports tryouts. (See Appeal Process).

2. Beginning of Winter Activities:

Eligibility will be determined using the first quarter marking period grades. A student must have a 70% average and not more than one failing grade. The last day to apply for an appeal is one week after the first quarter marking period grades are posted. (See Appeal Process).

3. Beginning of Spring Activities:

Eligibility will be determined using the second quarter marking period grades. A student must have a 70% average and not more than one failing grade. The last day to apply for an appeal is the first day of Spring sports tryouts. (See Appeal Process)

4. Year-Long Co-curricular Activities or Clubs

In order to continue to participate in co-curricular activities or clubs, the student must maintain eligibility during subsequent marking periods during the course of the activity or club. Students who do not maintain eligibility status will be prohibited from continuing participation in the co-curricular activity or club and will be removed from that activity or club.

Throughout the school year, eligibility will be determined quarter by quarter. Student may enter or re-enter (at quarterly marking periods as eligibility is maintained or reacquired) year-long activities throughout the school year, in keeping with individual program criteria and schedule.

5. Summer school grades will not be considered in determining a student's academic eligibility. Summer School grades may be used for an appeal for a fall activity (See Academic Eligibility Appeal Process).
6. During each ten-week quarter (at 5, 15, 25, and 35 weeks), the parent/guardian of each student will receive an interim cautionary report if the student is failing one or more courses. This report will inform students and parents that the student's continued eligibility may be in jeopardy.
7. Coaches and advisors will be notified of students' interim cautionary reports at 5, 15, 25, and 35 weeks and, students' quarterly report card grades.
8. Academic support is available for all students. It is the student's responsibility to seek extra help.

B. Academic Eligibility Appeal Process

1. A committee to review appeals related to academic eligibility will be created for each case. Academic Eligibility Appeals should be directed to the Principal, who will convene the committee. The committee will conduct an academic eligibility conference and will review the facts, call witnesses, and make a decision. The committee will consist of:
  - a. The Athletic Director
  - b. Principal
  - c. 3<sup>rd</sup> Administrator
2. The academic eligibility conference for any student must be conducted by the Committee.
3. For students participating in year-long activities, the academic eligibility of any student who fails to meet the academic eligibility requirements as listed above as indicated on a five week report, will have their academic eligibility reviewed by the committee.
4. If an academic eligibility appeal is granted, a student may be put on academic probation until the end of the five-week mid-marking period. The student may practice and participate in the sport until the committee reviews the student's academic standing at the end of that period.
5. Notification will be made to the coach, parent, and instructional staff.
6. **Parents/guardians must call the Principals office to set-up a hearing date. The cut-off dates are listed above. THERE WILL BE NO EXCPTIONS TO THESE DEADLINES. Parents must bring a current report card.**

IV. DELEGATION OF AUTHORITY

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

V. REPORTS

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

VI. REVIEW

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

VII. LEGAL REFERENCES

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

VIII. SIGNATURE BLOCK

Reviewed and Approved  
by Board Policy Committee \_\_\_\_\_  
Chairperson Date

Reviewed and Adopted  
by Board of Education \_\_\_\_\_  
President Date

Received for Implementation \_\_\_\_\_  
Superintendent Date

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Internet Safety Policy

POLICY: 4201.1 EFFECTIVE DATE: 9/25/17

DATE OF ORIGINAL POLICY: 7/20/2009 DATE OF NEXT REVIEW: 9/2020

DATED: 9/25/17

I. PHILOSOPHY

The North Syracuse Central School District provides electronic information resources to students and staff. It is our mission to improve learning and teaching through interpersonal communication, access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The Board of Education supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is incumbent upon users to utilize this privilege in an appropriate and reasonable manner.

II. POLICY

A. Curriculum

The use of the District’s Internet Access shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.

B. Appropriate Uses

All use of the District’s Internet Access must be:

- In support of education and/or research in furtherance of the District’s stated educational goals, or
- For a legitimate school and/or administrative business purpose.

C. Prohibited Uses

Unacceptable Internet Access uses include but are not limited to:

- Uses that violate the law or encourage others to violate the law.
- Uses that cause harm to others or damage to their property.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- Use for personal financial gain.

D. Internet Safety

District Internet access shall have a filtering device designed to block entry to media that are (1) obscene, (2) pornographic, or (3) harmful for students, as defined by the Children’s Internet Protection Act. Student’s online activities are monitored through direct observation and/or technological means, to ensure that students are accessing material that is appropriate and consistent

POLICY 4201.1

with the district’s educational goals. Students will have access to some accounts outside of school and are expected to follow the District Acceptable Use Policy and individual school and classroom rules for

online behavior.

At the beginning of each school year, as part of this Policy and the District's Acceptable Technology Device, Account, Internet, E-mail and Telephone Use Policy (Policy 4201), the District shall also provide age-appropriate instruction regarding appropriate online behavior including:

- Interacting with other individuals online
- Cyberbullying awareness and response

#### E. Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic information. Internet safety measures shall be implemented that address the following, within technical and budgetary constraints (or limitations):

- Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- Safety and security of students when they are using electronic mail, and other forms of electronic communication, and working collaboratively online;
- Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
- Unauthorized disclosure, use and dissemination of personal information regarding students; and
- Restricting students' access to materials harmful to them.

District procedures shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the internet, e-mail, and other district technology resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

#### F. Filtering Procedures and Guidelines

The District will install a technology protection measure (Internet filtering software and/or hardware appliance). This solution will protect against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with Internet access by minors harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Specific categories for access are listed in the following sections.

This solution will also filter sites that are known issues for viruses and malware.

This solution, where possible, will provide monitoring of online activities of minors. These reports will be reviewed where appropriate and adjustments to the filter will be considered.

#### G. Student-Level Access

The categories from which students will be shielded are:

- Adult/Sexually explicit — material that is sexually oriented, adult products and services, explicit cartoons and animation
- Criminal Skills — information about performing illegal acts
- Hacking — information about questionable or illegal use of equipment and/or software
- Hate Speech — advocating or inciting degradation or attack of specified populations or institutions; promoting political or social agenda that is supremacist in nature, is militant or extremist
- Violence — portraying, describing, or advocating physical assault against humans, animals, or institutions; excessive use of profanity 1
- Weapons — online purchasing or ordering information; information detailing the use of guns, weapons,

- ammunition or poisonous substances
- Additionally, in order to meet the CIPA requirement to minimize “unauthorized disclosure, use, and dissemination of personal information regarding minors,” access to un-moderated chat rooms and Web-based anonymous electronic mail is restricted.

#### H. Staff-Level Access

The categories from which staff will be shielded are:

- Adult/sexually explicit
- Criminal skills
- While the staff level of access provides broader access to Internet content, the access is for educational purposes.

#### I. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet or made public on the District internal network without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

#### J. Acceptable Technology Device, Account, Internet, E-mail and Telephone Use is contained in Policy 4201.

Access to the District's computer system and/or Internet service is an integral part of the educational process. Temporary access may be granted to each student at the time of building enrollment. Each student will be required to acknowledge the Acceptable Use Policy in connection with acceptance of the school handbook to assure continued access to the District's computer system and/or Internet Service.

#### K. Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer network, and the Internet provided under this policy. While the District attempts to protect information on its computer network, it is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

#### L. Violations

If any user violates this policy, the user's access may be denied or withdrawn and he/she may be subject to additional disciplinary action. The district system administrator, the building principal and/or the superintendent or his/her designee, following due process, will make all decisions regarding whether or not a user has violated this policy and any relative rules or regulations and may deny, revoke, or suspend access at any time with his/her/their decision being final.

### III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

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

IV. DELEGATION OF AUTHORITY

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

V. REPORTS

All necessary 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

Child Internet Protection Safety Act (CIPA)  
Board of Education Policy 4201 – Technology Device, Account, Internet, E-mail and Telephone Use Policy

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  
BOARD OF EDUCATION POLICY STATEMENT**

**SUBJECT:** Drug and Alcohol Policy

**I. PHILOSOPHY**

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

**II. POLICY**

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

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

In order to educate students on the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K12.

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

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

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

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

**A. Primary Prevention**

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

1. Primary prevention through early and regular health screening and inoculation programs done by the school doctor and nurse.
2. A sequential K-12 prevention curriculum that provides for:
  - a) Accurate and age-appropriate information about alcohol and other substances, including the physical, psychological and social consequences for their use/abuse.

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

## **B. Intervention**

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

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

## **C. Student Disciplinary Measures**

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

## **D. Penalties**

- 1.0 **First Offense** for a student possessing or being under the influence of alcohol or other substance on school grounds, at a school-sponsored activity or in a school district vehicle:
  - a. If the first offense occurs during the instructional day or at a school –sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity.
  - b. The student will be subject to an out-of-school suspension for a period not exceeding five days. The building principal may request or be requested to apply for a Superintendent's Hearing if he/she feels that more than five days of suspension appear necessary due to his/her concern for the health and safety of that student or other students in the school. The Superintendent of Schools may recommend restricted instruction and/or placement in alternative instruction at any time.
  - c. The student will be immediately suspended from all school extracurricular activities for a period not exceeding seven calendar days.
  - d. Prior to a student returning to school, a parent/guardian – student conference will be held with the principal or his/her designee.
  - e. The student will be required to participate in a substance use assessment conducted by a Student Assistance Counselor (in school) or by a certified Drug/Alcohol Counselor.

- 2.0 **Second Offense** for a student possessing or being under the influence of alcohol or other substance on school grounds, at a school-sponsored activity or in a school district vehicle:
- a. If the second offense occurs during the instructional day or at a school-sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity.
  - b. The student will be subject to an in-school or out-of-school suspension for a period not exceeding five days. The principal will request a Superintendent's Hearing if he/she feels that more than five days of suspension appear necessary due to his/her concern for the health and safety of that student or other students in the school. The Superintendent may recommend an extended period of suspension, restricted instruction and/or placement in alternative instruction at any time.
- 3.0 **Sale/Distribution of Alcohol or Other Substances**  
Any student found to be selling or distributing alcohol or other substances on school grounds, at a school-sponsored activity or in a school district vehicle will be suspended out of school for five days and be subject to a Superintendent's Hearing and possible arrest.
- 4.0 **Use of Alcohol or Other Substances Off School Grounds**  
If a student is a member of an extracurricular activity and abuses alcohol or other substances at a function separate from school, he/she will be subject to suspension from that extracurricular activity.
- 5.0 **Student Self-Referral for Counseling**  
If a student self-refers for assistance in dealing with his/her chemical use, he/she will be referred to support services through the building team. The student will be expected to actively participate in an intervention plan. The student may be subject to suspension if the student refuses to participate in an intervention program or fails to follow his/her recommended intervention plan.
- 6.0 **Time Range of Student Offenses**  
The offenses set forth in this regulation will be documented cumulatively throughout the time a student attends the district.

**E. Staff Development**

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

1. For all staff:
  - (a) an understanding of why individuals use and abuse alcohol and other substances,
  - (b) their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing alcohol and other substances, and how to refer these students to the appropriate services established by this policy,
  - (c) awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance,
  - (d) awareness of the special needs of students returning from treatment, and
  - (e) accessible community resources and agencies that provide professional counseling, rehabilitation and/or treatment services related to substance use/abuse issues.
2. Additionally for teachers: the knowledge and skills necessary to implement the district's K-12 alcohol and other substance prevention curricula.
3. For intervention staff: appropriate staff training for those identified to carry out the intervention function to ensure that their assessment of individual, group, and family counseling and referral skills support the needs of high risk, using and abusing youth.
4. For prevention staff: appropriate staff training to ensure that they have the necessary knowledge and skills to support the application of prevention concepts through programming targeted at the school, home and community.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY STATEMENT

POLICY 5601

SUBJECT: \_\_\_\_\_ Student Medication \_\_\_\_\_

POLICY NO.: \_\_\_\_\_ JGCBA \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ 1/28/2019 \_\_\_\_\_

DATE OF ORIGINAL POLICY: \_\_\_\_\_ 9/10/79 \_\_\_\_\_ DATE OF NEXT REVIEW: \_\_\_\_\_ 1/2022 \_\_\_\_\_

REPLACES POLICY NO.: \_\_\_\_\_ NA \_\_\_\_\_ DATED: \_\_\_\_\_ 1/28/2019 \_\_\_\_\_

I. PHILOSOPHY

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

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

II. POLICY

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

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

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

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

III. EXCEPTIONS TO POLICY

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

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

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

V. DELEGATION OF AUTHORITY

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

VI. REPORTS

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

VII. EXPIRATION

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

VIII. LEGAL REFERENCES

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

IX. SIGNATURE BLOCK

Reviewed and Approved  
 by Board Policy Committee \_\_\_\_\_  
Chairperson Date

Reviewed and Approved  
 by Board of Education \_\_\_\_\_  
President Date

Received for Implementation \_\_\_\_\_  
Superintendent Date

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

Guidelines:

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

Procedures:

1. The RN will create a medication sheet for each medication to be administered (example attached) when a medication is received by an adult, properly labeled and with written health care provider and parent permission (as per the policy).
2. Medication sheets will be kept in a labeled notebook, daily medications divided into time slots and PRN medications filed alphabetically behind the daily medications.
3. Prior to administration, the RN/LPN will follow standard protocol to insure the right student gets the right medication in the right dose, at the right time by the right route. Whenever possible, attach a current photograph of the student to the medication sheet to further protect against error.
4. After the medications are administered, the RN/LPN will indicate the date and time on the electronic health record and electronically sign as administering the dose. The student visit should also be recorded and counted.
5. If the student is absent, indicate that on the electronic health record.
6. If the student refuses the medication or if the dose is missed because the student did not report and could not be located, indicate that on the electronic health record and call the parent. If the parent cannot be reached, notify the prescribing health care provider.
7. Completed medication, whether discontinued, expired or full dose received should be so noted on the electronic health record. Summarize information on the cumulative health record.
8. Medication remaining in the Health Office at the close of the school year should be picked up by the parent/guardian. If it is not, it should be discarded as its security cannot be guaranteed when school is out of session. Parents need to be made aware of this procedure by the RN in advance. Controlled substances will be destroyed with a witness. Syringes, needles and other medical sharps will be disposed of in approved containers and turned over to M&O staff for removal.
9. In the event of a medication error, contact the student's parent and student's health care provider. Provide any first aid or emergency care required. Then contact the Director of Athletics and Co-curricular Programs.
10. If a student has medication for a potential MEDICAL EMERGENCY (i.e., epi-pen, antihistamine), the RN needs to create an emergency care plan with the student and/or parent and share it with all appropriate staff. The parent should be encouraged to complete a Transportation Department Student Biographical Data Form that will be used to alert bus drivers to the medical condition and the Allergy Action and emergency plan (Allergy Action Plan is attached.)
11. The RN will be responsible to share information regarding student medication with school staff on a need-to-know basis, and in conjunction with the parent's wishes. (FERPA legislation guides these activities).
12. The self-directed student is entitled to be taught to safely give medication to themselves. This is particularly important for emergency drugs, but can be extended to include other medications such as eye drops, inhalers, ointments and oral preparations. As time and circumstance permit, the RN will provide and document this teaching.
13. During field trips, before/after school activities, and even during the school day when the RN believes it to be a safe and necessary plan, only self-directed students who have written permission ( Completed Form A) from their parent and

health care provider may be allowed to carry and administer their own medication. This plan must be in place in advance of the field trip or activity, and before the medication can be carried. The student will have written permission from the school nurse in their possession with the medication being carried. Without this plan in place, any student carrying medication of any kind is subject to disciplinary action. Permission to carry and self-administer can be withdrawn by school officials at any time if it is deemed unsafe or unnecessary.

14. The Medical Practice Act and the Nurse Practice Act permit a trained, unlicensed staff member to administer epinephrine in an emergency, to an identified patient (known allergen/carry own medication). School nurses and nurse practitioners are permitted to do this training if requested. (June, 2002 EMSCE)

**FORM A**

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

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

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
**School Year** \_\_\_\_\_

**Health Care Provider Permission for Independent Use and Carry**

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

This student is diagnosed with:

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

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Permission for Independent Use and Carry**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to School Nurse:**

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



NORTH SYRACUSE CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY STATEMENT

POLICY 5311.7

SUBJECT: Student Searches, Seizures, and Interrogations

POLICY: 5311.7

EFFECTIVE DATE: 3/18/2019

DATE OF ORIGINAL POLICY: New

DATE OF NEXT REVIEW: 3/2022

REPLACES POLICY NO.: N/A

DATED: 3/22/2019

I. PHILOSOPHY

The Board of Education recognizes its obligation to maintain a safe and secure learning environment in all facilities. The Board of Education further recognizes the occasional need to interview students, search students, their possessions and school facilities, and to seize contraband or dangerous items when investigating suspicious activities that potentially threaten school safety and security.

II. POLICY

The Board of Education authorizes the Superintendent, Building Principals, Assistant Principals, and/or their designee to conduct searches of students and their possessions for illegal and/or prohibited items, or any item which would constitute a threat to the health safety, welfare, or morals of students.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

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

IV. DELEGATION OF AUTHORITY

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

V. REPORTS

All necessary 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

People v. Overton, 20 N.Y. 2d 360, 24 N.Y.2d 522 (1969)  
People v. Scott D., 34 N.Y. 2d 483 (1974)  
People v. Singletary, 37 N.Y. 2d 310 (1975)  
M.M. v. Anker, 607 F.2d 588 (2<sup>nd</sup> Cir. 1979)  
Rhodes v. Guarricino, 54 F. Supp. 2d 186 5.D.N.Y. (1999)  
In re Ronald B., 61 A.D. 2d 204 (2<sup>nd</sup> Dept 1978)  
In re Gregory M., 82 N.Y. 2d588 (1993)  
Tenenbaum v. Williams, 193 F.3d 581 (2<sup>nd</sup> Cir. 1999)  
B.C. v. Pumas Unified School District, 192 F.3d 1260 (9<sup>th</sup> Cir. 1999)  
Horton v. Goose Creek Independent School District, 690 F.2d 470 (5<sup>th</sup> Cir. 1982)  
Zamora V. Pomeroy, 639 F.2d 662 (10<sup>th</sup> Cir. 1981)  
Doe v. Renfrow, 475 F. Supp. 1012, afd, 631 F.2d 91 (7<sup>th</sup> Cir. 1980) cert. Denied, 451 U.S. 1022 (1981)  
People v. Dukes, 151 Misc. 2d 295 (Crim. Ct. NY County 1992)  
Veronica School District v. Action 515 U.S. 646 (1995)

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

**ADMINISTRATIVE GUIDELINES AND  
PROCEDURES FOR IMPLEMENTING  
POLICY 5311.7 - STUDENT SEARCHES, SEIZURES, AND INTERROGATIONS**

A. Students Right to Privacy

In authorizing such searches, the Board acknowledges that both state and federal constitutional rights protect students from unreasonable searches of their person, as well as of their possessions (e.g., pocket contents, bookbags, handbags, etc.). The District, however, has a substantial interest in maintaining security and order in the classroom and on school grounds. Therefore, unlike police officers, school officials do not need to obtain a warrant prior to conducting a search of a student. School officials need only have "reasonable suspicion" that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the District.

B. 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.

C. Personal Searches and Searches of Student Possessions

Searches of a student's person or their possessions may be conducted based upon "reasonable suspicion" that a prohibited or illegal item is on a student's person or in a student's possession. The individual authorized to conduct the search must be assisted by another school employee, as he/she shall designate. The School Resource Officer will conduct all searches for weapons, especially firearms. If a School Resource Officer is not available, a building administrator will contact the local police.

"Reasonable suspicion" to conduct a search of a student or a student's possessions, and the scope of the particular search shall be based upon such factors as: (i) the student's age; (ii) the student's history and record in school; (iii) the prevalence and seriousness of the problem to which the search is directed; (iv) the urgency necessitating the immediate search; and (v) the probative value and reliability of information used as justification for the search. The search shall be limited to the extent necessary to locate the illegal or prohibited items.

The request for the search of a student or a student's possessions shall be directed to the building Principal or the Assistant Principal. The building Principal or Assistant Principal shall first attempt to obtain an admission from the student regarding the prohibited matter, or attempt to obtain voluntary consent to conduct a search. If there is reasonable belief that the health or safety of others is seriously and immediately threatened, then the search may be conducted immediately.

Whenever practicable, searches should be conducted in the privacy of the administrative offices. If the school officials conclude that a more intrusive search is necessary (i.e., a search which requires a student to remove any or all clothing, other than the removal of outer coats or jackets), then the District shall attempt to notify the parents of the student by telephone. If the District is unable to contact the parents by telephone, then the district shall conduct the search of the student and shall notify the parents in writing thereafter. A search beyond the outer clothing shall be conducted only by a school official of the same gender as the student and in the presence of another school official who is also of the same gender as the student. The person conducting the search shall be responsible for the prompt recording, in writing, of

each student search. Such writing should include the date and time of the search, the reasons for the search, information received that established the need for the search, and, where appropriate, the name of any informant(s) from whom information was received (informants other than District employees will be considered reliable, among other reasons, if they have previously supplied information which was accurate and verified, if they make an admission against their own penal interest, or if the same information is received independently from several informants). The written record of the students search shall also contain the names of those persons who were present when the search was conducted, any items discovered or taken as a result of the search, and the disposition of such items.

### Metal Detector Scans

To ensure against the presence of weapons on the District's property or in its schools, the District is authorized to conduct two types of metal detector screenings: reasonable suspicion screenings and random metal detector screenings.

#### 1) Reasonable Suspicion Searches

Searches of a student's person via handheld metal detector, or "scans," may be conducted based upon "reasonable suspicion" that a prohibited or illegal item is on a student's person or in a student's possession. The individual authorized to conduct the scan must be assisted by another school employee as he/she shall designate.

If during a scan a metal detector indicates the presence of a metallic item, the individual performing the scan will ask the student to locate and produce the metal item him or herself. If the student is able to produce the metal item without removing any or all clothing other than an outer coat or jacket, the individual conducting the scan will perform the scan again to insure that the scan is negative and that no prohibited or illegal item remains on the student's person. The scan will then be concluded.

If the student is unable and/or unwilling to produce the metal item without removing any or all clothing other than an outer coat or jacket, the individual conducting the scan will request the assistance of the Principal or Assistant Principal, who will then follow the procedure outlined in Section C, "Personal Searches and Searches of Student Possessions."

#### 2) Random Searches

The Superintendent or his/her designee may authorize random metal detector screenings to occur during specified periods of the day. In the event that a random search will not include a search of the entire student body, the Superintendent of Schools or his/her designee shall inform the Building Principal or Assistant Building Principal of the random number which will indicate the position in line of the student to be searched (i.e., a number 3 indicates every 3<sup>rd</sup> student will be searched). The officials conducting the search should only search those students whose position in the line corresponds to the designated random number.

A school building at which a random metal detector screening may be authorized must post a sign outside the entrance of the building stating "Any person entering this building may be subject to search."

Random metal detector screenings will be conducted by school officials (Principals, Assistant Principals, Administrators, Deans and Teachers), who may seek the assistance of School Resource Officers (SROs) and/or agents from the Onondaga County Sheriff's Office, through the use of any combination of walk-through metal detector units and/or handheld metal detectors. On the day of a random search, school officials and/or SROs will be assigned to each primary entrance in a manner such that student cannot bypass the search procedure. Any entrances not used for the metal detector screening will be locked so as to prevent students from entering from the outside, but such entrances shall remain operable from the

inside to comply with the Fire Code. Students will be directed to separate lines for male/female students. Male school officials will be assigned to search the male students and female school officials will be assigned to search the female students.

Tables will be placed near the location of where students will be screened so that students may place personal belongings and/or metal possessions on the tables. Prior to being screened, the student will be asked to place any metal items in their possession on the table, and to place any personal items (such as coats, backpacks, purses, etc.) on the table for scanning with the handheld metal detector. The personal items may be subjected to physical examination by the individual conducting the search when the screening process or other basis for reasonable suspicion indicates the presence of a metal object or contraband therein.

If during a scan of the student's person the metal detector indicates the presence of a metallic item, the individual performing the scan will ask the student to locate and produce the metal item himself/herself. If the student is able to produce the metal item without removing any or all clothing other than an outer coat or jacket, the individual conducting the scan will perform the scan again to ensure that the scan is negative and that no prohibited or illegal items remains on the student's person. The scan will then be concluded.

If the student is unable and/or unwilling to produce the metal items, or doing so would require the removal of clothing other than an outer coat or jacket, the individual conducting the scan will request the assistance of another school official, which will then follow the procedure outlined in Section C, "Personal Searches and Searches of Student Possessions." If a student refuses, for any reason, to be subjected to a random metal detector screening, he or she shall not be allowed to enter the school building and will be referred immediately for discipline.

If a weapon or other unauthorized items are discovered during the course of a random metal detector screening, the weapon or item must be surrendered to an SRO immediately or if no SRO is available, held by the school official conducting the search until the property can be handed over to the Building Principal or Assistant Building Principal, who shall be responsible for the weapon as outlined in Section E, "Seizures."

#### E. Seizures

The Building Principal or Assistant Building Principal shall be responsible for the custody, control and disposition of any illegal, dangerous or prohibited items taken from a student, a student's possession, or a student's locker, desk or other storage space. The Principal or Assistant Principal shall remain in control of such item(s) until released to either the student's parents, or in the case of illegal or dangerous items, until released to police authorities.

#### F. Searches Pursuant to Warrant

It is the policy of the District to cooperate with law enforcement agencies. No police officer may enter the schools of the District for the purpose of interrogating, searching or conducting formal investigations of students unless accompanied by a warrant for arrest or search, unless a crime has been committed on school property, or unless invited by school officials.

A search of a student's person, possession, locker, desk, or other school storage space, may also be conducted by law enforcement officials pursuant to a valid warrant or where the officer determines that "probable cause" exists and a warrant is not required. The requirement of a warrant or "probable cause" finding protects the privacy of the student and also helps assure that evidence seized is admissible in subsequent judicial proceedings. Whenever a police officer presents a search warrant to the District, the Principal or Assistant Principal shall attempt to inform the student's parent of the police demand to search, in order to afford the parent an opportunity to be present at the search. If the parent cannot be contacted prior to a police search, the parent shall be informed of the search in writing by the Principal or Assistant Principal as soon thereafter as possible.

G. Dog-Sniffing Searches

The District may use trained narcotics/explosives dogs to sniff objects that are not affixed to, or carried by, an individual student, such as, lockers, desks, student vehicles parked in school parking lots, or any articles of personal property that have been discarded or abandoned at any time, without prior notice. If the dog alerts District officials to a particular locker or vehicle, school officials will then have satisfied the reasonable suspicion requirement that justifies a more thorough search to determine whether in fact drugs or explosives are present.

H. Search by Breathalyzer or Alco-Sensor

To ensure the safety of students at District functions, such as proms and other school events, District officials may, upon reasonable suspicion of alcohol consumption, which may include visual signs of intoxication or by smelling alcohol on students, subject students to an Alco-Sensor test to determine whether a student has consumed alcohol. District officials conducting such Alco-Sensor test shall be appropriately educated and trained on the use and functioning of the Alco-Sensor device to ensure the accuracy of the Alco-Sensor machine and the appropriate testing protocols.

I. Interrogation of Students by Police

While police do not have a general power to interview children in schools, or to use school facilities in connection with police department work, the police may enter the schools of the District if a crime has been committed on school property, if they have a warrant for arrest or search, or if they have been invited by school officials.

When police have properly entered the school and desire to interview students in the school, the students must be afforded the same rights they have outside the school. They must be informed of their legal rights, may remain silent if they so desire, may request the presence of an attorney, and must be protected from coercion and illegal restraint. Within the framework of their legal rights, students have the responsibility to cooperate with the police.

J. Child Protective Services' Investigations

From time to time, Child Protective Services ("CPS") may desire to conduct interviews of students on school property. Such interviews generally pertain to allegations of suspected child abuse and/or neglect. The Board encourages cooperation with CPS in accordance with applicable Social Services Law. Every reasonable effort shall be made to accommodate the request of CPS.

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

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Athletic/Co-Curricular Code of Conduct

POLICY: 5311 EFFECTIVE DATE: 4/7/14

DATE OF ORIGINAL POLICY: \_\_\_\_\_ DATE OF NEXT REVIEW: As Needed

REPLACES POLICY NO.: \_\_\_\_\_ DATED: 4/7/14

I. PHILOSOPHY

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

II. POLICY

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

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

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

1.0 ATTENDANCE

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

Rule:

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

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

*Excused Absences*

Medical reasons:

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

Family related reasons:

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

Other:

College visit*	Attending funeral
Incarcerated*	Social Service visit*

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

Penalty

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

2.0 PARTICIPATION EXPECTATIONS

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

Rule:

1. Students are required to travel on the school bus to and from athletic and co-curricular events, as long as a school bus is provided. Only under verifiable circumstances will a student be allowed to leave an event with only his/her parent/guardian (i.e., family medical emergency, funeral/wake, wedding). When leaving an event with a legal excuse, the parent/guardian must personally provide the coach/advisor with a signed note at the time of departure.
2. No student will use or smoke tobacco or use electronic cigarettes at any time during the athletic/co-curricular season.
3. No student will drink alcoholic beverages at any time during the athletic/co-curricular season.
4. No hosting or remaining at parties where illegal distribution of alcohol, drugs or other performance enhancing substances are present and/or used.
5. No student will use, take, ingest, swallow, rub or massage into the skin, or otherwise use any substance whose known or unknown quality is to, according to advertisements, supposedly enhance body size, strength or performance, at any time before, during or after any athletic/co-curricular season. These substances include, but may not be limited to anabolic steroids, "steroids", "roids", amino acids, human growth hormones, etc., except as prescribed by a physician to treat an illness or condition.
6. No student will use non-prescription drugs or medicine of any kind for reasons other than medicine for an ailment or illness at any time or place during the athletic/co-curricular season.



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

First violation will be immediate dismissal from the program for that athletic season or for the balance of the co-curricular trimester.

The trimesters will be as follows:

- 1<sup>st</sup> - August 15 – November 20 (95)
- 2<sup>nd</sup> - November 21 – March 1 (89)
- 3<sup>rd</sup> - March 2 – June 1 (91)

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

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

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

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

### 3.0 SCHOLASTIC ELIGIBILITY

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

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

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

#### Policy:

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

#### Criteria for Eligibility:

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

reacquired) year-long activities throughout the school year, in keeping with individual program criteria and schedule.

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

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

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

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

There are no provisions for limited eligibility.

#### 4.0 EQUIPMENT LOSS

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

#### 5.0 CHANGING SPORTS/ACTIVITIES

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

#### 6.0 LEAVING A SQUAD

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

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

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

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

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

## 7.0 BEHAVIOR CODE

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

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

## 8.0 ADDITIONAL GUIDELINES

### 8.1 CURFEW

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

Penalty - One (1) game/activity suspension.

### 8.2 CONTRACTS

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

### 8.3 PHYSICALS

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

### 8.4 INSURANCE/PERMISSION

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

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

### 8.5 MEMBERSHIP IN LOCAL CHAPTERS OF NATIONAL ORGANIZATIONS

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

## 9.0 STUDENT HEARING PROCESS

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

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

10.0 DISTRIBUTION OF THIS POLICY

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

IV. DELEGATION OF AUTHORITY

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

V. REPORTS

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

VI. REVIEW

This policy is to be reviewed annually as needed.

VII. LEGAL REFERENCES

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

VIII. SIGNATURE BLOCK

Reviewed and Approved  
by Board Policy Committee \_\_\_\_\_  
Chairperson Date

Reviewed and Adopted  
by Board of Education \_\_\_\_\_  
President Date

Received for Implementation \_\_\_\_\_  
Superintendent Date

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

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

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

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

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

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

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

It is the parents' responsibility to:

1. Be knowledgeable of the rules and regulations your child has committed to as a student/athlete and community member. To know the consequences of any violation of the rules and regulations and to assist in the enforcement of such.
2. Be supportive and encourage your son/daughter to demonstrate appropriate behavior while representing the North Syracuse Central School District as a student/athlete or participant in co-curricular activities.
3. Hold your child accountable for their actions and help guide him/her in making proper decisions regarding drugs, alcohol and tobacco.
4. Be knowledgeable of individual team rules and expectations and address concerns regarding your child or your child's program to the coach.
5. Be a knowledgeable spectator knowing the rules of the game and being a role model for sportsmanship. Cheer our successes, encourage our efforts, respect our opponents and be understanding in our defeats.
6. Be supportive and adhere to State Laws prohibiting all smoking (includes electronic cigarettes) on school grounds or in school buildings.
7. Appropriate concerns to discuss with coaches:
  - a) the treatment of your child, mentally and physically,
  - b) ways to help your child improve,
  - c) concerns about your child's behavior,
  - d) schedule meeting with coach(es) to discuss concerns.
8. Issues not appropriate to discuss with coaches:
  - a) playing time as it relates to other students,
  - b) team strategy,

c) other student/athletes related to athletic ability.

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

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

**APPENDIX B**

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

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

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

Student Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sport Activity: \_\_\_\_\_ Fall  Winter  Spring

Student is Insured by: \_\_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student/Athlete Signature

\_\_\_\_\_  
Date