



Parent Handbook

2023-2024

Principal: Hannah Lamphere

Main Office: 757-2391

Health Office (If absent or tardy): 757-2293

VCSD Bus Garage: 757-2252

Visitors' Policy

All visitors, including parents, coming into the school building are required to report to the main entrance immediately upon arrival.

(DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM BEFORE SCHOOL, DURING THE TIME WHEN SCHOOL IS IN SESSION, OR AFTER SCHOOL.)

Each visitor/parent must sign the "Visitor's Register" at the Main

Entrance and be issued a "Visitor's Pass" before proceeding to any other part of the building. The Visitor's Pass must be returned to

the Main Entrance and the Visitor's Register, signed out.

Remember: This is for the safety of our children. Your cooperation is sincerely appreciated by the entire staff.

Mission Statement

The Vestal Central School District believes that each student is unique and can learn. The district's mission is to provide instruction, programs, strategies, and challenges in a caring, positive learning environment. Each student will become a critical thinker, a lifelong learner, and a responsible, contributing citizen in a changing global society. The Board of Education, staff, parents, students, and community share a commitment to this vision.

District Goals

Challenge all Vestal students to meet ever-increasing standards of excellence in preparation for participation in the global society.

Support students' efforts to learn and grow by assuring all a positive educational environment.

Foster community pride in the Vestal schools by communicating openly and effectively about our students and the school program.

Invest fiscal resources responsibly and effectively to accomplish the district's mission.



Vestal Central School District

2023-24 At-a-Glance Calendar

SCHOOL DAYS	
183	Student
4	Conference
187	Total

SEPTEMBER (17)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/5 & 9/6: No BOCES classes are scheduled.

OCTOBER (20)						
S	M	T	W	T	F	S
1	2	3	4	5*	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Early Dismissal Drill is Oct. 5, 2023

NOVEMBER (18)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER (15)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

12/1 & 12/4/2023:
Half Day for Grs. K - 5

JANUARY (21)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

VHS Students have no classes
on January 25 & 26, 2024.

FEBRUARY (19)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH (18)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL (17)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY (21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE (17)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

No classes for VHS, June 14 - 26.

Priority of Make-up Days:

1. February 16, 2024
2. May 24, 2024
3. April 5, 2024

5/2/2023

School Closed:

Labor Day: 9/4/2023
Columbus Day: 10/9/2023
Veterans Day: 11/10/2023
Thanksgiving Break:
11/22 - 11/24/2023
Winter Recess:
12/22/23 - 1/1/2024
Martin Luther King, Jr. Day:
1/15/2024
Mid-term Recess:
2/16 & 2/19/2024
Spring Day Off:
3/15
Spring Recess:
3/29 - 4/5/2024
Memorial Day:
5/24 & 5/27/2024
Juneteenth:
6/19/2024

LEGEND

	Conference Days (no school for students) (9/5/23, 9/6/23, 10/20/23 & 3/14/24)
	Schools Closed
	Regents Exams (No Classes for Students in Grs. 9 - 12)
	Regents Exams (Classes in Session) (1/23/24, 1/24/24 & 6/4/24)
	Student Early Release Days (11/9/23, 1/12/24, 2/2/24, & 3/1/24; Dismissal for Grs. K-5 at 11:50 a.m.; VMS at 10:45 a.m.; VHS at 11:05 a.m.)
	Parent-Teacher Conferences (12/1 & 12/4/2023); Half Day for Grs. K - 5; Dismissal at 11 a.m.)
ELA	ELA Tests: April 10, 11 & 16, 17 (Grs. 3 - 8)
MATH	Math Tests: May 7 & 8 (Grs. 3 - 8)
SCIENCE	Science Written Test: May 14 (Grs. 5 & 8)

District Building Information

Board of Education

Kathryn Egan, President
Shoba Agneshwar, Vice President
Mark Browning
Kay Ellis
Eric LaClair
Joshgua Mertens
Lisa Milkovich
Dinno Nistico
Erryn Wilson

Superintendent

Jeffrey Ahearn

Deputy Superintendent

Clifford Kasson

Assistant Superintendent for Instruction

Patrick Clarke III

Building Principals/Secretaries/Phone

African Road Elementary	Meghan Stenta	TBD	757-2311
Clayton Avenue	Bradley Bruce	Melissa Brock	757-2271
Glenwood	Hannah Lamphere	TBD	757-2391
Tioga Hills	Hayley Crimmins	Deb Roloson.....	757-2366
Vestal Hills.....	Catherine Willis	Wendy Webster	757-2357
Vestal Middle School.....	Sarah Wiggins	Kristy Hill	757-2331
Vestal High School	Dawn Young	Barbara Gaylord/TBD.....	757-2281

Directors

Heather Pufky, Director of Personnel and Administrative Services..... 757-2212
Steven Klock, Food Service Director (BOCES) 757-2201
Kathleen Mazourek, Director of Special Education 757-3427
Keliann Mazikewich, Director of Instruction 757-3466
Andrew Blaine, Director of Instruction..... 757-2383
Kenneth Starr, Transportation Supervisor 757-2251
James Gana, Interim Director of Facilities & Operations 757-2231

Please contact the Personnel Office at 757-2317 with questions.

POLICIES/REGULATIONS

The below policies are available on the Vestal Central School District home page (<https://www.vestal.stier.org/Default.aspx>). Click "District Info" and then click "Policies" under "School Board".

Notice of Non-Discrimination	#3420
Compliance Officer	#3420
Alternative Formats for Instructional Materials	#5412
Procurement – Uniform Grant Guidance for Federal Awards	#5413
Use of Email in the School District	#6410
Staff Use of Computerized Information Resources	#6411
Student Records: Access and Challenge.....	#7240
Student Directory Information	#7241
Parents' Bill of Rights for Data Privacy and Security	#7243
Student Use of Computerized Information Resources (Responsible Use Policy)	#7315
Student Use of Personal Technology	#7316
Corporal Punishment/Emergency Interventions	#7350
Instructional Technology	#8270
Internet Safety/Internet Content Filtering Policy.....	#8271
Use of Copyrighted Materials	#8350
Holiday Observance.....	#8360
Family Engagement.....	#8510
Weapon-Free School Zone	#3411, #7360
Drug-Free School Zone	#5741, #6151, #7320
Tobacco-Free School Zone	#5640, #6151, #7320
Code of Conduct.....	#7310
Comprehensive Student Attendance Policy	#7110

FIRE DRILL INSTRUCTIONS

Fire Drill Directions are posted in each room. Be certain you know where you are to go for each room you occupy during the day. See Section 807 on the following page.

EMERGENCY RESPONSES

Please see the Emergency Response Drill (SHELL) chart located in each classroom near the door (and attached as the last page of this handbook).

Section 807 Fire and emergency drills
Education (EDN)

1. It shall be the duty of the principal or other person in charge of every public or private school or educational institution within the state, other than colleges or universities, to instruct and train the pupils by means of drills, so that they may in a sudden emergency be able to respond appropriately in the shortest possible time and without confusion or panic. Such drills shall be held at least twelve times in each school year, eight of which required drills shall be held between September first and December thirty-first of each such year. Eight of all such drills shall be evacuation drills, four of which shall be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four of all such required drills shall be lock-down drills. Drills shall be conducted at different times of the school day. Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly. Four additional drills shall be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.

1-a. In the case of after-school programs, events or performances which are conducted within a school building and which include persons who do not regularly attend classes in such school building, the principal or other person in charge of the building shall require the teacher or person in charge of such after-school program, event or performance to notify persons in attendance at the beginning of each such program, event or performance, of the procedures to be followed in the event of an emergency so that they may be able to respond in a timely, orderly manner.

2. It shall be the duty of the board of education or school board or other body having control of the schools in any district or city to cause a copy of this section to be printed in the manual or handbook prepared for the guidance of teachers, where such manual or handbook is in use or may hereafter come into use.

3. It shall be the duty of the person in charge of every public or private college or university within the state, to instruct and train the students by means of drills, so that they may in a sudden emergency be able to leave the college or university building in the shortest possible time and without confusion or panic. Such drills shall be held at least three times in each year, one of which required drills shall be held between September first and December first of each such year. In buildings where summer sessions are conducted, one of such required drills shall be held during the first week of such summer session. At least one of such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one additional drill shall be held in each year during the hours after sunset and before sunrise in college or university buildings in which students are provided with sleeping accommodations.

4. Neglect by any principal or other person in charge of any public or private school or educational institution to comply with the provisions of this section shall be a misdemeanor punishable at the discretion of the court by a fine not exceeding fifty dollars; such fine to be paid to the pension fund of the local fire department where there is such a fund.


Instructional Planning Guide for Major Religious Holidays 2023– 2024 School Year

This planning guide is intended to be used in conjunction with the Vestal Central Schools District's Holiday Guidelines (2004). It is not meant to be an exhaustive list of religious holidays. These dates were chosen because they may affect a large number of students who may have specific religious obligations that impact attendance or school events.

The introduction of new material, the administration of texts and assessments, and other significant instructional activities should be avoided by staff on any of these major religious holidays. In the event of unavoidable scheduling conflicts or in the case of holiday observances not on this list, students must be allowed to make up all classwork, homework, and tests without penalty.

Religious Holiday	Begins Evening Of	Date	Description	Instructional/Scheduling Implications
Rosh Hashanah	9/15/23 (Friday)	9/15/23 (Friday) to 9/17/23* (Sunday)	Jewish New Year. The first of the High Holy Days marked by solemn religious observance.	The scheduling of major school events should be avoided. Students may be absent on both days of Rosh Hashanah when they occur during the week.
Yom Kippur (Day of Atonement)	9/24/23 (Sunday)	9/24/23 (Sunday) to 9/25/23* (Monday)	Jewish holy day devoted to prayer, fasting, and repentance.	The scheduling of major school events should be avoided.
Christmas	-	12/25/23 (Monday)	Celebration of the birth of Christ. A federal holiday celebrated in all states and territories.	Winter <u>break</u> ; school is not in session.
Christmas Day (Orthodox)	-	1/7/24 (Sunday)	Celebrated on this day by Eastern Orthodox and Greek Orthodox Christians who follow the Julian Calendar.	Orthodox students may be absent.
Ramadan	3/10/24 (Sunday)	3/10/24 (Sunday) to 4/9/24* (Tuesday)	Muslim holy month.	Students may fast every day during the month and may have special prayer needs.
Easter	-	3/31/24 (Sunday)	Christian and Catholic celebration of Christ's resurrection.	Since this religious holiday always falls on a Sunday, school is not in session.
Eid al-Fitr	4/9/24 (Tuesday)	4/9/24 (Tuesday) to 4/10/24* (Wednesday)	Muslim day of feasting to celebrate the end of the 30-day fast of Ramadan.	The scheduling of major school events should be avoided.
Passover (Pesach)	4/22/24 (Monday)	4/22/24 (Monday) to 4/30/24* (Tuesday)	Jewish 8-day festival marking the deliverance of the Jews from slavery in Egypt.	The scheduling of major school events should be avoided.
Orthodox Easter	-	5/5/24 (Sunday)	Called Pascha, observed by Eastern Orthodox and Greek Orthodox churches.	Since this religious holiday always falls on a Sunday, school is not in session.
Eid al-Adha	6/16/24 (Sunday)	6/16/24 (Sunday) to 6/19/24* (Wednesday)	Muslim holy day known as the Feast of the Sacrifice, marking the end of the pilgrimage season.	Muslim students may be absent when school is in session.

* Ends the evening of date listed

<u>SHELTER-IN-PLACE</u>	<u>HOLD-IN-PLACE</u> <small>(previously 3R)</small>	<u>EVACUATION</u>	<u>LOCKOUT</u>	<u>LOCKDOWN</u>
<p>USE: Used to shelter students and staff inside specific locations in the building (gymnasium, auditorium, etc.)</p>	<p>USE: Whenever there is a situation that necessitates keeping students in class and being able to account for their whereabouts (medical emergency for a student/staff member, animals in building, etc.)</p>	<p>USE: Used to evacuate everyone from the building.</p>	<p>USE: Used to secure the building from outside danger. Animal on grounds, police search, expectation of angry/violent visitor, etc.</p>	<p>USE: Whenever there is a real possibility of danger on or around school property (unauthorized intruder, possible hostage situation, violent person with a weapon, etc.)</p>
<ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Check hallways, students in the halls should return to closest classroom. • Take attendance. • If instructed to do so, move out of the classroom to your predetermined or announced location. • Await further instruction. <p>In response to bad weather, sheltering at a lower level interior wall and/or a corridor without glass is best. Instruct students to sit as illustrated below, facing an interior wall.</p> 	<ul style="list-style-type: none"> • Move quickly, anyone visible in hallway should be brought to the nearest classroom. • Close and lock the door. • Take attendance. • Continue teaching as normal, no students are allowed out of the classroom. • Listen for "Hold-in-Place is complete" announcement. 	<ul style="list-style-type: none"> • Notification that an evacuation will occur. Notification will be made via the PA system or room by room communication. • Take class roster with you. • Evacuate the building quickly and in an orderly fashion using regular fire drill evacuation procedures. Take attendance. • Once the building is clear, staff and students may be notified to move to an evacuation site. • When the evacuation site is reached, take attendance again. • Remain at evacuation site and await instructions. 	<ul style="list-style-type: none"> • Lockout announced. • All outdoor activities shall cease and be immediately moved indoors (i.e., playground). • As soon as all students/staff are in the building all exterior doors and ground level windows shall be locked. • Normal activity will continue within the building. • Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made. • Report any suspicious activity observed either indoors or outdoors to the main office. • Remain until instructed. 	<ul style="list-style-type: none"> • Lockdown announced. Move quickly, anyone visible in hallway should be brought to a classroom. Students in bathrooms are to move to closest available classroom or office. • Close and lock your door. • Move all students to the wall closest to the hallway, out of sight of the door and sit on the floor. • If safe to do so, turn off lights but leave blinds as they are. • Keep everyone in the room quiet, silence all cell phones. • Take attendance. • Do not communicate through the door or respond to fire alarm or PA announcements. • Stay hidden and silent until released by law enforcement personnel.

At Glenwood Elementary...



- ❖ We follow class rules and routines.
- ❖ We take responsibility for our learning and our behavior.
- ❖ We use what we know to help others.
- ❖ We work together to make our world better.

It's a GREAT place to be a BEAR!



Glenwood Elementary 2023-2024

Instructional Staff Email List

Hannah Lamphere	Principal	helamphere@vestal.k12.ny.us
Blachowiak, Gretchen	Grade 1	grblachowiak@vestal.k12.ny.us
Borgeson, Kathleen	Grade 1	kmborgeson@vestal.k12.ny.us
Brigham, Laura	Grade 1	labrigham@vestal.k12.ny.us
Broderick, Ashley	Grade 4	anbroderick@vestal.k12.ny.us
Cherevko, Lori	Grade 2	lacherevko@vestal.k12.ny.us
Clark, Heather	Grade K	hmclark@vestal.k12.ny.us
Clark, Mary	Orchestra	
Dattoria, Chris	Physical Education	
Davis, Meghan	Physical Therapist	medavis@vestal.k12.ny.us
DiFulvio, Kaitlin	Special Education	kmdifulvio@vestal.k12.ny.us
Fine, Sharyn	Occupational Therapist	smfine@vestal.k12.ny.us
Fitzpatrick, Allison	Grade 4	
Glazer, Mary	Grade 2	mcglazer@vestal.k12.ny.us
Gribbin, Marissa	Band/General Music	mgribbin@vestal.k12.ny.us
Hart, Annalisa	Occupational Therapist	amhart@vestal.k12.ny.us
Howard, Kelsey	Grade 3	kehoward@vestal.k12.ny.us
Kelly-Brunza, Monica	Art	mhkellybrunza@vestal.k12.ny.us
Kinsley, Jackie	Special Education	jmkinsley@vestal.k12.ny.us
Kirchheimer, Heather	Nurse	hlkirchheimer@vestal.k12.ny.us
Krowiak, Brittany	12:1:1 (4-5)	bakrowiak@vestal.k12.ny.us
Laramée, Elaine	Music	emlaramée@vestal.k12.ny.us
MacCrabie, Kim	Grade 2	kdmaccrabie@vestal.k12.ny.us
Merta, Mary	Art	mkmerta@vestal.k12.ny.us
Mitsakos, Stephanie	Guidance	slmitsakos@vestal.k12.ny.us

Instructional Staff Email List

Morgan, Barb	Grade 5	bjmorgan@vestal.k12.ny.us
Mowry, Wendy	Math	wamowry@vestal.k12.ny.us
Panella, Amy	Art	abpanella@vestal.k12.ny.us
Rivera, Valerie	12:1:1 (1-3)	vrivera@vestal.k12.ny.us
Robinson, Kimberly	Grade 3	kbrobinson@vestal.k12.ny.us
Rose, Victoria	12:1:1 (2-4)	vmrose@vestal.k12.ny.us
Siegrist, Valery	Physical Education	vsiegrist@vestal.k12.ny.us
Soriano, Bridgit	Speech	basoriano@vestal.k12.ny.us
Spencer, Sara	Grade K	smspencer@vestal.k12.ny.us
Tait, Laurie	Grade 3	letait@vestal.k12.ny.us
Terry, Jennifer	Reading	jlterry@vestal.k12.ny.us
Truesdell, Brittany	Grade 5	bjtruesdell@vestal.k12.ny.us
Vill, Karen	Librarian	kevill@vestal.k12.ny.us
Wanck, Tammy	Reading	tlwanck@vestal.k12.ny.us
Wright, Marianna	Speech	mgwright@vestal.k12.ny.us

Lunch Schedule 2023-2024

Time	Classes
11:00-11:30	Kindergarten <ul style="list-style-type: none"> • Mrs. Clark • Mrs. Spencer
11:15-11:45	1st Grade <ul style="list-style-type: none"> • Mrs. Blachowiak • Mrs. Borgeson • Ms. Brigham
11:35-12:05	2nd Grade and 12:1:1 (1-3) <ul style="list-style-type: none"> • Mrs. Cherevko • Mrs. Glazer • Ms. MacCrabie • Mrs. Rivera
11:50-12:20	3 rd Grade and 12:1:1 (2-4) <ul style="list-style-type: none"> • Mrs. Howard • Mrs. Robinson • Mrs. Rose • Mrs. Tait
12:10-12:40	4 th Grade <ul style="list-style-type: none"> • Ms. Broderick • Ms. Fitzpatrick • TBD
12:30-1:00	5 th Grade and 12:1:1 (4/5) <ul style="list-style-type: none"> • Mrs. Krowiak • Mrs. Morgan • Mrs. Truesdell

Recess Schedule 2023-2024

Time	Grade Level
1:00-1:30	Grades 4, 5, and 12:1:1 (4-5)
1:35-2:05	Grade 3 and 12:1:1 (2-4)
2:10- 2:40	Grade 2 and 12:1:1 (1-3)
2:45-3:15	Grades 1 and K

Daily Arrival and Dismissal Procedures

Arrival Procedures:

- Students arrive between 8:35-8:50.
- *Parent/Guardian Drop Off:* Students should be dropped off at the Jones Rd. Entrance between 8:35-8:50. We ask that parents do NOT park but instead form 2 lines of cars and students will get out and head directly into school. There will be staff outside to assist. Students dropped off after 8:50 MUST be signed in at the main entrance.
- *Bus Drop Off:* Busses start unloading at 8:35 and students enter school through the bus loop entrance.
- All students are to be in their homerooms by 8:50.

Dismissal:

Dismissal Procedures:

Dismissal starts at 3:20.

- *Parent/Guardian Pick Up:*

- All students K-5 will report to the cafeteria and be dismissed from the side Cafeteria door.
- All persons picking up a student must be on the child's approved pick-up list from the parent/guardian and MUST bring their photo ID every day to verify.

• *Walkers:*

- Walkers are students who are not assigned a bus and whose parents have given written permission to allow them to walk to a designated destination without supervision. If you are planning to pick your child up, you are asked to follow the pick- up procedures and sign your child out.
- Walkers are dismissed at 3:25.

• *Bus Pick Up:*

- Students are released to buses from their classroom as they arrive, starting at 3:28.

Connect With Respect
Vestal Central School District
Personal Device Protocol

"Working together to promote a focused learning environment and foster the responsible use of digital media to enrich the lives of our students."

Personal Device refers to any device a student brings to school that connects to the Internet and/or requires a battery including cell phones and tablets. This also includes any device that is wearable and able to transmit or receive digital messages and images. This protocol does not apply to school district provided devices or pre-approved devices. (Pre-approved devices may include assistive technology, translation resources, or tablets approved by principal.)

Overview:

The district has two basic designations for cell phone use:

- **Power Off, Attention On**
- **Respectful Use Allowed**

Power Off, Attention On

- **Elementary Schools:** Personal devices will not be used during the school day or on the bus. Devices should not be brought to school. If there is a reason why a student needs to bring a device to school, it must remain off while on the bus and at all locations in the school and be stored in the student's backpack.
- **Middle School:** Personal devices will not be used in instructional settings (including library and study halls) alternate learning areas (ALA), locker rooms, restrooms, and test make-up centers. All personal devices must be powered off or in airplane mode before entering the classroom. Headphones are not to be visible.
- **High School:** Personal devices will not be used in instructional settings, alternate learning areas (ALA), locker rooms, restrooms, and test make-up centers. All personal devices must be powered off or in airplane mode before entering the classroom. Headphones are not to be visible. Other areas may be designated as Power Off, Attention On. These areas will be marked with a sign.

Respectful Use Allowed

Personal devices are only to be used in designated areas in the middle school and high school which include: holding area, lunchroom, and hallways. At the high school, this also includes the library and study halls. Respectful use means to:

- Respect the privacy of others;
- Respect the safety of others (no inappropriate or threatening messages, words, pictures, actions);
- Respect social situations (being present to listen, talk, engage, and respond in person).

Failure to engage in respectful use will be addressed by faculty and administration through our school district *Code of Conduct*.

Important School Information and Procedures

Attendance

Overview:

If your child misses school because he/she is sick, please send a written excuse to school with the child when he/she returns to school. The state requires written notification even though you may have called the school to inform us of the absence. For any long-term illness, or a hospitalization, parents should contact the school nurse.

The state law requires all children between 6 and 16 years old who are in proper physical and mental condition to receive full-time instruction in public, private or parochial school.

Absence Excuses:

It is the responsibility of the parents/ guardians to make certain their children attend school when physically able.

When a child is absent from school for illness or other reasons, a written note **MUST** accompany the child upon their return to school. Please call the health office at your school and leave a message on the answering machine each day your child is absent or tardy.

Illegal absences, such as vacations while school is in session, mean loss of instruction for the child and loss of state aid to the district.

Appointments and other reasons to take a child out of school during the regular school day should be kept to a minimum.

Entering School Late:

When your child arrives at school after **8:50 AM**, he/she is considered late. Please accompany your child to the main entrance to sign them in with the reason for the tardiness.

Leaving School During the Day:

When it is necessary to take your child from school, you are requested to send a note to the child's teacher indicating the time you will come and the reason for the early release from school.

Parents are **REQUIRED** to come to the main entrance and sign the ledger before their child will be dismissed. After the ledger is signed, the child's teacher will be contacted, and the child will be released.

Teachers are instructed **NOT** to release any child unless they have approval from the main office.

Notification of Student Absence:

Effective October 27, 1985, Chapter 617 of the Education Laws of 1985 requires that school districts must inform parents of elementary school pupils of their right to be notified when the pupil is absent from school. If parents desire such notification, they must forward a request in writing, giving the phone number or other means of reaching the parent. The school is then required to notify the parent when the pupil is absent.

Parents should call their school's health office to report their child's absence. This call should be done as early as possible. The information will be recorded on an answering machine.

When you call, please indicate your name, your child's name and grade, and your relationship to the child. Briefly state the reason for your child's absence/ illness, an appointment or other reason. If you wish to have the school nurse call you, please indicate this along with the telephone number where you can be reached. If you are sure the absence will be for a long period of time, please state how long. Otherwise, please notify us each day that your child is absent.

Cafeteria

School Lunch/ Breakfast Program:

1. A well-balanced lunch is available and can be purchased for a nominal fee by any student who wishes. Please be sure your child comes prepared each day to pay for this service. We encourage children and parents to prepay for their lunches and this can be done by sending money to the cafeteria or submitting payment online through the district website.

2. In addition to the lunch program, the district will have a cold-style breakfast program available at all

elementary schools and the middle school. The Elementary breakfast hours are 8:35-9:00 a.m. daily.

Copies of lunch/breakfast menus are given to all elementary students and are available in the secondary schools each month. The reverse side of the lunch menu contains a monthly activity calendar which updates the annual calendar.

Cafeteria Rules:

Students must have practice self-control in the cafeteria. This means that:

- A. Students keep all hands, feet, and things to themselves.
- B. Students use a quiet voice.
- C. Students use the time for eating, reading, quiet activities or games, or for resting.

Cooperation from students is necessary to maintain a clean, calm and orderly lunchroom.

Lunchtime Visits: Please be advised that for the purposes of student safety and privacy, lunchtime in the cafeteria will be reserved for STAFF and STUDENTS ONLY.

Cafeteria Procedures:

1. Enter the cafeteria in a quiet and orderly fashion.
2. Be alert to note and observe the rules.
3. Purchase all items you wish to eat when you go through the line.
4. Be certain to take all utensils you will need when you purchase your meal.
5. Sit in your seat.
6. If you need the help of an aide, raise your hand. The aide will come to assist you.
7. Eat only the food you have purchased or brought with you from home. Sharing food with others or giving your food to others is NOT permitted.
8. You are responsible for keeping your floor area and table area clean.
9. Place all trash in the paper containers.

10. Have a plan to use the time left after you finish eating in a constructive manner. You may bring your own book to read, homework to complete, and/or quiet game to play.

Clothing

We request the cooperation of all parents in making certain their children come to school dressed in a prudent, safe and reasonable manner. The district requires that student clothing should be safe and should not interfere with the learning environment. A complete description of the dress code may be found in the "Code of Conduct in the back of this handbook.

Examples of unsafe clothing would be flip flops and wheelies. We have had students seriously injured due to inappropriate footwear.

Please be sure that your child has appropriate dress according to the weather forecast for the day.

Your child will be **required to wear sneakers** for Physical Education classes.

Emergency Procedures

Emergency Closing of School

If an emergency arises while school is in session (inclement weather, breakdown in facilities, etc.), the students will be transported home. It will be the parents' responsibility to arrange for the care of the student once the student is transported to the bus drop off point. Your child should be instructed about what should be done in the event you are not home.

School closings, delays in opening, or early dismissals due to inclement weather or other emergencies will be announced by the various local radio/ TV stations beginning at 7 a.m. and will continue throughout the day.

Parents may sign up to be notified via email and text message (if applicable) when school are closed or delayed. Visit the Vestal School District website at www.vestal.stier.org and click on Emergency Alerts.

Whenever there is a school cancellation or early dismissal due to unusual or emergency conditions, all scheduled school activities are canceled. Activities being run by outside organizations making use of school

facilities are also canceled. Parents and guardians should be aware that both morning and afternoon childcare programs will not operate when school is closed.

NOTE: No announcement will be made if school is operating normally.

Delayed school opening or closing- NO Cub Care (786-9006).

Emergency Management Plan and Early Dismissal

The Vestal CSD conducts an annual test of its emergency management plan for sheltering and early dismissal to comply with regulations of the state education department. The purpose of the annual test is to ensure that appropriate and safe responses to any emergency situation can be implemented.

Transportation arrangements for early dismissal include transportation home from the shelter site.

Please contact Director of Special Services, Thomas E. Comerford III, at 757-2211 or the Public Information Specialist, Regina Felice, at 757-2205 with questions concerning these procedures.

Gifts

According to Vestal CSD policy, "The administration discourages the presentation of gifts to staff members by students."

Health Office Information

Health Requirements

During the year every student in grades K, 1, 3, and 5, as well as ALL new entrants to public school or from out of state schools, are required to have a physical appraisal and tested for vision and hearing. If parents wish to have their own family physicians examine their children, the school form for the physical must be filled out and returned to the health office in September before the health appraisals are scheduled in school by the school physician. The physical exam form may be obtained from the health office or printed from the district website. Scoliosis screening is required for all female students in grade 5 and is part of the physical form.

The school nurse should be kept informed of any specific health problem or medical information

concerning your child. Information related to health which occurs during the summer vacation, including immunizations, should be reported in September.

Health counseling is available by the nurse. Students should feel free to visit the health office whenever the need arises. Often when parent and nurse converse about a student's problem, it can be resolved.

Immunizations

All NEW ENTRANTS to the district must have written proof of immunization at the time of registration. The student's record must be up to date as specified by New York State Education Law.

The intent of these provisions is to increase the immunization levels of children and protect children from serious vaccine-preventable communicable diseases.

Illness during the School Day

Any student who becomes ill or needs medical attention during school hours will be referred to the health office. The person in charge is a certified registered school nurse. The nurse will determine the appropriate action to take. Many times, a student may return to the classroom after a short rest. If a student cannot return to the classroom, the parent will be contacted to take the student home. If both parents are working or unavailable, they should arrange for a neighbor, relative, or friend to handle the situation.

Medications

If it is necessary for a student to take medication during school hours, a school medication form, filled out by the physician and signed by the parent, is required. This form is obtained from the health office. The form and the medication are to be given to the nurse by the parent. No student is allowed to keep any type of medication on himself or herself. The medication must be in a container that includes the physician's or pharmacist's label.

Under NO circumstances is a nurse permitted to administer or dispense ANY medication (either prescription or over-the-counter varieties) without WRITTEN AUTHORIZATIONS from both the parent and physician.

* Please request a second container from the pharmacist.

COMMON MEDICAL CONDITIONS:

Listed below are some common medical conditions which are seen in school-age children. If your child has any of these, please notify the school and seek medical attention whenever it is necessary.

CHICKEN POX -Incubation period is 2 -3 weeks. A slight fever and rash develop. The rash consists of small blisters which have developed from small pimples. These blisters will scab over. The child may return to school after 7 -10 days providing all blisters have scabbed over.

CONJUNCTIVITIS (pink eye) -This is an infection of the lining of the eye and eyelids. It is communicable and may be spread by contact with contaminated hands, pencils, paper towels, and other articles. The eye is inflamed, watery, and may have thick matter present, especially in the morning. Children are excluded from school until the eyes are clear after treatment.

HEAD LICE -Excessive itching of the scalp may lead one to suspect the presence of head lice. Regular head inspection at home is an advisable procedure to follow. The louse glues its tiny white eggs (nits) onto the hair strand near the roots. These nits look like dandruff but are tightly bound to the hair. Generally, nits are found in the hair behind the ears and at the nape of the neck. However, they may occur anywhere on the head. Children are excluded from school until they have received treatment.

IMPETIGO -First appears as a small pimple-like area which fills with fluid. It may fill with pus and later forms a crust or scab. It occurs mostly around the nose and mouth. It very often resembles a cold sore. Children with impetigo are excluded from school until they have received medical treatment.

FIFTH DISEASE -A virus that is mildly contagious. Incubation period is 4 -14 days. A rash resembling windburn first appears on the cheeks, then the limbs and, to a lesser degree, on the trunk. The rash on the limbs is flesh like with white line demarcations giving it a lacy appearance. The area may burn or itch. After the rash disappears, it may be reactivated by heat or friction. Possibly a low-grade fever will be present. The

rash may appear and disappear for as long as 2 -3 weeks. No treatment or control measures are available.

PIN WORMS -Symptoms -sensation of mild tickling to severe itch or pain on the anus or surrounding skin. Children may appear restless, tired, pale and generally run down and be difficult to manage. Eggs and worms may be seen around the rectum at night. Contact your doctor for treatment and procedures.

SCABIES -First symptoms appear four to six weeks after exposure. There usually is very severe itching, particularly at night. Visible as short, whitish, threadlike wavy lines, or with secondary infections, red skin with pustules and crusts. If suspected, consult physician for prescriptive medication and additional measures.

STREP THROAT -Sudden onset. May have headache, sore throat or swollen glands. Symptoms are similar to those of tonsillitis but a positive diagnosis is made by having a throat culture.

SCARLET FEVER -Same symptoms as strep throat plus a bright red rash, evenly diffused, which usually appears first in the neck and upper chest within 24 hours and may last up to 10 days.

Homework

Parent Requested Homework

Homework becomes an important element of the instructional program when students need to practice a skill or demonstrate an understanding based on prior instruction. Homework can also be a pretest to determine what kind and how much instruction needs to be provided. These applications relate to instruction which has been given or will be given.

Parents requesting homework for students who will be absent from school must submit their requests in a timely fashion, normally no less than two school days or more than five school days prior to the expected date of absence. Classroom teachers will provide materials consistent with the appropriate usages of homework for a period up to but not greater than three school days. The school district expects all homework requested in advance will be completed in accordance with the directions of the teachers and assignments will

be submitted to the teachers when the students return to school.

Parents are encouraged to provide their children opportunities to read, to read to their children and to encourage children to read independently. Other suggestions such as keeping a trip journal or practicing arithmetic operations may be employed by parents with their children. Classroom teachers may suggest other activities to assist children in maintaining their skills.

Lost and Found

Lost articles will be placed in the Lost and Found area at each school. We suggest putting students' names on their belongings. It is then possible to return items to the rightful owners immediately.

Notices

From time to time, notices will be sent home with your child. Please encourage your child to bring them home in readable form. Sharing information contained in the notice with your child will demonstrate the importance you place on these notices and will help develop your child's sense of responsibility for bringing these items home.

Parent Custody of Children

Often, as a result of a divorce or separation in a family, the court has decided regarding custody of children and visiting rights for the noncustodial parent. In these situations, please advise the school about the particulars of the court order.

Parent Teacher Associations and Organizations

The individual schools' PTAs/PTOs are organizations that work for the benefit of the children and school. Parents are encouraged to attend meetings and support its functions. Consult the calendar and/or look for e-mails and flyers that come from school for meeting times and events.

Parent Teacher Contact

Parent Teacher Communication

Feel free to contact your child's teacher at any time to inform, discuss, or ask for assistance in resolving a problem or situation. However, because of the numerous responsibilities and various schedules, it is

often difficult for teachers to answer the telephone when you call during the school day. It is best to e-mail or call and leave a request for the teacher to contact you. You may also send a note with your child requesting the same.

Parent Conferences/ Progress Reports

The home and school connections are an important part of a child's development. Experiences in both home and school affect the child's behavior. Parent teacher conferences are one of the most satisfactory means of making cooperative planning possible.

Parent conferences are held at the end of the first trimester. Your child's teacher will contact you to schedule a parent conference and you will receive your child's report card at the conference. You will also receive report cards for your child in March and on the last day of school in June.

If you have any questions or concerns about your child's progress, please call the school office and ask to speak with the teacher to set up a parent conference at a mutually convenient time.

Parties

Seasonal class parties are scheduled by school staff. The date and time for each will be arranged by the classroom teacher and the parent room representative. Please do not send anything for parties to school unless you are contacted by your child's room representative.

Physical Education Participation

All students are required to participate in physical education classes unless a medical excuse signed by a doctor is brought to the school nurse. Children need to have sneakers during Physical Education class.

Playground

Children look forward to participating in outdoor activities. A one-half-hour recess period is conducted outside each day during reasonable weather. We ask that your child be excused only when illness is evident or upon advice by your physician. A written explanation from the parent is required in these situations.

Please dress your children according to the weather forecast. See that boots are worn when the ground is

wet or covered with snow. Children will be allowed to play on the snow-covered portions of the playground area if dressed properly.

Playground Rules

Teachers are to explain the following playground rules to the class on the first day of school and to review them at regular intervals.

1. Students are not to remain in the building unsupervised or return to the building during playground time without permission.
2. The sound of the whistle on the playground means stop, look, and listen.
3. All playing must be done on the play area.
4. Areas next to the building are not to be used during playtime.
5. Only safe play of any kind is permitted. Unsafe play includes, pushing, fighting, wrestling, tackle football, etc.
6. No picking up or throwing stones or snow is permitted.
7. Students not involved in organized games such as football, soccer, softball, etc., must stay in the free area and not interfere with the progress of the game.
8. Anyone abusing playground equipment may lose their playground privileges.
9. At the end of playground period, walk to assigned line, return equipment and line up immediately and in an orderly fashion.
10. Report all injuries to the playground monitor or school nurse.
11. Children are not to leave the school grounds during the playground period.

Playground Procedures

1. Know the rules for playground.
2. Inform an adult when you feel you need assistance in solving a problem.
3. Be fair when using playground equipment or playground space. Share time equally with others.

4. Play catch in a clear area so that the balls are not being thrown over the heads of other students who are not participating.

5. Equipment such as lacrosse sticks, skateboards, racquets of any type, golf clubs, hard surface sleds or baseballs must be left at home.

6. Cell phones, tablets, video games/players and other types of music/ recording equipment must be left at home.

7. When the final whistle blows, line up immediately at your designated place in a quiet and orderly fashion. Wait quietly until you are directed to enter the building. Enter the building and move to your room quietly.

Snowy/ Winter Weather Requirements

1. If you are wearing sneakers, not boots, you must stay on the blacktop areas. You may not go onto the snow or ice.
2. Sledding is not allowed.
3. There is NO throwing of snow or snowballs on the playground.
4. The aides determine the following: when ball playing will be permitted on the playground, when the playground equipment may be used.

Students are responsible for their own behavior. The "Vestal Central School District Code of Conduct," located in the back of the handbook, outlines student conduct and disciplinary procedures. The full Code of Conduct is available on the district website.

Report Cards

Your child's K-5 report card will be based on standards reflecting New York State's Common Core Curriculum. These report cards identify criteria for assessing your child's learning, highlighting new content and 21st-century skills. Specific grade-level parent guides and Frequently Asked Questions are available on our district's website. Report cards are sent approximately one week after the end of the marking period. At the end of the first marking period, parent-teacher conferences are held. When interpreting a report card, keep in mind that marks reflect your child's progress in the level to which he/she is assigned. We suggest you

study this report of your child's progress and discuss it with your child.

School Telephone

School phones are for official school business ONLY! Students are permitted to use the school telephone in emergency situations.

Be certain your child leaves home with all the items he/she will need during the day, such as lunch money, sneakers, homework, and musical instruments. This is good practice for your child in developing a sense of responsibility and will help eliminate the need for extra phone calls.

State and Local Testing

Students are administered a variety of tests during their elementary years in an attempt to gather information that measures their progress. This information helps school personnel determine what programming is most appropriate for our elementary students.

Supplies and Materials

Care should be taken by the students in handling textbooks. Children are responsible for all materials issued to them during the school year.

Students will be asked to pay for lost or damaged books.

Transportation

Transportation Questions

1. May a student ride a bus other than the one he/she is assigned to in order to go to a friend's house? a meeting? a birthday party?

****No.** School transportation rules do not allow this.

2. May a student who normally rides a bus home, skip the bus ride or walk home if he/ she so desires?

****No.** A student who normally rides the bus ~st continue to ride the bus unless a note from the parent/guardian is received and approved by the principal.

3. May a student who normally walks to and from school take a bus when he/she desires?

****No.** Walkers are not allowed to take the bus according to transportation rules.

4. May a student stay after school and wait for his/her parent to pick him/her up?

****Normally, no.** However, if a parent has sent a written note in advance asking that the child be allowed to stay in school after dismissal, then the youngster will be allowed to stay in the office and wait for his/her parent to pick him/her up.

**** Children must be picked up by 3:40.** When there is no note, the student will not be allowed to stay after dismissal.

Bus Schedules

Bus schedules are arranged by the school district's transportation department. Questions pertaining to bus pick-up points, routes, time schedules, etc., should be referred to the transportation director at 757-2251.

Rules for Students Riding School Buses

A code of conduct has been established to ensure the safety, health, and welfare of all children who ride school buses. Students not conforming to this code are subject to the same disciplinary measures as would apply for

misconduct in school. When necessary, the principal or the transportation director may cancel riding privileges.

Your assistance in encouraging your child to be a cooperative bus rider is important in ensuring a safe trip for all students. The following bus rules are published for the safety, health, and welfare of all children who ride school buses. The laws of the State of New York provide a legal basis for transporting pupils to and from schools. This code is designed for the purpose of setting forth the regulations governing the conduct of pupils who ride the school buses.

School Bus Regulations- Pupil Responsibilities

1. The driver is in charge of the pupils and bus. Obey the driver promptly and cheerfully. Driving a bus is difficult even without unruly passengers.

2. Be on time; the bus cannot wait beyond its regular schedule for those who are tardy.

3. Wait in an orderly line off the highway or street.
4. Do NOT run toward a school bus while it is in motion.
Do not run or walk alongside a school bus.
5. Ride only the bus assigned by the school district.
6. Take a seat in the bus without disturbing other passengers; remain seated while the bus is moving.
7. Do NOT try to get on or off the bus or move about within the bus while it is in motion.
8. Behave on the bus as you are expected to behave in the classroom. Disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
9. Do NOT engage in any activity which might divert the driver's attention and cause an accident, such as:
 - (a) Loud talking or laughing, or unnecessary confusion
 - (b) Unnecessary conversation with the driver
 - (c) Extending any part of the body out of bus windows or doors
10. Do NOT engage in any activity which might damage or cause excessive wear to the bus. Do not litter the bus or other property. The following activities are prohibited at all times:
 - (a) Smoking or eating on the bus
 - (b) Possessing knives or sharp objects on the bus
 - (c) Bringing animals on the bus
 - (d) Throwing objects or articles in or from the bus
 - (e) Tampering with mechanical equipment, accessories, or controls of the bus
11. Promptly report any damage done to the bus to the driver. Persons causing damage shall be expected to pay its full cost.
12. Cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver. (Minimum 10 to 12 feet.)

Bus Violations

Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When

necessary, the principal or transportation director may cancel riding privileges.

Transportation Regulations Regarding Student Authorization for Transportation

The transportation section covers child sitters and how they relate to transportation who qualifies for transportation emergency situations field trips forms to be filled out when requesting transportation to a child sitter's home

The transportation regulations are set by the district and a building principal cannot override, change or disregard the existing regulations.

1. If a student's place of residence is less than one-half mile from the school, he/she is assigned to attend, the student is not eligible for regular transportation.
2. To ensure the safe and proper delivery of each child being transported to and from a child sitter's, the pick-up point and/or drop-off point must be the same every day.
3. To ensure the safe and proper delivery of each child, no changes in the pick-up point and drop-off point will be made without written authorization from the supervisor of transportation and/or the school principal.
4. If an emergency exists that requires the delivery of a child to a residence different from the regular pick-up and drop-off, the parent or legal guardian of the child must provide the building principal with a written request. The principal shall issue an emergency transportation permission form to the driver if the request is deemed appropriate by the principal.
5. Students scheduled to participate in a field trip or extracurricular activity shall be included on a manifest (which may consist of parent permission forms) provided to the bus driver by the authorized staff member before any participating student shall be granted transportation.
6. The District cannot provide transportation for students wishing to ride a bus to a music lesson, party, Boy Scout meeting, Girl Scout meeting or other such activity. *Revised 7/30/97*

Bicycles

Students riding bicycles to school must be thoroughly familiar with all safety rules of the road. Parents should be fully aware of the hazardous traffic patterns in the vicinity of the school and should take this into consideration before giving permission for their children to ride bicycles to school.

Walkers

In areas where sidewalks are not available, parents should instruct their children of the proper route, procedure, and behavior to follow when coming to school and returning home. It is suggested that children stay off the road as much as possible, but, when necessary, walk on the left side so they can be aware of cars approaching in their direction. Walkers and drop-offs should NOT arrive on school grounds before 8:35 a.m. because no supervision is provided until that time. At dismissal time walkers MUST leave the school ground.

Vestal Central School District Policies:

- A. Comprehensive Attendance Policy
- B. Code of Conduct
- C. Family Engagement

Comprehensive Attendance Policy

#7110

POLICY

2011 7110
Students 1 of 5

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District has developed, and, if necessary, will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To maximize student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

Definitions

Whenever used with the Comprehensive Attendance Policy, the following terms shall mean:

- a) Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
- b) Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
- c) Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
- d) Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
- e) Excused: Any absence, tardiness, late arrival, or early departure for which the pupil has a valid school approved excuse. Such excused non appearance shall include: personal illness, illness or death in the family or significant other person, religious observance, quarantine,

(Continued)

POLICY

2011 7110
Students 2 of 5

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

f) Unexcused: Any absence, tardiness or early departure of which the pupil has the knowledge and consent, stated or implied, of his parents for other than legal reasons. Such unexcused non-appearance shall include shopping trips to the local mall, family vacation, baby sitting younger siblings, and any other absence that is not excused.

g) Truancy: A student whose parents expect him/her to be in school and in class and who does not attend for other than lawful reasons.

Coding Systems

Excused Absence

S sickness
F sickness or death in family or significant other person
X Excused absence part of the day
impassable roads
religious absence
quarantine
required to be in court
attendance at health clinics and other medical visits
approved college visit
military obligation
emergency day
other as approved by the Principal

Unexcused Absence

O unlawful detention
truancy
SU suspension

(Continued)

POLICY

2011 7110
Students 3 of 5

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations and school district practice. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

In order to encourage student attendance, the following strategies and incentives shall apply:

1) **Notices of Absences:**

a) The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

(1) Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

(2) A designated staff member shall contact the parent(s) or persons in parental relation to a student who is absent, tardy or departs early without proper excuse. This notice will contain the dates, times and the nature of the student's unexcused nonpresence.

2) **Disciplinary Procedures:**

The pupil may be subject to disciplinary action for truancy, unexcused absence, tardiness or early departure as stated in the Code of Conduct.

Disciplinary Consequences

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's

(Continued)

POLICY

2011 7110
Students 4 of 5

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

3) Incentives

District teachers shall work with the Building Principal to create and implement classroom based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.

4) Intervention Strategy Development

The Building Principal shall receive attendance data and meet with other administrators and teachers as the Building Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where a District administrator determines that existing intervention policies or practices are insufficient, the District administrator shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

5) Counseling

The District shall provide consistent counseling to students with chronic attendance problems.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed **prior to the denial of course credit to the student for insufficient attendance**, the following guideline shall be followed:

A plain language summary of the District's Comprehensive Student Attendance Policy will be provided to parents/persons in parental relation and students at the beginning of each school year or at the time of enrollment in the District.

(Continued)

POLICY

2011 7110
Students 5 of 5

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

Annual Review by the Board of Education

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and

Providing copies of the policy to any other member of the community upon request.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

7.3-1 Creation of Attendance Office 10/26/71

7.3-2 School Attendance Areas 9/23/86

7.3-3 Attendance Reporting Periods 12/8/64

7.3-5 Student Withdrawal Follow-up 4/22/75

7.3-7 Annual School Census 5/23/89

7.3-8 Summer School Attendance 2/23/82

7.3-9 Absence for Religious Education 7/26/83

7.3-10 Class Attendance-Grades 7-12 2/26/85

Adopted 6/25/02

7123.1R.1 VSH BPT Class Attendance Regulations for 2004-2005 1/25/05

Adopted 8/23/11

Code of Conduct

#7310

POLICY

2020

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Students

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SUBJECT: CODE OF CONDUCT

Code of Conduct (Plain Language Summary)

Student Dress Code

A student's dress, grooming and appearance, including hairstyle and color, jewelry, makeup, body art, and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process;
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, plunging necklines (front and back), bare midriffs, and see-through garments are not appropriate;
3. Ensure that underwear is completely covered with outer clothing;
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed;
5. Not include the wearing of hats in the classroom or testing sites, except for a medical or religious purpose;
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, weight, or disability;
7. Not promote and/or encourage other illegal or violent activities.

Students who violate the dress code shall be required to change or cover the offending item. Failure to do so may result in discipline.

Prohibited Student Conduct

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

1. Engage in conduct that is disorderly. Examples of disorderly conduct can be found in the full version of the Code of Conduct and include engaging in conduct that endangers the safety, morals, health, or welfare of others;
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct can be found in the full version of the Code of Conduct and include failure to comply with the directions of a teacher, school administrator, school employee, or other school agent in charge of students;
3. Engage in conduct that is disruptive. Examples of disruptive conduct can be found in the full version of the Code of Conduct;
4. Engage in conduct that is violent. Examples of violent conduct can be found in the full version of the Code of Conduct and include possession of a weapon;

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SUBJECT: CODE OF CONDUCT (cont'd)

5. Engage in conduct that endangers the safety, morals, health, or welfare of others, including bullying, cyberbullying, discrimination, and/or harassment. Examples of such conduct can be found in the full version of the Code of Conduct and include possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either;
6. Engage in misconduct while on the school bus;
7. Engage in any form of academic misconduct. Examples of academic misconduct can be found in the full version of the Code of Conduct.

If a student engages in prohibited student conduct which may constitute a crime, the building principal or designee notifies the appropriate local law enforcement agency as soon as practical.

Penalties

In assessing disciplinary penalties, school personnel 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 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. Discipline penalties will be assessed in compliance with IDEA and NYS Law for students with a disability.

Students found to have violated the District's Code of Conduct may be subject to one or more of the following penalties:

1. Verbal warning
2. Written warning
3. Written notification to parents
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. Alternate learning area

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SUBJECT: CODE OF CONDUCT (cont'd)

10. Removal from classroom
11. Short-term suspension from school
12. Long-term suspension from school
13. Permanent suspension from school

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Minimum Periods of Suspension

1. Students who bring a weapon to school will be subject to suspension from school for at least one calendar year, unless otherwise determined by the Superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension for at least five days, unless otherwise determined by the Superintendent.
3. Students who are repeatedly substantially disruptive of the educational process, or who repeatedly substantially interfere with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of the Code of Conduct, "repeatedly substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to Education Law 3214(3)(a) and this code on four or more occasions during a semester.

Referrals

1. The School Counseling and Guidance Office shall handle all referrals of students to counseling.
2. PINS petitions may be filed on any student under the age of 18 who demonstrates that he/she requires supervision by:
 - a. Being habitually truant and not attending school as required;
 - 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 the Penal Law.
3. Juvenile Delinquents and Juvenile Offenders:
The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

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SUBJECT: CODE OF CONDUCT (cont'd)

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42).

Visitors to the School

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

1. All visitors must report to the designated visitor registration office to be issued an identification badge to wear.
2. Visitors attending school functions that are open to the public are not required to sign in.
3. Unauthorized persons on school property will be reported to the Principal or designee.

Public Conduct on School Property

No person shall:

1. Willfully cause physical injury to any other person, destroy the property of another person, or threaten to do so;
2. Physically restrain or detain any other person;
3. Enter upon and remain in any facility or area for any purpose other than its authorized use;
4. Refuse to leave any building or facility after being requested to do so by an authorized agent of the school district;
5. Obstruct the free movement of persons and vehicles in any facility;
6. Deliberately disrupt or prevent orderly conduct of classes and meetings;
7. Willfully incite others to commit any of the acts herein prohibited;
8. 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;
9. Intimidate or harass another person including, but not limited to, intimidating or harassing based on race, color, creed, national origin, religion, age, gender, sexual orientation, weight, or disability;
10. Discriminate against another person based on race, color, creed, national origin, religion, age, gender, sexual orientation, weight, or disability;
11. Obstruct the free movement of any person in any place to which this code applies;
12. Violate the traffic laws, parking regulations, or other restrictions on vehicles;
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or as authorized by the school district;
14. Gamble on school property or at school functions;

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SUBJECT: CODE OF CONDUCT (cont'd)

15. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
16. Willfully incite others to commit any of the acts prohibited by this code;
17. Violate any federal or state statute, local ordinance, or board policy while on school property or at a school function.

Penalties

Persons who engage in prohibited conduct shall be subject to the following penalties:

1. Licensees or invitees will be directed to leave the premises and will be subject to ejection if they fail to comply;
2. Trespassers or visitors in violation are subject to ejection;
3. Removal from the premises of the Vestal Central School District, including a permanent ban from access to the premises of the Vestal Central School District;
4. Students in violation are subject to disciplinary action as stated in this code;
5. Probationary teachers, tenured teachers, non-teaching employees, and other District employees in violation are subject to disciplinary action;
6. All persons violating these rules may also be subject to penalties as provided in New York State Penal Law and other applicable laws.

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SUBJECT: CODE OF CONDUCT (cont'd)

VESTAL CENTRAL SCHOOL DISTRICT Code of Conduct

SECTION I: INTRODUCTION

The Board of Education of the Vestal Central School District adopted and implemented a written policy on school conduct and discipline and is committed to the purpose of promoting responsible student behavior. This policy was developed locally in consultation with teachers, administrators, other school service professionals, students, and parents/legal guardians.

SECTION II: DEFINITIONS

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.

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

School Property means on or within any building, structure, athletic playing field, playground, parking lots, 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 Section 142, or any area supervised by the School District, including areas within the Gun-Free School Act Zone.

School Function means any school-sponsored event or activity.

Bullying means unwanted aggressive behavior which harms or induces fear with the threat of further aggression. The behavior is repeated or has the potential to be repeated over time. This includes cyberbullying.

Discrimination and Harassment mean an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact, by verbal threats, intimidation, or abuse of such a severe nature that it:

- a. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or
- b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

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Violent Student means a student under the age of 21 who:

- a. commits an act of violence upon a school employee, or attempts to do so;
- b. 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;
- c. possesses, while on school property or at a school function, a weapon;
- d. displays, while on school property or at a school function, what appears to be a weapon;
- e. threatens, while on school property or at a school function, to use a weapon;
- f. 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; or
- g. knowingly and intentionally damages or destroys School District property.

Weapon is defined as a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or bodily injury.

SECTION III: STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

Students in this District shall have the rights afforded to students under the provisions of the federal and state constitution and the laws of the State of New York. Although the rights of students are not identical to the rights of adults, it is recognized that a student's private, non-school sponsored, and non-program related conduct cannot be regulated unless the educational community is affected by such conduct.

B. Student Responsibilities

A student shall not act in such a manner which disrupts the rights of others or which causes disorder or invades the rights of others. A school is a place of learning. Learning involves the expansion of knowledge, as well as acting in a manner considerate of the rights and feelings of others. Students learn from each other. Students must be conscious that younger students follow the leadership of older students. Such examples should enhance the school environment. Students are expected to show respect for faculty and other members of the school community. A relationship based upon respect creates a harmonious environment.

SECTION IV: ESSENTIAL PARTNERS

Administrators, teachers, other staff, Board members, and parents each have a role in the discipline code.

Teachers and other staff members shall report all violations of the code to the teacher's Administrator. The teacher should be aware of the provisions of the code and, if in doubt regarding the code, explanations should be sought from the teacher's Administrator. Teachers and other staff members shall endeavor to give a consistent interpretation of the code to students.

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SUBJECT: CODE OF CONDUCT (cont'd)

Administrators have first-line responsibilities to ensure that the code is followed and enforced. Administrators shall conduct the appropriate investigation to determine if the code has been violated and, if violated, shall act in accordance with this policy and the laws applicable to the situation. The Administrator shall interpret the code for staff members and, where applicable, request the assistance of the faculty, District employees, students, and parent(s) of the student.

Parents are requested to give assistance to the staff and administration in implementing the code. Parents should be aware of the code.

Board members shall advise the Superintendent of any suggested changes in the code and community feelings regarding the code. The members of the Board of Education shall be available to provide a hearing of any appeal of suspension under the provisions of Education Law 3214(3).

SECTION V: 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 hairstyle/color, jewelry, makeup, body art, and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process;
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back), bare midriffs, and see-through garments are not appropriate;
3. Ensure that underwear is completely covered with outer clothing;
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed;
5. Not include the wearing of hats in the classroom or testing sites, except for medical or religious purpose;
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, weight, or disability; and
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

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

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SUBJECT: CODE OF CONDUCT (cont'd)

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.

SECTION VI: PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner with proper regard for the rights and welfare of other students, District personnel, and other members of the school community. The Board of Education expects all students to have proper regard 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 of Education 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 or 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, but are not limited to:
 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. This may also include bullying, cyberbullying, discrimination, and/or harassment;
 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;

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SUBJECT: CODE OF CONDUCT (cont'd)

7. Computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the District's acceptable use policy. This may include, but is not limited to, personal hand-held devices such as games, hand-held computers, and organizers.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 1. Failing to comply with the directions of a teacher, school administrator, school employee, or other authorized school agent in charge of students or otherwise demonstrating disrespect;
 2. Lateness, missing, or leaving school without permission;
 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
 1. Failing to comply with the directions of a teacher, school administrator, school employee, or other authorized school agent in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
 1. Committing an act of violence, as defined in Section II, upon a teacher, administrator, school employee, or other authorized agent, or attempting to do so;
 2. Committing an act of violence, as defined in Section II, upon another student or any person lawfully on school property, or attempting to do so;
 3. Possessing a weapon, as defined in Section II. 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, as noted in the definition of weapon in Section II;
 5. Threatening to use any weapon, as noted in the definition of weapon in Section II;
 6. Damaging or destroying the personal property of a student, teacher, administrator, other District employee, or other authorized school agent on school property, including graffiti or arson;
 7. Damaging or destroying school district property.
- E. Engage in any conduct that endangers the education, safety, morals, health, or welfare of others. This may include bullying, cyberbullying, discrimination and/or harassment as defined in this code. Examples of such conduct include, but are not limited to:
 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;

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4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, weight, or disability as a basis for treating another in a negative manner;
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive, as ridiculing or demeaning;
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team;
8. Bullying and cyberbullying, which include unwanted aggressive behavior which harms or induces fear with the threat of further aggression. The behavior is repeated or has the potential to be repeated over time;
9. Selling, using, or possessing obscene material;
10. Using vulgar or abusive language, cursing, or swearing, or words which may incite another person;
11. The use or possession of a cigarette, cigar, pipe, chewing tobacco, smokeless tobacco, electronic cigarette, or similar device;
12. The use, possession, sale, or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drug, controlled substance or marijuana, such as a pipe, syringe, or other paraphernalia, or being under the influence of any drug or controlled substance including marijuana, while on school premises (including buildings or grounds) or while in attendance at a school function or school-sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by that particular student at the time in question.
13. The use, possession, sale or gift, or being under the influence, of an alcoholic beverage while on school premises (including buildings or grounds) or while in attendance at a school function or school-sponsored function;
14. Inappropriately using or sharing prescription or over-the-counter drugs;
15. Possession, use, sharing, or being under the influence of synthetic cannabinoids (synthetic marijuana);
16. Gambling;
17. Indecent exposure, exposing one's private body parts in a lewd or indecent manner;
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher;
19. Extortion;
20. Any willful act which disrupts the normal operation of the school community.

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SUBJECT: CODE OF CONDUCT (cont'd)

- 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, but are not limited to:
 - 1. Plagiarism;
 - 2. Cheating;
 - 3. Copying;
 - 4. Altering records;
 - 5. Assisting another student in any of the above items.

SECTION VII: REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the Building Principal or 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 or 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 designee notifies the appropriate local law enforcement agency of conduct that may constitute a crime and substantially affect the order or security of a school as soon as possible. The District will provide law enforcement with required information to complete the investigation.

SECTION VIII: 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

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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 most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider, but are not limited to, 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. A student identified as having a disability shall not be disciplined for behavior related to his/her disability (see Section X: Discipline of Students with Disabilities).

A. Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning – Any member of the District staff;
2. Written warning – Bus Drivers, Hall, Lunch, and Playground Monitors, Coaches, School Counselors, Teachers, Administrators, Superintendent;
3. Written notification to parent – Bus Drivers, Hall, Lunch, and Playground Monitors, Coaches, School Counselors, Teachers, Administrators, Superintendent;
4. Detention – Teachers, Administrators, Superintendent;
5. Suspension from transportation – Principal, Superintendent;
6. Suspension from athletic participation – Coaches, Principal, Superintendent;
7. Suspension from social or extracurricular activities – Principal, Superintendent;
8. Suspension of other privileges – Principal, Superintendent;
9. Alternative learning area – Assistant Principals, Principal, Superintendent;

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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.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

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

1. Detention:
Teachers, Principals, and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student and parent have been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.
2. Suspension from Transportation:
If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Building Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Building Principal or Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that the student 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.

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3. Suspension from Athletic Participation, Extracurricular Activities, and Other Privileges:

A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

4. Alternate Learning Center:

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 Assistant Principals, Principals, and the Superintendent to place students who would otherwise be suspended from school as the result of the Code of Conduct violation in an Alternate Learning Center.

A student subjected to an Alternate Learning Center is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with a District official to discuss the conduct and the penalty involved.

5. Teacher Disciplinary Removal of Disruptive Students:

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- a. short-term "time out";
- b. having a student escorted to the Principal's office for the remainder of the class time only;
- c. having a student escorted to a school 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 was defined in Section II. A substantial disruption of the educational process or

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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 designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or another District Administrator designated by the Principal, must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the 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 parents.

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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 designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or designee may overturn the removal of the student from class if the Principal finds any one of the following:

- a. the charges against the student are not supported by substantial evidence;
- b. the student's removal is otherwise in violation of law, including the District's Code of Conduct;
- c. the conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed.

The Principal or 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.

6. Suspension from School:

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

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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 Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension, or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (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 Section 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does

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pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. 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, and while no stenographic transcript shall be required, this District attempts to provide a stenographic transcript. 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 of Education. The Board 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

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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.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school:

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law Section 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- a. the student's age;
- b. the student's grade in school;
- c. the student's prior disciplinary record;
- d. the Superintendent's belief that other forms of discipline may be more effective;
- e. input from parents, teachers, and/or others; and
- f. 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 weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's 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

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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 substantially disruptive means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law Section 3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling:

The School Counseling and Guidance Office shall handle all referrals of students to counseling

2. PINS Petitions:

The District may file a PINS (Person In Need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

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

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3. Juvenile Delinquents and Juvenile Offenders:

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school; or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under Criminal Procedure Law Section 1.20 (42)

SECTION IX: 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 Section 3214, the District will take immediate steps to provide alternative means of instruction for the student.

SECTION X: DISCIPLINE OF STUDENTS WITH DISABILITIES

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

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

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the Code of Conduct, the following definitions apply:

A "suspension" means a suspension pursuant to Education Law Section 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, that enables the student to continue to progress in the general curriculum, although in

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another setting, to continue to receive those services and modifications, including those described on the student's current Individualized Education Program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, the District (BOCES) Superintendent of Schools, or 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 school days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function or has inflicted serious bodily injury on a person while at school, on school premises, or at a school function.
 1. "Weapon" as defined in Section II of this Code of Conduct.
 2. "Controlled substance" means a drug or other substance identified in certain provisions of the federal and state law and regulations applicable to this policy.
 3. "Illegal drugs" means a controlled substance, except for those legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
 4. 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

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IAES setting for up to 45 school 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.

5. "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.

B. Change of Placement Rule

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

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

The above may also apply to conduct on the bus and change in such transportation if transportation is included in a disabled student's IEP because of the student's special needs.

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

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

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including a change in placement to an IAES for misconduct involving weapons, illegal drugs, or controlled substances, or serious bodily injury when the behavior is determined to be a manifestation of the student's disability.

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

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

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made, or about to be made, to place a student in an IAES either for misconduct involving weapons, illegal drugs, or controlled substances; or serious bodily injury; or because maintaining the student in his or her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the School District is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The Superintendent, 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, the District either:

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- 1) conducted an individual evaluation and determined that the student is not a student with a disability, or;
- 2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

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

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

3. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs, or controlled substances, or serious bodily injury or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-

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disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulation incorporated into this code.

D. Expedited Due Process Hearings

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

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E. Referral to law enforcement and judicial authorities

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

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

SECTION XI: CORPORAL PUNISHMENT

Corporal punishment is an act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any teacher, administrator, officer, employee, or agent of this school district is strictly forbidden. The District prohibits the use of all aversive interventions in accordance with state law.

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

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

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

SECTION XII: VISITORS TO THE SCHOOLS

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

1. 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 designated visitor registration office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The

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- visitor must return the identification badge to the same office before leaving the building and sign out.
3. Visitors attending school functions that are open to the public, such as Parent-Teacher Organization meetings or public gatherings, are not required to register.
 4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the Building Administrator.
 5. Visitors shall not take class time to discuss individual matters with staff unless previously arranged.
 6. Any unauthorized person on school property will be reported to the Principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
 7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
 8. A Building Principal shall have the authority to direct that a particular visitor not be on the building and/or grounds for a period not to exceed ten (10) days. In the event that the Building Principal believes a particular visitor should be prohibited from being on the building and/or grounds for more than ten (10) days, he or she shall refer the matter to the Superintendent of Schools. The Superintendent of Schools shall have the full authority on written notice to prohibit a visitor from being on the building and/or grounds for such period of time as the Superintendent of Schools may deem appropriate, specifically including a permanent prohibition of access to the property of the Vestal Central School District.

SECTION XIII: PUBLIC CONDUCT ON SCHOOL PROPERTY

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers, and District personnel. The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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

1. Prohibited Conduct
No person, either alone or with others, shall:

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- a. Willfully cause physical injury to any other person, willfully destroy the property of another person, nor threaten to do so for the purpose of compelling or inducing such person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.
- b. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
- c. Enter upon and remain in any building, facility, classroom, office, service, or utility area for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others.
- d. Refuse to leave any building or facility after being requested to do so by an authorized agent of the School District.
- e. Obstruct the free movement of persons or vehicles in any place to which these rules apply.
- f. Deliberately disrupt or prevent the peaceful and orderly conduct of classes and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
- g. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- h. 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.
- i. Intimidate or harass another person including, but not limited to, intimidating or harassing based on race, color, creed, national origin, religion, age, gender, sexual orientation, weight, or disability.
- j. Discrimination against another person based on race, color, creed, national origin, religion, age, gender, sexual orientation, weight, or disability.
- k. Obstruct the free movement of any person in any place to which this code applies.
- l. Violate the traffic laws, parking regulations, or other restrictions on vehicles.
- m. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- n. Gamble on school property or at school functions.
- o. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- p. Willfully incite others to commit any of the acts prohibited by this code.
- q. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

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2. Penalties

Persons who engage in prohibited conduct shall be subject to the following penalties:

- a. Licensees or invitees will have the authorization to remain upon the District property withdrawn and they will be directed to leave the premises. In the event of a failure or refusal to do so, they are subject to ejection.
- b. Trespassers or visitors without specific license or invitation are subject to ejection.
- c. Removal from the premises of the Vestal Central School District, including a permanent ban from access to the premises of the Vestal Central School District. A Building Principal shall have the authority to direct that a person who engages in prohibited conduct be removed from the premises for a period not to exceed ten (10) days. In the event that a Building Principal believes a particular person should be prohibited access to District property for a period of more than ten (10) days, he or she shall refer the matter to the Superintendent of Schools. The Superintendent of Schools shall have full authority on written notice to prohibit a person from being on the building and/or grounds for such period of time as the Superintendent of Schools may deem appropriate, specifically including a permanent prohibition of access to the property of the Vestal Central School District.
- d. Students subject to expulsion or such lesser disciplinary action as the facts of the case may warrant including suspension, probation, loss of privileges, reprimand, or warning in accordance with the provisions of Section 3214 of the State Education Law, are subject to disciplinary action in accordance with the due process requirements.
- e. Probationary teachers guilty of misconduct and subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure, are subject to disciplinary action.
- f. Tenured teachers guilty of misconduct and subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure in accordance with the provisions of Section 3020-a of the State Education Law, are subject to disciplinary action.
- g. Non-teaching employees in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, guilty of misconduct and subject to penalties prescribed in said section, are subject to disciplinary action.
- h. District employees other than one described in subdivisions 4, 5, or 6 subject to dismissal, suspension without pay, or censure as the facts may warrant, are subject to disciplinary action.
- i. All persons violating these rules may also be subject to penalties as provided in New York State Penal Law and other applicable laws.

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Students

SUBJECT: CODE OF CONDUCT (cont'd)

3. Enforcement

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

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

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue civil or criminal legal action against any person violating the code.

SECTION XIV: DISSEMINATION AND REVIEW

A. Dissemination of the Code of Conduct

The Board of Education will work to ensure that the community is aware of this Code of Conduct by:

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

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SUBJECT: CODE OF CONDUCT (cont'd)

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 of Education 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.

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.

Adopted 4/16/2012
Amended 5/22/2012
Amended 8/29/2012
Amended 12/4/2012
Amended 5/21/2013
Amended 4/8/2014
Amended 8/22/2017
Amended 5/19/20

Family Engagement Policy

#8510

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Instruction

SUBJECT: FAMILY ENGAGEMENT

The Board of Education encourages participation of parents in all aspects of their child's education. In order to facilitate family engagement, the District will:

1. Involve parents and family members in jointly developing the local school district plan pursuant as required by the Every Student Succeeds Act and the development of support and improvement plans in accordance with the law;
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of all the District's schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
3. Coordinate and integrate parents and family engagement strategies under this policy with other State, Federal and local programs, including preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parental participation in education with oriented community services, to the extent feasible and appropriate under State and Federal law;
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy in improving the academic quality of all schools served under this part, including identifying the following:
 - a. Barriers to greater participation by parents in activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 - b. Needs of parents and family members in order to assist with the learning of their children, including engaging with school personnel and teachers;
 - c. Strategies to support successful school and family interactions.
5. Distribute this policy to parents and families of students by placing the policy on the District's website, including the policy in District handbooks, and sending the policy to parents and families annually.

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SUBJECT: FAMILY ENGAGEMENT (cont'd)

The Board of Education hereby directs each building principal of a Title 1 school to ensure that a Building Level Family Engagement Plan is generated with the participation of that building's parents and families. In addition to those goals stated above, each such building level plan will describe the details for the following possible strategies:

1. Shall provide assistance to parents of children served by the school in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate to foster parental and family involvement;
3. Shall educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and build ties between parents and the school;
4. Shall coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and in a language the parent can understand;
6. May involve parents and families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide necessary literacy training from funds received under Title 1 if the local educational agency has exhausted all other reasonably available sources of funding for such training;

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Instruction

SUBJECT: FAMILY ENGAGEMENT (cont'd)

8. May pay reasonable expenses associated with local parental involvement activities, including transportation and childcare costs, as may be required to enable parents to participate in school-related meetings and trainings.

Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the
Every Student Succeeds Act (ESSA) of 2015
20 USC §§ 6318 and 6321
34 CFR Parts 74-86, 97-99, and 200

Adopted 2/21/12
Amended 12/4/18
Amended 6/21/22