



**OTSELIC VALLEY
CENTRAL SCHOOL**

**Student Handbook
2019-2020**

Table of Contents

Attendance Policy	26	Jr.-Sr. High School Lockers	27
Book Bags and Duffle Bags	27	Junior National Honor Society	9
Care of School Property	28	Late Bus	30
Classroom Expectations	28	Leaving School	26
Code of Conduct	11	Lunch Period	30
College Course Appeal	7	Materials Loaned to Students	28
Community Relations	4	National Honor Society	9
Dance Policy	31	Network/Internet	24
Dignity Act Coordinator	21	Off Campus and Non-School Day	21
Disciplinary Procedures and Penalties	22	Conduct	
Discipline for Prohibited Student	22	Prohibited Items	28
Conduct		Prohibited Student Conduct	19
Discipline of Students with Disabilities	25	Public Conduct	5
Discipline Procedure for the Classroom	21	Reporting Procedures	21
District Bully Prevention Rules	20	Response to Intervention (formerly AIS)	6
Drop-Add Course Procedure	9	Sale of Items in School	29
Educational Philosophy	3	School Reporting Time	25
Electronic Devices	29	Search and Seizure	28
Elementary After School Activities	27	Security System	4
Essential Partners	12	Student Activity Forms	11
Failure Policy	10	Student Automobile Use	30
Field Trips	30	Student Conduct - Definitions	16
Grade Reporting	7	Student Conduct on School Buses	12
Graduation Requirements	10	Student Dress Code	18
High School Credit for College Courses	7	Student Fees, Fines and Charges	31
Incompletes	10	Student Records	7
Interscholastic/Extracurricular Programs	27	Success Management Program	8
Introduction	4	Tardiness	26

Title IX Statement	3
Truancy	26
Valedictorian/Salutatorian Selection	8
Visitors to the School	5
Weighted Courses	8
Working Papers	31

EDUCATIONAL PHILOSOPHY

Mission Statement

Mission

Educate and inspire every student to achieve excellence.

Vision

We aspire to be a model school that empowers all students to realize their unlimited potential.

Core Beliefs

Students are our first priority.

Every student can learn.

We hold high expectations for all.

We cultivate creativity and innovation.

We create a safe, engaging learning environment that nurtures the whole child.

A partnership among students, staff, families and community is necessary to achieve success.

We support equitable opportunity for everyone.

Everyone is treated with respect and dignity.

We foster good citizenship and public service.

Alma Mater

All hail Otselic Valley

And proud her honors tell.

She stands beside the river

We also love as well.

And like the river ever flowing,

Rolling southward to the strand,

May the peace beyond all knowing

Spread from us across this land.

And this our benediction

To all beneath the sky

To know the love we have for

Otselic Valley High. Arr. R. Arnell/R. Estus

School Traditions

Colors: Black and Gold

Mascot: The Viking

TITLE IX STATEMENT

“The Otselic Valley Central School District prohibits and condemns all forms of discrimination and harassment, actual or perceived, on the basis of race, color, national origin, religion, marital status, military status, sex, age, sexual orientation, gender (identity, expression), disability, ethnic group, religious practice, or weight by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District (BOE policy #5420).”

Contact person: Robert G. Berson, Superintendent, 125 County Road 13A, PO Box 161, South Otselic, New York 13155 or (315) 653-7218.

INTRODUCTION

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

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

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

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

COMMUNITY RELATIONS

To Parents/Guardians and Students:

The purpose of this student handbook is to familiarize parents and students with the main procedures, services and programs of Otselic Valley Central School. Please retain this handbook, as it will be a convenient reference throughout the school year.

It is important to realize that during the course of the school year, policies and procedures are regularly evaluated to address varying circumstances. If modifications are implemented, parents and students will be notified.

To the Student:

We hope that you will find your years at Otselic Valley Central School to be motivating and rewarding. Your success will largely depend on your willingness to meet your obligations and accept responsibility for your education. You should review this handbook with your parent or guardian.

SECURITY SYSTEM

The Otselic Valley Central School District is responsible for ensuring the safety and welfare of all students and staff. Each year the District's Safety Plan is reviewed and updated to support Project SAVE.

VISITORS TO THE SCHOOL

The Board encourages parents and other district citizens to visit the district's school and to observe the work of the students, teachers and staff. Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep school and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. The administrator or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply:

1. Anyone who is not a regular staff member will be considered a visitor.
2. Visitors must obtain clearance at the single point of entry.
3. Visitors must report to the Main Office to sign in and receive an identification badge that is to be worn at all times while on school property.
4. Visitors attending school functions open to the public are not required to register.
5. Visitors who wish to observe a classroom are required to get prior approval from the principal.
6. Teachers are expected to use non-instructional time to discuss individual matters.
7. Unauthorized visitors will be asked to leave and, if necessary, the proper authorities will be notified.
8. Visitors will be expected to follow the Code of Conduct at all times.

PUBLIC CONDUCT

To create and maintain a safe and orderly environment, it is necessary to regulate public conduct on school grounds and at school functions. All persons shall conduct themselves in a respectful manner.

Guidelines

1. Elementary students (PK-6) must be accompanied by and sit with a responsible adult.
2. Students will remain in the gym or MPR except for intermissions.
3. Food or drinks are not allowed in the gym or MPR.
4. There will be no re-admittance for people leaving the building.

Prohibited Conduct

1. Injure or threaten another person.
2. Damage or destroy school or personal property.
3. Disrupt the orderly flow of education or activities.
4. Distribute or wear materials that are obscene, advocate illegal actions, libelous, obstruct the rights of others or are disruptive.
5. Intimidate, harass or discriminate against any person.
6. Enter or remain in building after closing the school premises.
7. Obstruct the free movement of another person.

8. Violate vehicular laws.
9. Possess, consume, sell, distribute, exchange or be under the influence of alcohol, tobacco, vaping or drugs (illegal, prescription or over the counter).
10. Possess or use a weapon.
11. Loitering
12. Gambling
13. Refusal to comply with a reasonable request of a district official.
14. Incite others.
15. Use of vulgar or abusive language or profanity.
16. Violate any laws, ordinances, statues or Board policy.

Possible Penalties

1. Visitors will be asked to leave school grounds.
2. Students will face the consequences of the Code of Conduct.
3. Staff members will face consequences of the collective bargaining agreement for which they belong.
4. Law enforcement may be notified.

Enforcement

The building administrator or designee shall be responsible for enforcing the Code of Conduct. Attempts should be made to persuade people to behave appropriately and warn them of possible consequences. If attempts are futile, the individual(s) should be removed. If necessary, the proper authorities may be notified.

RESPONSE TO INTERVENTION

Response to Intervention (formerly AIS) means additional instruction and/or student support services, which supplement the general instruction and help students meet the state mandates. Services will be provided to students in English Language Arts and Mathematics (grades PK-12) and other curricular areas (grades 4-12).

Eligibility for Response to Intervention services:

All students are eligible for AIS, including those with disabilities, limited English proficiency and/or English language learners if they fail to meet state performance standards or district approved procedures.

State Assessments:

Students in grades 3-8 will be mandated into RTI if they score below the state mandated performance levels for the given curricular area. Students in grades 9-12 will be mandated into RTI if they score below a passing grade on a Regents examination required for graduation.

District Procedures:

In grades where no state assessments are given, students will be eligible for RTI if they are determined to be at risk of not meeting state standards according to criteria established by the district. The district procedure will be used when a student is absent for all or part of a state examination or for a transfer student when necessary.

Student Progress Reports:

Quarterly reports, including district data, will be sent to parents describing the nature and intensity of the service provided, how the service was provided and by whom and the reasons for continuation or discontinuation of the services.

Parent Notification

The building administrator or guidance counselor will be responsible for notification indicating a need for RTI. The notification will include a summary of the services to be provided, frequency, reasons for the services and potential consequences. When RTI is discontinued, the parent will be notified of the termination of services and the updated performance level of the student.

Criteria for Ending AIS

RTI will end when the student has successfully attained the State standards in the deficient curricular area or reached district approved growth measures.

STUDENT RECORDS

Family Education Rights and Privacy Act of 1974 states that parents/legal guardians have the right to inspect the total education record of their children. Students over the age 18 can inspect their own records.

Education record means those records, files, documents and other materials that contain information directly related to a student and are maintained by an educational agency or institution, or a person acting in that manner.

HIGH SCHOOL CREDIT FOR COLLEGE COURSES

Students may request to have a college course evaluated for high school credit. The principal and guidance counselor must approve this option. If the final grade in the course is not a "C" or better, credit will not be granted.

If a student wishes to take 12 credit hours of college courses in a semester, they will need permission from the school principal. If a student is taking less than 12 in a semester, they do not need permission from administration.

COLLEGE COURSE APPEAL

Having the opportunity to take college courses while in high school is an excellent opportunity for students. A teacher has the right to set prerequisites that are unique to their course. In the case where a student does not fit all the general requirements for taking a college course, we would like to give students an opportunity at an appeal for missing a prerequisite for a course. The appeal is only for a local prerequisite. The college prerequisites cannot be appealed at the local administrative level.

The student who wishes to appeal needs to write a letter to the building principal for the course they are being denied to participate in. The letter should outline what prerequisite they are missing and share other evidence that would highlight their potential of being successful in the course. This evidence could include but not limited to PSAT, SAT, and Regents scores that were not part of the local teachers prerequisites.

If the administrative appeal is approved, the student will receive ten weeks to show that they can handle the rigor of the college course. If they cannot, the student will be moved into the local course by

the administrator that heard the appeal. At times moving a student's schedule may cause the loss of other courses because of course conflicts. It is the student's responsibility to meet local graduation requirements before extra elective courses are taken into consideration.

GRADE REPORTING

Jr.-Sr. High School

- Report cards are distributed four times a year at 10-week intervals. Five-week progress reports will be distributed between each report card period.
- At the end of the semester, students will receive final grades for one-semester courses only. Full year courses will receive the final grades at the end of the school year.
- For first semester, the final examination period will be at the end of January and for second semester and full year courses, the final examination period will be at the end of June.
- Averaging the marking periods and taking 80% of that grade and adding it to 20% of the final examination grade can calculate final average.
- Students are said to be college and career ready in math if they achieve a 75% or above on common core Regents exams or a 75% in ELA and Math.

Elementary School

- Report cards are distributed four times a year.

WEIGHTED COURSES

The Board of Education recognizes that the preparation and effort necessary for success in a more challenging course is generally greater than that of a local credit course. In order to provide incentive to enroll, the following weighting system will be used.

1. Courses that are college credit and/or AP bearing carry a weight of 1.2
2. Courses not covered by (1) but culminating with a Regents exam carry a weight of 1.1
3. Courses fitting neither (1) or (2) carry a weight of 1.0

VALEDICTORIAN/SALUTATORIAN SELECTION

Criteria:

For a student to be considered and eligible for the title of Valedictorian or Salutatorian, he/she must have met the following requirements:

1. Only students who have satisfactorily completed the Regents diploma curriculum will be eligible for valedictorian and salutatorian honors.
2. A student must have attended and earned course grades from Otselic Valley High School for at least five consecutive semesters, beginning with the 10th year in order to be considered for Val/Sal honors.
3. The overall weighted average will be used to calculate the award after the second marking period of the student's senior year.
4. Students will be ranked out to three decimal places. Students with identical weighted GPA's out to three decimal places will be considered a tie.
5. If two students tie for valedictorian then no salutatorian will be named.

SMP (Success Management Program)

The Success Management Program affects the following activities but is not limited to; LPP, field trips, FFA, Envirothon, Dances, Booster Club events (cheer competition/soccer tourney), attending games/school events. The administration has the right to add events to the list that take place on the OVCS campus or are sponsored by the School District. Students on the Non-Activity List may not participate in co-curricular activities including attending any “away” events. Students may practice/rehearse and are expected to sit on the home bench of home contests, not in uniform.

Warning List: Members of this list are failing at least one course on the warning list dates. In September, students that failed any MS/HS course the previous year will start the school year on the warning list.

Warning list dates: The warning list will be generated the day after all 5/10 week grading periods. Students will be notified in writing by the principal’s office using school messenger and report card mailings. One or more failing grades will result in being added to the Warning List.

Non-Activity List: Students on the warning list will receive a 48 hour warning each time an assignment is not turned in on time. Students have 48 hours to hand the assignment in and get it graded by the teacher. After 48 hours, if the assignment is not turned in and graded by the teacher, the student will be added to the Non-Activity List. Teachers will be given a reasonable amount of time to grade and update the list based on the type of assignment. Students do not come off the Non- Activity list until the assignment has been approved by the teacher.

Additionally, parents will be notified using *school messenger*.

NATIONAL HONOR SOCIETY

Selection Procedure

1. Student must be a member of grades 10-12.
2. Student must have attended for at least one semester.
3. Student must have an average of at least 90.
4. A faculty council will be appointed annually.
5. The faculty council will evaluate each potential member using the *Student Activity Information Form* and reserves the right to interview candidates and staff members to gather additional information.
6. Membership is based on a majority vote of the faculty council.
7. The decision of the faculty council is final.
8. The Chapter Advisor should provide feedback to each candidate.
9. If the parents or student are not satisfied with the feedback, they may follow up by contacting the building administrator.

Guidelines

The faculty council will judge the merit of each individual student for membership based on the following areas:

- **Leadership** - Exerting a wholesome influence on the school and taking initiative in class and school activities.
- **Character** - Qualities of reliability, honesty and sincerity, respecting self and others.

- **Service** - A willingness to work, without compensation or recognition, for the benefit of those in need.
- **Citizenship** - A willingness to participate responsibly in school and community affairs. (Jr NHS only)
- **Scholarship** - A commitment to learning and a willingness to spend time on studies.

Dismissal Procedures

1. Formal review: encompassing leadership, character, service, citizenship and scholarship.
2. Members facing dismissal will be given an opportunity to address the faculty council. For more information on the dismissal procedure, contact the Guidance Department.

JUNIOR NATIONAL HONOR SOCIETY

Selection Procedures

1. Student must be in grades 7-9.
2. Selection procedure will follow the same process as for National Honor Society.

Guidelines and Dismissal Procedures

1. Same as National Honor Society.

DROP-ADD COURSE PROCEDURES

A student wishing to add or drop a course will be required to fill out a *Change of Schedule Request* form from the Guidance Office. A student may add/drop a course only before or during the first full week of class. The student should attend class until final notification of the drop and may have to attend a meeting with all parties present.

FAILURE POLICY

1. Repeating a required course will take priority over electives.
2. Failure of a required examination for graduation will mandate RTI.
3. Successfully completing a course will earn course credit.
4. Updated grades will become part of the student's transcript.
5. To retake a Regents exam, you must have been enrolled in RTI, tutoring, credit recovery or have retaken the class.
6. Students in grades 5 through 8 who failed two or more core courses will have to participate in summer school or repeat the same grade the following school year dependent on the conclusion of a staff meeting.
7. Students in grades 5 through 8 who failed four or more core courses will be retained dependent on the conclusion of a staff meeting.

INCOMPLETES

A student receiving a grade of “Incomplete” on a report card will have ten school days from the end of the marking period to complete the work and receive a numerical grade or the teacher will compute the work that has been completed.

GRADUATION REQUIREMENTS

All students must obtain at least a 65 on five Regents examinations. Required examinations include one math (Algebra, Geometry, or Trigonometry), one social studies (Global History or US History), one science (Earth Science, Biology, Chemistry, or Physics), and one English. The fifth Regents examination must be an **additional** math Regents, or science Regents, or social studies Regents, or NOCTE through the CTE (Career Technical Education) BOCES program.

Minimum Graduation Requirements:

Subject	Number of Credits
English	4
Social Studies	4
Mathematics	3
Science	3
Languages Other Than English	1
Health	.5
Fine Arts	1
Electives	3.5
Physical Education	<u>2</u>
Total	22

STUDENT ACTIVITY FORMS

All students in grades 5-12 will be asked to complete a Student Activity Information Form. This form identifies activities in which they participated, honors received and positions of leadership. The student should update this form periodically to provide the most accurate information.

CODE OF CONDUCT

Student Bill of Rights

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

1. Take part in all district activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
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 receive an explanation of those rules in an age appropriate manner on at least an annual basis from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and 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 issues.
9. Dress according to the Code of Conduct for school and school functions.
10. Accept responsibility for their actions.
11. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

STUDENT CONDUCT ON SCHOOL BUSES

The same Code of Conduct pertains to riding the bus. The bus driver and chaperones have the same authority as a teacher. Acquaint yourself with the following:

1. Be on time.
2. Sit in assigned seats and remain there throughout the ride.
3. Standing or changing seats are prohibited.
4. Keep yourself inside the bus at all times.
5. Eating and drinking on the bus are prohibited.
6. Talk quietly to avoid distracting the driver.
7. Boarding the bus with materials that could cause a distraction is not allowed.
8. Vandalism may lead to a bus suspension and the proper authorities being notified.
9. Aggressive behavior or profanity will not be tolerated.
10. Keep the bus clean.
11. Use of any illegal substance is forbidden.
12. Students going to school or school sponsored event must return in the same manner with the following exceptions:
 - Students who bring written parental permission prior to the activity and have the permission slips authorized by the appropriate personnel.
 - Parents/Guardians wishing to transport their child/children from the activity.

ESSENTIAL PARTNERS

Parents

All parents are expected to:

1. Recognize that the education of their children 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 all school personnel, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.

Cafeteria Staff

All cafeteria staff 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 or sex, which will strengthen students' confidence and promote learning.
2. Create and maintain a kitchen/dining area that is clean and safe.
3. Provide a selection of food that will encourage the students to eat a healthy and nutritious meal.
4. Encourage students to conduct themselves in such a manner that will produce an atmosphere that is appropriate for dining.
5. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
7. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

Transportation/Custodial Staff

All transportation/custodial staff 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 or sex, which will strengthen students' confidence and promote learning.
2. Provide a clean and healthy environment for the entire school community in all buildings, buses and on school property.
3. Maintain and promote safety in all areas of their jurisdiction.
4. Inform supervisors and/or administrators of any area of concern that might jeopardize the health and safety of any student or staff member.
5. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
7. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

Support Staff

All support staff 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 or sex, which will strengthen students' confidence and promote learning.

2. Assist in maintaining a climate that is conducive to teaching and learning.
3. Provide support and assistance to the staff that will enable them to do their job more efficiently and effectively.
4. Provide support and assistance to the students that will enable them to obtain the maximum benefits from their educational program.
5. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
7. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

Teachers

All 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 or sex, which will strengthen students' confidence and promote learning.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

School Counselors/Social Workers/Psychologists

All counselors 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 or sex, which will strengthen students' confidence and promote learning.

2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Encourage students to benefit from the curriculum and extracurricular programs.
7. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. Report infractions of the Code of Conduct, including but not limited to instances of discrimination or harassment.

Building Level Administrators

All administrators 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 or sex, which will strengthen students' confidence and promote learning.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
4. Evaluate on a regular basis all instructional programs.
5. Support the development of student participation in appropriate extracurricular activities.
6. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
8. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

District Level Administrators

All administrators 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 or sex, which will strengthen students' confidence and promote learning.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Review with other administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
4. Inform the board about educational trends relating to student discipline.

5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
6. Confront issues of discrimination and harassment committed against students by employees or students or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
8. Work with other administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Board of Education

All board members are expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

STUDENT CONDUCT – DEFINITIONS

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

For purposes of this code, the following definitions apply:

Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or interferes with a bus driver's ability to safely operate a school bus.

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

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such persons involve direct student contact (Education Law §§11[4] and 1125[3]).

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 (Education Law § 11[1]).

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 (Education Law §11[1] and Vehicle and Traffic Law §142).

School function means any school-sponsored extra-curricular event or activity (Education §11[2]).

Violent student means a student under the age of 21 whom:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

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

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

Harassment means the creation of a hostile environment by conduct, with or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-

being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; the harassing behavior may be based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (identity or expression) (Education Law §11[7]).

Sexual orientation means actual or perceived heterosexuality, homosexuality or bisexuality (Education Law §11[5]).

Gender means actual or perceived sex and shall include a person's gender identity or expression (Education Law §11[6]).

Hazing is a form of harassment, which involves committing an act against a student or coercing a student into committing an act that creates a risk of or causes emotional, physical, psychological harm to a person, in order for the student to be initiated or affiliated with a student or other organization, or for any other purpose. Consent or acquiescence is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

Bullying is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

Cyber-bullying refers to any harassment/bullying, on or off school property, which occurs via the internet, cell phones or other electronic devices.

Sexting refers to an act of sending sexually explicit photos, images, text messages, or e-mails by using a cell phone or other electronic device.

The Board of Education recognizes the need to make its expectations for student conduct while on school property or at school functions specific and clear. Students who will not accept responsibility for their own behavior and violate school rules will be required to accept the penalties for their conduct.

STUDENT DRESS CODE

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

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

1. be safe, appropriate and not disrupt or interfere with the educational process.

2. recognize that extremely brief garments including but not limited to **short shorts, tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back), short skirts, and see-through garments will not be tolerated.**
3. ensure that under-garments are completely covered with outer clothing.
4. include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. not include headwear in the building except for a medical or religious purpose.
6. **hats, bandanas, and sunglasses must be placed in the lockers upon entrance to school.**
7. not include “dog” neck and wrist collars. Excessive length chains and jewelry with spikes are prohibited.
8. not include items that are vulgar, obscene, and libelous or denigrate others because of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
9. not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
10. not include the wearing of long leather or trench coats of any color.
11. moderation of perfumes and body sprays to avoid any allergy issues.

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.

PROHIBITED STUDENT CONDUCT

A student may be subject to disciplinary action when he/she behaves in a manner that is:

1. **Disorderly**; that is:
 - a. fighting, assaulting or behaving violently,
 - b. threatening another with bodily harm,
 - c. harassment, bullying, or intimidating students or school personnel (see policies Anti-Harassment #3420, Bullying: Peer Abuse in the Schools #7552, Disability Harassment/Discrimination # 7622 and Sexual Harassment #7551),
 - d. making unreasonable noise,
 - e. being untruthful with school personnel or making false reports,
 - f. possessing electronic devices such as, but not limited to: video/audio players & recorders, remote controls, electronic games, beepers, pagers, cellular phones,
 - g. obstructing vehicular or pedestrian traffic,
 - h. driving recklessly,
 - i. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - j. loitering or trespassing
 - k. being present on or entering into any school property, function or vehicle without authorization,
 - l. disrupts or is reasonably likely to disrupt the educational process or school operations;

2. **Insubordinate**; that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors and bus aides, law enforcement officers

3. **Engages in any of the following forms of academic misconduct:**
 - a. tardiness,
 - b. missing or leaving school or class without permission or excuse,
 - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct
 - d. violation of the Board of Education policy on Acceptable Use Policy for All Voice, Video and Data Systems #7215, Internet Protection Act #8271
 - e. improperly altering documents or records.

4. **Endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:**
 - a. fighting, assaulting or behaving violently, threatening another with bodily harm,
 - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner. (Reference policies on Sexual Harassment, Anti-Bullying, Hazing)
 - c. bullying
 - d. cyber-bullying
 - e. sexting
 - f. making unreasonable noise,

 - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri (see Alcohol, Tobacco, Drug and Other Substances #7320),
 - h. possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nunchucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object.
 - i. using obscene, profane, lewd, vulgar or abusive language or behavior,
 - j. possession, sale, distribution, transfer or use of lewd or obscene materials,
 - k. gambling,
 - l. hazing,
 - m. extortion,
 - n. theft,
 - o. vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing,

- vandalizing, damaging or destroying the property of others on school premises, at school functions or on school buses under contract to the district, or
- p. misuse of school information technology (Acceptable Use Policy for All Voice, Video and Data Systems #7215, Internet Protection Act #8271) or other school property.

5. Engages in conduct that violates Board’s rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.

District Bully Prevention Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Olweus Bully Prevention Program

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying.

REPORTING PROCEDURES

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a “Harassment/Bullying Prevention Form”. These forms are located in the school library, the guidance office and in the buildings main office. Forms can also be accessed and completed online on the district’s homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be e-mailed directly to the appropriate building administrator.

DIGNITY ACT COORDINATOR

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will

serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

Mrs. Lacey Eaves, Director of Curriculum, Instruction and Special Programs

125 County Rte. 13A

P.O. Box 161

S. Otselic, NY 13155

(315) 653-7218

leaves@ovcs.org

OFF CAMPUS & NON-SCHOOL DAY MISCONDUCT

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property. Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

TEACHER DISCIPLINE PROCEDURE FOR THE CLASSROOM

Staff will typically follow these guidelines but can vary depending on the incident:

1. Verbal warning
2. Conference with student
3. Change student seat
4. Notification to parent/guardian
5. Sent to office with a disciplinary referral and parent notification

ADMINISTRATOR DISCIPLINARY PROCEDURES

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

PENALTIES

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Oral and written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

DISCIPLINE FOR PROHIBITED STUDENT CONDUCT

A student will be subject to disciplinary action for any behavior that is deemed detrimental or disruptive to the educational process. The Administration has the authority to determine the consequences of an incident based on history, severity, age, grade level and any other relevant information.

Procedure for All Disciplinary Incidents

1. Incident reported
2. Interview
3. Student presents their version of the facts
4. Consequences determined for incident

Disciplinary Options

Step 1- Administrator/Teacher conference with student and disciplinary action may include verbal warning/written warning

Step 2- Detention (lunchtime or other)

Step 3- In-School-Suspension

Step 4- Out-of-School suspension

Step 5- Superintendent's Hearing

OCCURRENCE	1ST	2ND	3RD	4TH	5TH
INFRACTION	STEPS	STEPS	STEPS	STEPS	STEPS
Assault/violence - Threat of	3-5	4-5	4-5	4-5	4-5
Bullying/Cyber Bullying/Cyber Threat	1-5	2-5	3-5	3-5	3-5
Cutting Class	1-2	2-3	3-4	3-5	3-5
Discrimination	1-5	2-5	3-5	3-5	3-5
Drugs/Alcohol – Use of/Sale of	4-5	4-5	4-5	4-5	4-5
Endangerment – Threat of	1-5	1-5	1-5	1-5	1-5
Explosives – Threat of	4-5	5	5	5	5
Fighting – Threat of	3-5	4-5	4-5	4-5	4-5
Gambling	3-5	3-5	3-5	3-5	3-5
Harassment	1-5	2-5	3-5	3-5	3-5
Insubordination	1-5	2-5	3-5	3-5	3-5
Leaving Building	1-5	3-5	4-5	4-5	4-5
Leaving Grounds	3-5	4-5	4-5	4-5	4-5
Misconduct-Disruptive	1-5	2-5	2-5	3-5	3-5
Profanity (Non-directed)	1-3	2-3	3-4	3-4	4-5
Profanity (Directed)	3-5	4-5	4-5	4-5	4-5
Tardiness-unexcused	1	2	3	3	4
Theft	3-5	3-5	3-5	3-5	3-5
Tobacco/Vaping Products–Use of/Sale of	3-5	3-5	3-5	3-5	3-5
Truancy	3	3	3	3	5
Unauthorized Unsupervised Area	1-5	3-5	4-5	4-5	4-5
Vandalism – must repay or repair	1-5	2-5	3-5	4-5	5
Weapon – Possession of/Threat of Use	4-5	4-5	5	5	5

Academic Misconduct	Student receives a grade zero for work or examination
Library Misconduct	Restricted use of Library
Pass Abuse	Pass restriction for a minimum of 10 school days

NETWORK/INTERNET

Students are responsible for good behavior on school computer networks just as in the classroom and school rules apply. The network is provided for students to do school related work.

Access to the network and Internet are privileges. Students must take the responsibility for their actions on these and follow sound protocol. Parental permission must be granted, on the *Acceptable Use Form*, for the student to have access and this permission will be kept on file for the school year.

The district maintains a network storage area for student work, which is deemed school property and can be periodically checked by administrators.

Any student who does not honor the agreement or uses the network or internet irresponsibly, (ie: cyber-bullying) may lose access.

Technology, Information Services, Computers, Internet Acceptable Use Policy Disciplinary Options:

Step 1- Administrator/Teacher conference with student and disciplinary action

Step 2- Detention and 5 days off the network

Step 3- In-School suspension and 10 days off network

Step 4- Out-of-School suspension and 20 days off the network

Step 5- Superintendent's Hearing and network privileges revoked permanently

OCCURENCE	1st	2nd	3rd	4th	5th
INFRACTION	Steps	Steps	Steps	Steps	Steps
Engaging in an illegal act	4-5	4-5	4-5	4-5	4-5
Violating copyright laws	4-5	4-5	4-5	4-5	4-5
Attempting to override system security	3-5	3-5	3-5	3-5	3-5
Attempting to gain unauthorized access to the district educational computer system or any other computer system or go beyond authorized access	3-5	3-5	3-5	3-5	3-5
Engage in practices that threaten the district educational computer system (i.e. loading files that may produce a virus)	3-5	3-5	3-5	3-5	3-5
Violating regulations prescribed by the network administrator	3-5	3-5	3-5	3-5	3-5
Sending or displaying offensive messages or pictures	3-5	3-5	3-5	3-5	3-5
Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language	3-5	3-5	3-5	4-5	4-5

Harassing, insulting or attacking others	3-5	3-5	3-5	4-5	4-5
Using the computer system for non educational purposes (i.e.: playing purely recreational games)	1-2	2-3	3-4	4-5	4-5
Bringing games or other files to school from home and using them on district educational computer systems for non-educational purposes	1-2	2-3	3-4	4-5	4-5
Giving your I.D. and password to others to use	1-2	2-3	3-4	4-5	4-5
Trespassing in others' folders, work, or files	2-3	2-3	3-4	4-5	4-5
Using other's passwords	1-2	2-3	3-4	4-5	4-5
Unauthorized use of Personal Computer	1-2	2-3	3-4	4-5	4-5

Please note: Any suspension from attendance may be imposed only in accordance with Education Law, which allows the questioning of an accuser. The building administrator shall determine the type and extent of punishment. The suspension for possession of a weapon shall not be less than one year, unless the Superintendent modifies the punishment.

DISCIPLINE OF STUDENTS WITH DISABILITY

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities. 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 disciplining students with disabilities are consistent with the procedural safeguards required by law.

The Code of Conduct affords students with disabilities, who are subject to disciplinary action, no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

If the student who is under review for violating the disciplinary code, which could involve a suspension, is a student identified as having a disability, the matter shall be referred to the Committee on Special Education (CSE) before any disciplinary procedure commences or hearing occurs. The CSE shall review the matter to determine if the conduct is a result of the disability. If the CSE determines that the conduct is the result of the disability, the IEP shall be reviewed and modified to meet the needs of the student. If the determination is that the conduct is not the result of the disability, the student may be suspended according to law.

If suspensions total ten days during the school year, the building administrator shall refer the student to the CSE. The matter will be placed on the CSE agenda for review immediately. If the student is endangering himself or others, the CSE will arrange home tutoring until the review. If the behavior that is leading to the consideration of suspension is due primarily to the student's disability, then the student should not be suspended.

The CSE review, with a subsequent recommendation to the Board, will consider if the student's educational placement is appropriate, and if not, make recommendation of another placement. Also reviewed for consideration will be related services needed to help the student make a successful

adjustment to placement. The CSE must develop a behavior management plan to meet the student's needs.

The CSE recommendation is forwarded to the Board. If the student's parent or legal guardian disagrees with the Board's decision, due process procedures may be initiated according to applicable law and regulations.

If it is determined that the student's actions were due to the student's disability, then the student's record will show no suspension for the incident. However, if suspension was appropriate, time spent on home tutoring will count as time on suspension and will be reflected on the student's record.

SCHOOL REPORTING TIME

1. Class Start Time for students in grades 7-12 is at **7:40 AM**
2. Class Start Time for students in grades PreK-6 is at **7:40 AM**
3. Students should not arrive prior to **7:30 AM**, unless there is an approved event.
3. Students who ride the bus will be allowed in the building at **7:30AM**
4. Students who walk should not arrive prior to 7:30 AM
5. Students are considered tardy after **7:40 AM**

ATTENDANCE POLICY

Education Law requires that students enrolled in this District attend school on a daily basis unless legally excused. The educational program offered is predicated upon the presence of the student and requires continuity of instruction. The Board of Education recognizes that regular attendance benefits the student.

General Procedures

1. Elementary School-Attendance will be taken at the beginning of the day
 - a. A student arriving after **7:40 AM** will be tardy
 - b. A student arriving after **11:30 AM** will be considered absent
2. Jr.-Sr. High School-Attendance will be taken at the beginning of each class
 - a. A student arriving after **7:40 AM** will considered tardy
 - b. A student will be marked as absent if missing more than twenty minutes of a class
 - c. Participation grades may be given during any class period
3. Students who are legally absent from school will be allowed the opportunity to make up work. Students are responsible for making these arrangements.
4. Parents should provide written excuses for all absences.
5. Students who are absent from school due to illness or condition that warrants the supervision and care of a physician may be eligible for tutoring.

Attendance Letters

New York State has mandated the District notify parents of absences at set increments. The Board of Education has set the policy of 10 absences from school or 10 absences from class periods and at increments of five thereafter.

Homework for Absent Students

If a student is legally absent, please contact the school to arrange for the work.

TRUANCY

Any school aged child who is not legally excused or who is not in school during regular session will be considered truant. Students who are truant will be subject to disciplinary action.

TARDINESS AT THE JR.-SR. HIGH SCHOOL

Students are expected to be punctual to school and classes at all times. Students who arrive after the beginning of the first academic period must sign in at main office upon arriving. Students arriving after the designated passing times during the school day will also be considered tardy. Students who are tardy will be subject to disciplinary action.

LEAVING SCHOOL

In order to ensure students' safety, the school maintains a list of individuals who are authorized to obtain the release of students on the Emergency Contact Form. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual is on the form. This form may be amended at any point but must be done in writing. Certified copies of any court documents regarding custodial issues should be submitted to the District to keep on file.

The person obtaining the child must report to the main office to sign the student out of the school. A signed note must be given to the office with the following information:

1. Name of student
2. Date
3. Time to be excused
4. Destination
5. Reason for leaving
6. Means of travel from school (if not with a parent/guardian)
7. A means of contacting a person to confirm the information
8. In the event of an emergency, a District administrator may release the student to an individual not on the list with verification from the parent/guardian.

BOOK BAGS AND DUFFLE BAGS

In order to create safer passageways and hallways, book bags and duffle bags will not be allowed in classrooms and should be stored in the student locker. Students are given ample time between classes to get materials from their lockers.

JR.-SR. HIGH SCHOOL LOCKERS

Lockers will be assigned to each student and may not be changed without permission. For safety, it is best to memorize your combination and not give it to others. This locker is school property and may be searched at any time.

ELEMENTARY AFTER SCHOOL ACTIVITIES

Students that remain in the building after 3:00 PM must be under the direct supervision of a staff member and have written parental permission.

INTERSCHOLASTIC/EXTRACURRICULAR PROGRAMS

Guidelines

1. Participants need to be academically eligible.
2. Participants are expected to attend practice sessions or face disciplinary action.
3. If a student quits a program during a season, they may not be able to join another that season.
4. Students who present disciplinary problems may forfeit the privilege to participate in interscholastic or extracurricular programs.
5. A student must be in school for a full day or have a legal excuse in order to participate or be a spectator.
6. Students are expected to arrive on time for activities or could face disciplinary action.
7. Students need to follow all aspects of the Code of Conduct or face disciplinary action.
8. Students will care for uniforms and parents will be billed if damaged or lost.
9. Coaches/Advisors will determine the appropriate squad/placement for the participants.

Activities

Soccer	Basketball	Cheerleading	Baseball	Softball
Musicals	Concerts	Club Activities	Dances	Fun Nights
Open Gym	Field Trips	Award Programs	Class Activities	Plays
Band	Book Club	Honor Society	Drama Club	Chorus
Jr. Honor Society	Biology Club	School Store	FFA and Jr. FFA	Ski Club
Student Council	SADD	Wrestling	LPP (Liberty Partnership)	Football

Please note: Activities are dependent on participation and are not limited to the aforementioned ones.

CLASSROOM EXPECTATIONS

Expectations should follow the Code of Conduct at all times.

CARE OF SCHOOL PROPERTY

All forms of thievery, vandalism or intentional damage to school or personal property on school grounds are considered serious matters and disciplinary action may result.

MATERIALS LOANED TO STUDENTS

Students will be loaned textbooks and other school materials, which will be their responsibility. Parents or guardians will be billed for lost or damaged materials.

SEARCH AND SEIZURE

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

Lockers (even if the student owns the lock), desks, cubbyholes, etc., are the property of the school and subject to inspection *without cause*, at any time, *without notice or the student’s or parent’s permission or presence*. Students should consider this policy when deciding whether to store personal belongings in such places.

In addition, the board authorizes the superintendent, building principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

Before searching a student or the student’s belongings, the authorized school official should request the student to admit that he or she possesses physical evidence that they violated the law or the district code, or request the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

PROHIBITED ITEMS

The following items are considered disruptive to the educational process and/or a danger to the student(s) and will be confiscated. The following is a list of prohibited items but is not limited to this list:

Handcuffs/Restraints, Weapons/Firearms, Explosive Devices, Chains, Tobacco/Alcohol Products, Drugs/Drug Paraphernalia, Whistles, Lighters/Matches, Laser Lights, Water Balloons/Squirt Guns, Playing cards or Dice.

ELECTRONIC DEVICES

Students may possess cellular phones for use **before** and **after** school hours. These items should not be used or visible during school hours. Students that need to make a phone call must go to the main office or nurses’ office for permission.

For all students at all times: Photo/recording policy – you **may not** record a person without permission of teacher AND permission of person you are recording (photo, etc.)

For all students: **Before** school starts, phones/devices are allowed.

Gr. PK-6: **Once the school day starts (7:40 AM):** Cell phones/electronic devices from home must be placed in locker (gr. 3-6) or backpack (gr. P-2). School provides padlocks for lockers for grades 3-6.

First infraction: Administration will come and get device, student will get device at the end of the day.

If an emergency occurs, parent should contact school so that student can get information in the safest way for student.

Gr. 7-12: Once the school day starts (7:40 AM):

Green zones: Place: *cafeteria ONLY*
Time: breakfast, lunch, before and after school
Exception: Senior lounge is a green zone all the time.

Red zones: everywhere else & all other times

Other electronic devices (Ipods/mp3 players, games, cameras, music players, etc.) are not allowed unless the supervising teacher/aide grants permission. If other electronic devices are part of a cell phone, they cannot be used at anytime.

During lunch, study hall and passing time, students may use their personal music devices unless it interferes with others. If supervising personnel requests that a student stop using such a device that request shall be complied with immediately.

Consequences:

First offense - Teacher/aide confiscates device for remainder of the period.

Second offense – Teacher/aide turns device into the office and completes a referral. Parent will be notified. Student may retrieve the device at the end of the day.

Third offense – Teacher/aide turns device into the office and completes a referral. A parent must retrieve confiscated device.

Fourth offense – Student is not allowed to bring electronic device onto school property.

Other consequences may result depending on the violation(s) that occur related to electronic device misuse.

SALE OF ITEMS IN SCHOOL

Students may not conduct private sales on school property; any items being sold will be confiscated.

LUNCH PERIOD

Students will be excused for their lunch according to their class schedule and are expected to:

1. Walk quietly and in an orderly manner.
2. Be well behaved while waiting in line.
3. Cutting ahead of people in line will not be tolerated.
4. All food and drink will be consumed in the cafeteria.
5. Clean up after finishing the lunch.
6. Remain in a supervised area.

LATE BUS

The purpose of the late bus is to provide transportation home for students who must stay beyond the regular school hours. The student must have a pass to board the bus. Students are to board the bus immediately upon leaving the building and are not permitted to leave school grounds and return to take the bus home.

Georgetown Building leaving time: 5:15 PM (to South Otselic)

PK-12 Grade School leaving time: 5:00 PM (to Georgetown)

FIELD TRIPS

The purpose of a field trip is for the educational benefit of our students. The role of the chaperone is to ensure the safety and well-being of the students. The policy suggests one chaperone per ten students, which may vary depending on the age of the students, management needs of the students, destination of the trip and the requirements of the trip. Chaperones must be BOE approved. Chaperones will be selected as equitably as possible, with the building administrator having the final decision. The chosen chaperones will sign a responsibility sheet, outlining duties and responsibilities.

STUDENT AUTOMOBILE USE

Driving to school is a privilege. Cars may be used to drive to and from school unless permission is granted for special circumstances on a case-by-case basis. Priority will be given to seniors first and juniors second with work a determining factor. Student drivers will be assigned parking and must provide all forms to the main office prior to driving on school property. The following regulations must be followed:

1. Parental permission must be secured.
2. Parking is allowed only in the designated area.
3. Students may not go to their car during the regular school day without permission from the building administrator.
4. Extreme caution must be used at all times.
5. You may not pass a stopped school bus with its lights flashing.
6. When transporting another student, parental permission *for both driver and passenger* must be in writing and submitted to the main office prior to driving on school property.
7. Being on time to school is required.

Please note: Violation of these regulations may result in loss of driving privileges.

DANCE POLICY

Dance policy will follow the extracurricular program policy as well as the Code of Conduct. The building administrator and advisor will set the hours and grade levels. Students will not be admitted more than an hour after start time; the building administrator may grant alternate admittance times with prior approval. A sign-up sheet for guests will be in the main office two weeks prior to any dance.

Guests' academic standing will be verified prior to the day of the dance in order to attend. The club or organization sponsoring the dance will have to submit the proper forms prior to the dance.

The building administrator will approve any dress code procedure made by an extracurricular group for their dance. The group will give every student notification during the pre-sale time of the dress code for the event. There will not be refunds on the day of the event for students that do not choose to follow the dress code.

WORKING PAPERS

State law requires that any student under 18 years of age, interested in working, have working papers. These may be obtained in the main office.

STUDENT FEES, FINES AND CHARGES

A record will be kept in the name of the student as to the accumulated fees, fines and charges and will have to be paid on a yearly basis. Please note that a student owing money to the cafeteria will not be allowed to purchase ice cream or snacks until the bill has been settled.