

SARANAC

CENTRAL SCHOOL DISTRICT

CODE OF CONDUCT

FOR STUDENTS, STAFF, PARENTS and VISITORS

*prepared by the
Saranac Central School
District-wide Safety and Health Committee July 2001*

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CODE OF CONDUCT

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CODE OF CONDUCT

I. Introduction

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

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

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this code of conduct ("code"). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property, or attending a school function.

II. Definitions

For purposes of this code, the following definitions apply:

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the education process or who substantially interferes with the teacher's authority over the classroom.

"Repeatedly substantially disruptive" means an elementary or secondary student under the age of 21 who engages in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law 3214(3-A) and this code on four or more occasions during a semester.

"Parent" means parent, guardian or person in parental relation to a student. "School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law 142.

"School function" means any school sponsored extracurricular event or activities and any event or activity sponsored by an outside agency, community group or municipality that uses school property.

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

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

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

III. Student Rights and Responsibilities

A. Student Rights (excerpt from Board policy “School Conduct and Discipline”)

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

1. Bill of Student Rights and Responsibilities

a. Students attending Saranac Central School have the **RIGHT**:

1. to receive a free public education.
2. to freedom of responsible speech.
3. to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff imposing such sanctions.
4. to take part in all district activities on an equal basis regardless of race, sex, or national origin.
5. to take part in student government activities unless properly suspended from participation pursuant to this district's discipline policy.
6. to address the Board of Education on the same terms as any other citizen.
7. to be forewarned of the type of conduct, if engaged in, that would subject them to temporary suspension or indefinite suspension.

b. Students attending Saranac Central School have the **RESPONSIBILITY**:

1. to be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.
2. to work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. to conduct himself/herself in a manner that shall not compromise the rights of other students to learn or of teachers to teach.
4. to conduct themselves, when participating in school sponsored extracurricular events, as a representative of Saranac Central School District and as such hold themselves to the highest standard of conduct, demeanor, and sportsmanship.
5. to be in regular attendance of school and in class.
6. to contribute to the maintenance of an environment that is conducive to learning.
7. to show due respect to other persons and property.
8. to make constructive contributions to their school.
9. to report fairly the circumstances of school-related issues.
10. to dress appropriately for school activities and not wear clothing that is dangerous, unhealthy, or distracting to the learning process.

IV. Essential Partners

A. Parents

All parents are expected to:

1. Recognize that the education of the children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.

4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignment are completed.
13. Make an effort to attend regularly scheduled parent/teacher conferences, after school open house functions and administrative meetings during school hours.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate regularly with students, parents, and other teachers concerning growth and achievement.

C. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning
5. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

E. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

F. Board of Education

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

Board Guidance Policy last Revision: 07-10-85

1. Relationship of Board of Education to State and Local Government

A. The Board of Education shall recognize in all its action, dual responsibility that it embodies. The Board derives its duties and its powers from the Laws of the State of New York, and is therefore an agent of the State in carrying out the mandates of the Legislature, and the regulations of the State Education Department. As elected representatives of the local district, the Board represents the people of the community as the body legally responsible for education in the district. The primary function of the Board is to provide for this district, education of the highest character consistent with the wishes of the residents of the district, and with their ability and willingness to pay taxes therefore.

B. .The Board of Education shall operate as an independent unit of government within the framework of State Law. It shall have all the duties and powers conferred by the Education Law, and such other powers as it legally possesses or as may be necessary to discharge its duties and responsibilities. Action of the Board of Education shall have the force of Law, subject to review only as provided by the State Education Law.

C. It shall be the policy of the Board of Education to cooperate closely with all other local governments in all matters of common concern. Close cooperation with other school districts for the mutual exchange of ideas shall be a primary duty of the Board.

D. The Board of Education, while recognizing the responsibility of the State for maintenance of certain minimum education standards and for certain inspectional functions, affirms its faith in the principal of local control of the schools. The Board affirms its responsibility for leadership in promoting the growth of educational opportunity. in planning to meet the present needs, and in endeavoring to anticipate future needs of the district.

1. IT SHALL BE THE POLICY of this Board to encourage the broadest possible participation by the public in school affairs so that our educational program will have the benefit of the ability, talent and experience of the citizens of our district. We fully recognize that the educational program of the schools is the proper concern of all persons in the district.

2. IT SHALL BE THE POLICY of this Board to search constantly for the best practices in education, and to recommend to the community the best educational choices available. The Board shall rely on the skill and professional advice of the staff in developing the educational program.

G. School Psychologist

1. Assess student needs to determine if there are special needs requiring a change in programming.
2. Assist students in coping with their special needs, peer pressure and emerging personal, social and emotional problems.
3. Initiate conferences between the Teacher, Student, Parent, Psychologist and/or Service Providers, as necessary, as a way to resolve problems and/or review program needs.
4. Provide Teachers, Parents and Service Providers with information and guidance to assist them with program concerns.
5. Provide in-service to faculty and staff on non violent crisis intervention and how to effectively talk to students to deescalate potentially violent situations.

H. Non Instructional Staff (Support Staff)

1. Recognized as an integral part of the school community in a support capacity for all aspects of education.
2. Positive role models who set good examples of interaction with students, faculty, staff and visitors to the buildings.
3. Recognize and support teaching standards through an awareness of expected standards of behavior and follow the proper chain of command in reporting infractions.
4. Assist in providing a positive and safe physical environment.

I. FSO

1. Recognize that the education of students is a joint responsibility of the parents and the school community.
2. Promotes a positive relationship between the faculty/staff and parents/community
3. Provide support, in a volunteer capacity, to faculty and staff in the enhancement of established programs.

J. Shared Decision Making Committee

1. Recognize that the education of students is a joint responsibility of parents, faculty staff and community.
2. Recommend changes to administration regarding existing action plans that enhance the educational system, modifies the physical environment, promotes safety guidelines and/or addresses concerns of administration, faculty and parents.
3. Promotes a positive relationship between the school and the community.

K. Local Government Agencies

1. Recognized as a valuable resource to ours schools and community.
2. Support schools in preparing action plans to deal with emergencies before they arise.
3. Provide support during actual emergency situations.
4. Provide programs in areas of safety, citizenship, drug/alcohol resistance, violence awareness and prevention, fingerprinting, child abuse awareness and prevention, etc.
5. Provide shared services during emergency situations.

V. Student Dress Code

A. Introduction

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable

student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) 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 safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom 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 or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not promote and/or endorse clothing or paraphernalia that identifies gang involvement or activity.

Board Policy Last Revision: 11-15-94

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with their education or the learning process. .

The Board requires that students wear appropriate protective gear and that any jewelry or accessory which endangers the health and safety of students be removed in certain classes (e.g. home economics, technology, science labs and physical education). In addition, the Board of Education prohibits clothing, attire, accessories and/or footwear which has or bears an expression (phrase, word or words) or an insignia (picture, symbol, patch, pin and/or jewelry) which is lewd, obscene, indecent or libelous (that is, which contains objectionable language, including- insults, whether directed at themselves or others), advocates racial or religious prejudice, or interferes with the learning process. The Board, in keeping with community standards of decorum and deportment, prohibits students from wearing hats in the classroom- Also, the Board prohibits clothing and/or an accessory that promotes, or advocates the possession, use, or distribution of illegal drugs/alcohol or drug/alcohol paraphernalia, which clothing and/or accessory causes a substantial disruption or interference with the learning process or discipline of the school.

The Board of Education delegates to the Superintendent of Schools and other administrative personnel designated by the Superintendent, the authority to require a student to return home and change his/her attire prior to returning to class should it be deemed inappropriate according to the above guidelines. The student's parent or guardian will be called prior to a student being allowed to return to his/her home and the student will be responsible for any work missed in a class as a result of leaving and returning to school.

VI. Prohibited Student Conduct

(Excerpt from Board of Education School Conduct and Discipline Policy Last Revision: 07-15-86)

A. Statement of Purpose

It is the Board's belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school administration will assist each student in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others and consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all appropriate resources to create a change of behavior in the classroom. When the teacher has made every reasonable effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be more effective in changing behavior. In furtherance of this Policy on Student Discipline, and conforming with the provisions of Education Law 3214 and its subdivisions and amendments, the Board of Education does hereby delegate to each building principal the authority to suspend a pupil for a period of not to exceed five (5) school days, to impose in-school suspension, and to exercise all other disciplinary measures that are set forth in the Policy, which are not specifically reserved to the Board of Education or to the Superintendent of Schools by Law or by Board Policies.

B. Student Rules and Regulations

1. Students shall not endanger the safety, morals, health, or welfare of any other person by any act including but not limited to:

- a. selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia;
- b. selling, carrying, concealing, using, or possessing lethal weapons, explosives, fireworks, or other dangerous instruments or contraband;
- c. selling, using, or possessing obscene material;
- d. engaging in fighting or violent behavior;
- e. using profane, vulgar, or abusive language (including ethnic slurs);
- f. inciting anyone to commit an act, which is illegal, or failing to separate from or leave a group who is going to commit an illegal act, or giving untruthful statements;
- g. engaging in obscene, indecent, grossly inconsiderate behavior exposing anyone to highly offensive conditions and disregard for the privacy of anyone;
- h. turning in a false bomb threat, setting off fire alarms, or tampering with safety equipment;
- i. driving a vehicle on school property in an unsafe manner;
- j. obstructing vehicular or pedestrian traffic;
- k. creating a hazardous, or physically offensive condition by any act which serves no legitimate purpose;
- l. using or possessing any tobacco product or lighting device (see Board Tobacco Policy)

2. Students shall refrain from engaging in disorderly conduct that intentionally causes public inconvenience, annoyance, or alarm by:

- a. harassing, intimidating, name-calling or otherwise verbally abusing any other person;
- b. showing disrespect towards staff members or others in authority;
- c. making unnecessary noise;
- d. gambling;
- e. showing excessive affection (hand holding is the limit -high school only);
- f. loitering, or entering school property before or after normal school hours without permission;
- g. leaving the school grounds without permission while school is in session;
- h. being without a pass unless otherwise excused;
- i. driving to school without permission;
- j. parking a vehicle in a prohibited area;
- k. driving on school roads meant only for school vehicles;
- l. failing to comply with the directions of a teacher, school administrator, school employee, or chaperone;
- m. displaying unacceptable manners in the cafeteria;
- n. eating or drinking in other than designated places;

3. Students shall strive to constantly improve their academic standing by avoiding:

- a. excessive tardiness;
- b. illegal absences;
- c. failing to report to class or study hall without permission;
- d. cheating;
- e. plagiarizing.

4. Students shall not attend evening school functions on the day of absence without permission from the principal.

5. Students shall not disrespect the property of anyone by any act including but not limited to:

- a. breaking into school buildings and grounds;
- b. theft or unauthorized use of someone else's property;
- c. destroying or defacing school, staff, or student property; d. harboring or concealing stolen goods.

6. Students who drive to school must abide by the following:

- a. Students will register their cars with the principal, filing a parental permission slip, and the make, color, registration and plate number of the vehicle.
- b. Students will park their cars in the designated student area in the parking lot.
- c. Cars must be locked.
- d. Cars will remain parked during school hours and until all buses are in and parked for dismissal.
- e. Students are not to go to their cars during the day including noon periods without the permission of the principal.

f. Students who drive or ride to school must report between the hours of 8:00 A.M. and 8:12 A.M..

Whenever a student comes to school late (after 8:12 A.M.) other than on a school bus, they are to report directly and immediately to the high school principal. The principal or the secretary will call home notifying the parents of the late arrival.

- 1. After the third time of arriving late without a legitimate reason, as determined by the principal, the privilege of driving to school will be suspended.

g. Riding snowmobiles, ATV's or any other unlicensed motor vehicle is prohibited on school grounds at any time.

h. Senior student drivers will turn in a list of students who will be riding with them. Forms must be turned in to the main office before permission to drive (or ride) is granted.

i. Student drivers shall not speed, drive recklessly, park illegally, squeal tires, or otherwise endanger others with their vehicles.

j. The building principals have authorization to conduct an inspection of student cars parked in the school parking lot during the regular school day where there is probable cause that the car contains items which would hinder the health and safety of the student body.

- 1. This search will be done only after informing the driver, with said driver being present.
- 2. Failure on the part of the driver to allow this inspection will result in the loss of driving privileges.

k. Students may not park, on school grounds, a vehicle which displays any expression (phrase, word, or words) or insignia (picture, symbol, or flag) which is lewd, obscene indecent or that promotes or advocates racial or religious prejudice, violence or interferes with the learning process.

7. Students shall not engage in conduct violative of the Board's policy for the Maintenance of Public Order on School Property.

8. Sponsored Dances

a. Individuals who are not current Saranac Senior High School students will not be allowed to attend school sponsored dances unless their Saranac sponsor receives permission from a High School Administrator the Wednesday prior to the dance. Students are allowed one guest from outside the school. Guests must be under the age of 21. The individual's name, school, home address, and phone number will be recorded.

b. Elementary and Junior High students will not be allowed to attend High School dances.

c. Students on activities restriction (in-school & out-of-school suspension) will not be allowed to attend.

- d. Senior High dances will run from 7:00 p.m. to 10 p.m. on Fridays and from 8:00 p.m. to 11:00 p.m. on Saturdays.
- e. Late arrivals will be allowed admittance to Senior High dances until 8:00 p.m. on Fridays and 9:00 p.m. on Saturdays. After those times no one else will be allowed to enter unless accompanied by a responsible adult.
- f. Once an individual has entered the dance, he/she will not be allowed to leave the building and return.
- g. There will be no loitering around the outside building or parking lot before or after the dance.
- h. Attendance at school-sponsored dances is a privilege to be enjoyed by those individuals who are willing and able to conduct themselves properly. All rules and regulations as set forth in the student handbooks apply to all school sponsored events and activities.
- i. No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances:
 - a) illicit drugs, as defined by law, or other mood changing drug(s).
 - b) alcoholic beverages.
 - c) chemicals used for inhalation.
 - d) tobacco products.
- j. Individuals committing an illegal act, as defined by law, will be subject to arrest.

C. Information Technology Program Student Acceptable Use Regulations

Section I: Purpose

- A. The District's Information Technology System (the System) has been established for a limited educational purpose. The System has been created to be an integral component of the educational experience of students and instructional services staff in pursuit of the District's educational mission and goals. This includes application of information technology in classroom activities, career development activities, limited Internet search activities, and for independent library research.
- B. The District makes no guarantee that the functions or the services provided by or through the System will be error-free or without defect. The District is not responsible for the accuracy or quality of the information obtained through or stored on the System and will not be responsible for any damage, including but not limited to, loss of data or interruption of service experienced.
- C. The System was not established as a public access service and the District has placed appropriate restrictions on the material students may access or post through the System. Students may be permitted access to Internet and World Wide Web information resources through classrooms, library facilities or computer laboratories during established times. Students may have electronic mail (E-Mail) access only under a teacher's direct supervision with a classroom access account. Students may be provided an individual E-Mail access account under special circumstances as determined by a teacher and administrator and approved by the student's parents or guardian in writing.
- D. All students must have a valid Student Access Agreement to be permitted authorized use of the System, including its computer networks, for Internet search activities and individual E-Mail accounts. Use of the System or any of the District's computers without authorization is strictly prohibited. A valid Student Access Agreement requires signature by the student and his/her parent or guardian and must be approved by a District representative. All Student Access Agreements expire with the end of each school year (June 30). Student Access Agreements may be terminated by a student and/or his/her parent or guardian upon written notice to the District. Student Access Agreements may also be terminated by the District at any time before June 30 for violation of the District's policy or regulations.
- E. Students are required to follow the provisions of these regulations as well as the provisions of any applicable Student Handbook in the use of the System. Alleged violations of the policy or regulations will be handled in accordance with the District's established disciplinary procedures.
- F. All material on the System, including files and messages titled or labeled "personal" or "confidential," may be subject to routine maintenance and monitoring by the District to assure the integrity of the

information technology system. Investigation of information technology policy or regulation violations may include searches of student E-Mail access accounts and files.

G. The District will not be responsible for any financial obligation arising through unauthorized use of the System. The District will cooperate fully with local, state, or federal officials in any investigation related to any alleged unlawful activities conducted through the System.

H. The District will notify any student and his/her parent or guardian of suspension or revocation of a student's authorization to access the System and the District's review procedure in writing.

Section II: Student Obligations

A. Students are required to notify a teacher or other school official of receipt of any message or access to any material which offends or makes the student feel uncomfortable.

B. Students are required to seek advance authorization of any activity he/she is not sure is authorized under these regulations.

C. Students are required to immediately notify a teacher or other school official of any potential security problem and are prohibited from looking for security problems, as this may be construed as an attempt to gain unauthorized access.

D. Students are required to comply with District virus protection procedures in , downloading files.

E. Students accidentally accessing inappropriate material are required to immediately report the access to a teacher or other school official.

F. Students are required to adhere to any additional limitations placed on them by their parent or guardian as to inappropriate materials.

G. Students are required to receive advance permission from a teacher or other school official before use of copyrighted material.

H. Students with individual E-Mail access accounts are required to check E-Mail frequently, delete unwanted messages promptly, and stay within any established E-Mail quota.

I. Each student with an individual E-Mail access account is required to take all reasonable precautions to prevent unauthorized access to the student's access account.

Section III: Prohibited Conduct

A. Use of the System for any commercial purpose is prohibited including, but not limited to, offering for sale, providing or purchasing any product or service through access or use of the District's information technology system.

B. Use of the System for political lobbying is prohibited.

C. Providing personal contact information including, but not limited to, home address, telephone number, or school address about yourself or any other person is prohibited.

D. Meeting with anyone introduced on-line without the consent of the student's parent or guardian is prohibited. Students should be accompanied by a parent or guardian to any such meeting.

E. Attempting or gaining unauthorized access to the System is prohibited.

F. Attempting or gaining unauthorized access to any other computer system through use of the System is prohibited.

G. Attempting or exceeding authorized access to the System including, but not limited to, attempting to log in through another person's account or accessing another person's files is prohibited.

H. Attempting to disrupt or disrupting the System including, but not limited to, damaging equipment, destroying data or introducing or spreading computer viruses, is strictly prohibited.

I. Engaging in any criminal or unlawful act through use of the system is strictly prohibited.

J. Providing access to the System to an unauthorized person through a student's access account, or otherwise, is prohibited.

K. Disclosing a System password to another person, except a teacher or other school official, is prohibited.

L. Accessing or use of material or language which is considered obscene, profane, lewd, vulgar, rude, inflammatory, violent, threatening or disrespectful, as determined by the District, is prohibited on the system.

- M. Posting material that presents a reasonable potential for damage or a danger of disruption to the System is prohibited.
- N. Engaging in personal attacks, including prejudicial or discriminatory attacks, through use of the System is prohibited.
- O. Refusal or failure to follow the direction from another person or organization to stop sending messages is prohibited.
- P. Posting false or defamatory information on the System is prohibited.
- Q. Reposting a message sent privately without permission of the original sender is prohibited.
- R. Posting private information about another person is prohibited.
- S. Posting chain letters or sending annoying or unnecessary messages is prohibited.
- T. Reproduction of material protected by copyright without authorization is prohibited.

Section IV: Activities for Which Advance Permission is Required

- A. Downloading large files is not permitted without advance approval of a teacher or other school official. Downloading will not be permitted unless absolutely necessary; and if necessary, the student will be directed to download the file when the System is not in heavy use and must immediately remove the file from the District system to the student's personal computer.
- B. Subscription or participation in discussion groups (i.e. chat rooms) and E-Mail lists is not permitted without advance approval of a teacher or other school official. Such subscription or participation will be limited to those relevant to educational or career development objectives at the discretion of the District.

D. Prohibited Bus Conduct (excerpt from Board policy “Bus Discipline”)

Summary and Ranking of Infractions

CATEGORY 1:

- A. Littering on the bus.
- B. Students trying to take care of problems instead of letting driver take control.
- C. Feet and/or Hands in the aisles
- D. Any generally inappropriate action or behavior.

CATEGORY 2:

- A. Loud disruptive behavior.
- B. Arguing loudly with other students.
- C. Unauthorized contact with other students (i.e. touching, hitting, pushing, shoving, pulling hair, kissing, touching etc...).
- D. Spitting on the bus.
- E. Improper / Obscene Gestures or Language directed inside or outside of the bus.
- F. Unauthorized Standing / Walking while the bus is in motion.
- G. Throwing things out of the windows.
- H. Bringing things on the bus that are not allowed (i.e.: skateboards, boom boxes, glass containers, aerosol cans, etc...).
- I. Any action or behavior which generally undermines the existence of an orderly environment.

CATEGORY 3:

- A. Hands/Arms out of the windows.
- B. Disrespectful/Discourteous remarks or actions toward the driver.
- C. Arguing with the driver.
- D. Stealing.
- E. Threats to do harm to people or property.
- F. Use of Aerosol sprays, perfumes, deodorizers.
- G. Riding or attempting to ride another bus while riding privileges are suspended.

- H. Forging a signature on a white card.
- I. Getting off of the bus at an unauthorized location.
- J. Any action or behavior which represents unsafe or disorderly conduct.

CATEGORY 4:

- A. Any fighting or physical assault on another student (i.e.: choking, striking, beating, kicking, etc...).
- B. Damaging the bus or another student's property.
- C. Smoking.
- D. Sexual harassment.
- E. Possession or use on the bus of illegal items and/or items which are not allowed in school (i.e.: pocket or other knives, tobacco, lighters, drugs, alcohol, etc...).
- F. Any action which endangers the health, safety, or welfare of self or others.

VII. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, building principal, the principal's designee or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

VIII. Disciplinary Penalties, Procedures/Referrals

A. Introduction

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- a) The student's age.
- b) The student's grade in school.
- c) The student's prior disciplinary record.
- d) The administrator's belief that other forms of discipline may be more effective.
- e) Input from parents, teachers, and/or others.
- f) Other extenuating circumstances.

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

B. Consequences

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

1. Oral warning -any member of the district staff
2. Written warning -bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
3. Written notification to parent -bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
4. Detention -teachers, principal, superintendent
5. Suspension from transportation -director of transportation, principal, superintendent.
6. Suspension from athletic participation -coaches, principal, superintendent.
7. Suspension from social or extracurricular activities -activity director, principal, superintendent.
8. Suspension of other privileges -principal, superintendent.
9. In-school suspension -principal, superintendent.
10. Removal from classroom by teacher -teachers, principal.
11. Short-term (five days or less) suspension from school -principal, superintendent, board of education.
12. Long-term (more than 5 days) suspension from school -superintendent, board of education.
13. Permanent suspension from school -superintendent, board of education.

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all classes, 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 imposition of the penalty.

Students who are to be given penalties other than an oral 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's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from Transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to follow the District Bus Discipline Policy.

Excerpt from Bus Discipline Policy Last Revision: 03-20-01

GENERAL OPERATING GUIDELINES:

Any student who receives a white card (see exceptions for K-6 students) will be suspended from riding any bus starting on the day following the issuance and continuing until the card has been signed by the parent or guardian and returned to the bus driver.

All students will start each school year with a "clean slate" unless an infraction is committed for which there was not sufficient time remaining in the prior school year to serve the consequence. In this case, the student will serve the consequences at the beginning of the next school year after which the student will be granted a "clean slate."

If multiple infractions are committed by the same student over the course of the school year: when infractions appear in the same category, consequences will be assigned in increasing levels of severity as detailed in the policy for that category; when infractions appear in categories which the student has not yet visited, the consequences will start at the beginning of the list indicated for that category.

Any items brought on a bus which are not allowed or which are causing problems will be confiscated by the driver and placed in the Transportation Supervisor's office to be picked up by the parent (these items will not be discarded).

Students (or their parents) will be responsible for the full cost of any damages caused to buses by their vandalistic behavior.

Any suspension of bus riding privileges will be served concurrently with out of school suspension, if assigned (i.e., five days out of school due to school suspension would satisfy a five day suspension of bus riding privileges should they begin on the same day).

Any category 4 infraction which occurs during a PM loading or shortly after a PM department from school will result in refusal of a ride or a return to the school, and referral to the building administrator.

Any loss of bus riding privileges is restricted to the venue in which it is incurred (i.e., should a student be suspended for inappropriate behavior during an extracurricular activity, that suspension will apply only to that extracurricular activity and visa versa for regular school transports).

EXCEPTIONS FOR K-6 STUDENTS:

If a K-6 student fails to produce a signed white card, the student will not be refused a ride. The Transportation Supervisor will contact the parents and alert them that their child has been issued a card and will discuss the circumstances. The supervisor will inform the parent of the consequences for this and future occurrences of misbehavior and will ask the parent to review the importance of good bus behavior with their child. This contact is considered to be equivalent to returning a signed white card (i.e., return of the white card will not be required) and proper notations will be placed in the record.

Consequences for Infractions

CATEGORY -1: (Note: Refer to "Guidelines for Seat Assignments" when assigning seats to students).

Pre Card: (K-6) No more than 4 verbal warnings and seat may be assigned.

(7-12) No more than 3 verbal warnings, and seat may be assigned.

Card# 1: (K-6) Formal "First Offense" parent contact and seat may be assigned.

(7-12) Formal "First Offense" parent contact and seat may be assigned.

Card#2: (K-6) Formal "Second Offense" parent contact and seat may be assigned.

(7-12) Formal "Second Offense" parent contact and seat may be assigned.

Card#3: (K-3) Mandatory Parent Conference or Contact (PC/C) and seat may be assigned.

(4-6) Automatic one (1) day suspension of riding privileges, Mandatory PC/C.

(7-12) Automatic two (2) day suspension of riding privileges) Mandatory PC/C.

Card#4 & thereafter: (K-6) Automatic one (1) day suspension of riding privileges) Mandatory PC/C

(7-12) Automatic two (2) day suspension of riding privileges, Mandatory PC/C.

CATEGORY 2: (Note: Refer to "Guidelines for Seat Assignment" when assigning seats to students).

Pre Card: (K-6) No more than 3 verbal warnings, and seat may be assigned.

(7-12) No more than 2 verbal warnings, and seat may be assigned.

Card#1: (K-6) Formal "First Offense" parent contact and seat may be assigned.

(7-12) Formal "First Offense" parent contact and seat may be assigned.

Card#2: (K-6) Mandatory Parent Conference/Contact (PC/C) and seat may be assigned.

(7-12) Automatic two (2) day suspension of riding privileges, Mandatory PC/C.

Card#3: (K-6) Automatic one (1) day suspension of riding privileges, Mandatory PC/C.

(7-12) Automatic three (3) day suspension of riding privileges) Mandatory PC/C.

Card#4 & thereafter: (K-6) Automatic two (2) day suspension of riding privileges, Mandatory PC/C.

(7-12) Automatic four (4) day suspension of riding privileges, Mandatory PC/C.

CATEGORY 3: (Note: Refer to "Guidelines for Seat Assignments" when assigning seats to students).

Pre Card: (K-6) No more than 2 verbal warnings and initial parent contact. Seat may be assigned.

(7-12) No more than 1 verbal warning and initial parent contact. Seat may be assigned.

Card#1: (K-6) Automatic one (1) day suspension of riding privileges, Mandatory PC/C. (7-12) Automatic two (2) day suspension of riding privileges, Mandatory PC/C.

Card#2: (K-6) Automatic two (2) day suspension of riding privileges, Mandatory PC/C.

(7-12) Automatic three (3) day suspension of riding privileges, Mandatory PC/C.

Card#3: (K-6) Automatic three (3) day suspension of riding privileges, Mandatory PC/C.

(7-12) Automatic five (5) day suspension of riding privileges, Mandatory PC/C.

Card#4 & thereafter: (K-6) Automatic three (3) day suspension of riding privileges followed by a meeting with the Superintendent.

(7-12) Automatic five (5) day suspension of riding privileges followed by a meeting with the Superintendent.

CATEGORY 4:

Pre Card: (K-6) NO VERBAL WARNINGS.

(7-12) NO VERBAL WARNINGS.

Card# 1: (K-3) Automatic three (3) day suspension of riding privileges. Mandatory PC/C.

(4-12) Automatic five (5) day suspension of riding privileges. Mandatory PC/C.

Card#2: (K-3) Automatic three (3) day suspension of riding privileges. Mandatory PC/C.

(4-12) Automatic five (5) day suspension of riding privileges. Mandatory PC/C.

Card#3: (K-3) Automatic three (3) day suspension of riding privileges. Mandatory PC/C.

(4-6) Automatic three (5) day suspension of riding privileges. Mandatory PC/C.

(7-12) Automatic five (5) day suspension of riding privileges followed by a meeting with the Superintendent.

Card#4 & thereafter: (K-6) Automatic three (3) day suspension of riding privileges followed by a meeting with the Superintendent.

(7-12) Automatic five (5) day suspension of riding privileges followed by a meeting with the Superintendent.

3. Suspension from Athletic Participation, Extracurricular Activities and other Privileges

Activities Restriction Policy

1. Student will receive activities restriction as per the behavioral management program.

2. Each period of activities restriction will last not more than nor less than 7 consecutive days (including weekends). School holiday and vacations will not count toward the total. Emergency days will count toward the total.

3. Activities restrictions will be in effect on the immediately following assignment of student to said restriction.
4. The student is responsible for maintaining the conditions of the restriction. Any violations of these conditions will result in an extension of the restriction and any other disciplinary measures deemed appropriate by the Principal.
5. Teachers are to make themselves aware of who is on activities restriction and are expected to notify the Principal in cases where they are witness to a student violating the conditions of activities restriction. Teachers who do not know the student are not expected to report such incidents.
6. The name of the student or students on activities restriction will appear regularly in the daily bulletin along with the dates of restriction.
7. Activities restriction means:
 - a. Student is not to attend any after school activity, either as a direct participant or spectator. Such events include, but are not limited to, home sporting events and practices, club meetings, and dances. Exempt from this are any activities required for course credit, such as participation in music concerts.
 - b. Students must be off the school grounds by 2:46p.m. each school day, unless they have written permission from a teacher who wishes them to attend remediation. Practices and meetings are not considered remediation. Students may not be on school grounds on weekends.
 - c. The student's parking privileges are revoked during activities restriction.
 - d. The student may not attend any school assemblies or field trips, nor will the student be allowed to attend any club meetings that may occur during the school day.
 - e. Early dismissal privilege is revoked for seniors while on activities restriction.
 - f. During activities restriction the student will be on pass restriction. All current pass restriction rules will be followed.

Refer to Athletic Handbook and Board Extra Curricular Eligibility Policy
 Appendix 2 Athletic Handbook
 Appendix 71 Student Athletic Handbook Appendix 81 Coaches Handbook
 Appendix 91 Student Athletic Contract

4. In-School Suspension (Junior High and High School Only)

In-School Suspension Policy last Revision: 09-17-80

1. Purpose

- A. To limit out-of-school suspension and replace it with in-school suspension when appropriate.
- B. To modify, more effectively, undesirable behavior.
- C. To maintain average daily attendance.
- D. To provide an alternative to external suspension which will be more educationally sound.
- E. To enhance the school's position in regard to current legal trends, i.e., accountability.

2. Set-up

- A. Isolation of suspended students in room 172.

3. Procedure

- A. Immediately upon suspension, the student will be taken to the suspension room and parents/guardians will be notified by phone and certified mail.
- B. Student's teachers will be notified of the suspension and will send work to the suspension room in much the same manner that homework for absent students is handled now.
- C. Students absent during periods of suspension will resume their suspension upon re-admittance.

4. Rules in Room

- A. The student is to be constructively engaged in assigned work.

- B. The student will be allowed rest room privileges once in the morning and once in the afternoon except in an emergency or due to a doctor's note.
- C. Infractions within the suspension room (failure to do work, not showing up, etc.) are grounds for further consequences.
- D. Teacher in charge of suspension room will notify an administrator concerning a student's misbehavior at the end of his/her supervisory period or as soon as possible.
- E. Any student who refuses to serve ISS, or substantially disrupts the ISS room, will be suspended out of school on the day that he/she is assigned to ISS. The student will then be assigned to ISS for the following day to serve their original consequence in its entirety.

5. Determination

The Principal or the Assistant Principal will determine who is given in-school suspension.

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 practice 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 practice may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student to the principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

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

When a student's behavior substantially interferes with the educational process or substantially interferes with a teacher's authority, the teacher may send the student to the Principal's office (for the remainder of the period - secondary) or until the principal can appropriately address the situation. The teacher may recommend to the principal additional classroom suspension time.

Disruptive Behavior

If the disruptive student does not pose a danger or on-going 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 relevant events within 24 hours. The teacher must complete a district established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the principal or another district designee 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. The principal may require the teacher who ordered the removal to attend the informal conference, provided it is within the contractual work day and/or the related legislation.

If, at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting with the student, parent(s), teacher and administrator 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 the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by the substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48 hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal make 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 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.

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 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 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 may 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 may 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 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, but no stenographic transcript shall be required, A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of superintendent's decision, unless the parents can show that extraordinary circumstances precluded them fro doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

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.

7. 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 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.
- 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 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 classroom:

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom may be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law 3214(3-A) and this code on four or more occasions during 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.

8. Referrals

1. Counseling

The Guidance Counselor or School Psychologist shall handle all student referrals for 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 16 who demonstrates that he or she requires supervision and treatment by:

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

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 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure law 1:20 (42).
- b) The superintendent is required to refer students age 16 or older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

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 3214, the district will take immediate steps to provide alternative means of instruction for the student according to the policy below:

Board policy “Home Bound Instruction”: 02-01-01

The Saranac Central School District, in accordance with the State Education Department regulations, will provide home bound instruction.

Students, parents and District employees are responsible for assuring that a safe and orderly environment is maintained when providing home bound instruction. At all times, a parent or guardian must be present when instruction is given at the home and it is the parent's responsibility to provide a healthful and safe environment conducive to teaching and learning. A quiet area free from distractions should be available. It is further expected that the student will abide by all rules which normally apply to their home school. In effect, the site for home bound instruction becomes an extension of the classroom.

Home bound instruction shall automatically cease for that day if the instructor deems that the environment is not healthful and safe, conducive to teaching and learning, or the parent or guardian is not present. Such situations shall be immediately reported to the Building Principal who shall contact the parent/guardian to affect an appropriate solution. If the situation is not resolved, the Building Principal will notify the Superintendent of Schools and an alternate plan may be enacted.

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. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise

disciplining students with disabilities are consistent with procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. Those federal and state law and regulations are incorporated here within.

A. AUTHORIZED SUSPENSIONS OR REMOVALS OF STUDENTS WITH DISABILITIES

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

A "**suspension**" means a suspension pursuant to Education Law 3214

A "**removal**" means a removal for disciplinary reasons from the student's current education 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 education placement for a period of up to 45 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 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 a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days, and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph(a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c. The superintendent may order additional suspensions of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student 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.

1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. 930(g)(w) Which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious, bodily injury, except (for) a pocket knife with a blade of less than 2 1/2 inches in length."

2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

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 accumulate 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.

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 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, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances. 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 discipline; action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his 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:

- 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 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 disciplinary 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 because r:Jlaintaining 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-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 regulations 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 grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the

decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

2) 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.

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 consideration to the appropriate authorities to whom a crime is reported. The student's right to a superintendent's hearing before a suspension in excess of five days and the right to an appeal of such a suspension to the Board of Education pursuant to Education Law 3214 is recognized by the Board of Education of the Saranac Central School District.

XI. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot be reasonably 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.

XII. Student Searches and Interrogations

A. Introduction

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

B. The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
- 5: Type and scope of search.

6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

C. Documentation of Search Form

DATE _____ TIME _____

1. Student's Name _____ Age _____ Grade _____

2. Reason for Search _____

3. Name of any informant(s) _____

4. Purpose of search (Item(s) being sought) _____

5. Type and Scope of Search _____

6. Person Conducting Search _____ Title/Position _____

7. Witness to Search _____

8. Time and Location of Search _____

9. Results of Search (item(s) found) _____

10. Disposition of item(s) found _____

11. Time, Manner and Results of Parental Notification _____

Notes: _____

D. Police Involvement in Searches and Interrogation of Students

Student Search Policy Last Revision: 03-17-94

In recognition of certain societal problems which present themselves from time to time in our schools and the duty of the District to maintain a safe environment conducive to education, the Board of Education authorizes the Superintendent of Schools, Building Principals, Assistant Principals, and the

Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, to conduct searches of students and their possessions for illegal matter which otherwise constitutes a threat to the health, safety, welfare or morals of students attending our schools as is necessary to facilitate the educational functions of our District set forth in the guidelines set out in the Student Search Regulations.

In authorizing searches of students and their possessions, the Board acknowledges that students are protected from unreasonable searches of their person and their possessions (i.e. pocket contents, book bags, handbags, and automobiles) by both the state and federal constitutions. Accordingly, all searches must be based on reasonable suspicion that a particular student possesses illegal matter before any search is conducted.

Students shall be informed in the Student Handbook and by the Building Principal, Assistant Principal or Director of Pupil Personnel that lockers, desks and other school storage places are not their private property, but the property of the District and may be opened and inspected, as well as any bag, handbag, book bag, or similar container placed within a locker, desk or other school storage place, by the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, in the presence of another school official or employee, at any time upon reasonable suspicion by a school official that the locker, desk or other school storage place contains illegal matter.

Students shall be informed in the Student Handbook, and the Building Principal, Assistant Principal or the Director of Pupil Personnel shall post signs in the parking lots and in the school buildings that automobiles, including the trunk, parked on the school premises may be opened and inspected as well as any bag, handbag, or other similar container found in the automobile by the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, in the presence of another school official or employee, at any time upon reasonable suspicion by a school official that the automobile contains illegal matter. In such cases, the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, shall inform the student that if he/she refuses to give his/her car keys to the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, for such a search, he/she will be in direct violation of this policy and may lose his/her parking privileges and/or be suspended from the District and/or detained until parents are notified.

The Superintendent of Schools, Building Principal, Assistant Principal, or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, in the presence of another school official or employee, upon reasonable suspicion that a student has illegal matter within a bag, handbag, book bag, or similar container, which is not within a locker, desk or other designated school property, or within an automobile, or reasonable suspicion that a student has illegal matter within a clothes pocket, outer coat/jacket or other type of property, shall question the student concerning the possession of illegal matter and attempt to obtain an admission from the student of the possession of illegal matter or the voluntary consent of the student to search the bag, handbag, book bag, pocket or outer coat/jacket, or other type of property. If the student does not voluntarily consent to the search, then the Building Principal, Assistant Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, shall attempt to notify a parent or legal guardian and obtain parental consent. The Superintendent of Schools, Building Principal, Assistant Principal or Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, may then search the bag, handbag, book bag, outer coat/jacket or empty the student's pockets, and the search must be documented in the form set out in the student search regulations.

Realizing the intrusive nature of a search which requires a student to remove any and/or all clothing, with the exception of outer coats and jackets, the Board authorizes such searches to be conducted by the policy only upon the existence of probable cause as determined by a police officer and, if possible, upon notification of the student's parent or legal guardian.

The Superintendent of Schools shall establish regulations regarding search of students and their possessions in accordance with this policy and the state and federal law.

1. Interrogations By Police

Schools have legal custody of students during the school day and during hours of approved extracurricular activities. The school administration shall try to protect each student in its custody. Therefore:

- A. The police shall be encouraged by the school authorities to question students out of school and in the student's home, whenever possible.
- B. The police will be permitted to question students within the schools only when the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel is present with at least one other school employee and only when the officer has a warrant for the arrest of the student or the police are investigating an incident or alleged crime that took place on District property.
- C. The Superintendent of Schools, Building Principal, Assistant Principal, the Director of Pupil Personnel, or the police shall attempt to notify the parents or legal guardian of a student that the police desire to question before the student is questioned so that the parents may be present, if they so desire. The Superintendent of Schools, Building Principal, Assistant Principal, or the Director of Pupil Personnel and one other school employee shall be present when an interrogation takes place on District property.
- D. When it is necessary to remove a child from school, the police authorities shall notify the parents or legal guardian. If the circumstances make it impossible for the police to make this notification to the parents, the school shall attempt to notify the student's parents or legal guardian.
- E. The police department should always be notified by the Superintendent of Schools, Building Principal, Assistant Principal, or the Director of Pupil Personnel whenever a student is involved in any type of criminal activity. When the District learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The District should not attempt to handle situations that are properly within the jurisdiction of the police.

2. Student Search Regulations

- A. Pursuant to the Board of Education Policy, students may be subject to personal searches (pockets and outer coats) and searches of their possessions where reasonable suspicion exists to conduct such a search.
- B. A "personal search" is defined as the search of a student's pockets, outer coat or jacket, pants cuffs, hats and gloves.
- C. A search of a student's "possessions" is defined as a search of a student's book bag, handbag, or other type of property not located within a locker, desk, or other designated school property. Student possessions within a locker may be searched without the consent of the student upon reasonable suspicion that the locker contains illegal matter. A student's automobile parked on the school premises (including the trunk) may be searched upon reasonable suspicion that the automobile contains illegal matter.
- D. "Reasonable suspicion" to conduct a search requires articulable facts that provide reasonable grounds to believe that a student possesses illegal matter or that a search would lead to evidence that the student had violated the law. Reasonable suspicion shall be based on such factors as the student's age; the student's history and record in school; the prevalence and seriousness of the problem to which the search is directed, as well as the urgency necessitating an immediate search; and the probative value and reliability of the information used as justification for the search.
- E. "Illegal matter" is defined as drugs other than drugs prescribed by a physician, drug paraphernalia, cigarettes, alcoholic beverages, stolen goods (such as lunch money), deadly weapons or any other object that a school official reasonably believes seriously threatens the health or safety of the students and school employees within the school. With respect to the student's possession of cigarettes or alcoholic beverages, see District Policies entitled "Policies on Drug and Alcohol Abuse" and "School Conduct and Discipline".

F. The term "drugs" refers to the use or possession of all illegal substances including, but not limited to, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin and steroids, but does not include those substances prescribed by a physician. "See District Policy on dispensing prescription drugs by school nurses."

G. A search may be conducted only by the Superintendent of Schools, Building Principal, Assistant Building Principal, or the Director of Pupil Personnel and a second staff member of the same gender as the student must be present during the search. If the Superintendent of Schools, Building Principal, Assistant Principal or the Director of Pupil Personnel is unavailable, then the Superintendent of Schools' designee may authorize individuals to conduct a search pursuant to the Student Search Policy and the guidelines set forth in these Regulations.

H. If a school employee has reasonable suspicion that a student possesses illegal matter, the Superintendent of Schools, Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, shall be immediately notified and, if possible, the student shall be isolated from the student body and escorted to the administrative offices before any search is conducted. The student should be present when any search is made of his/her possessions.

I. Before any search of the student or of his/her possessions is undertaken, the Superintendent of Schools, Building Principal, Assistant Building Principal, or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, with a second school staff member present, shall question the student concerning the possession of illegal matter and shall attempt to obtain a voluntary admission of the possession of illegal matter or voluntary consent from the student to conduct a search limited to the student's pockets, outer coat or jacket, handbag, book bag, or other possession. If possible, the student's parent or legal guardian should be notified before proceeding with the search and permission obtained over the phone for the search from the student's parent or legal guardian shall be sufficient to conduct the search. In all cases, within two school days from the date of the search, the student's parent or guardian shall be notified in writing that a search was conducted.

J. A search of a student without the student's voluntary consent or the consent or presence of the student's parent or legal guardian shall be limited to searching the student's pockets, outer coat/jacket, patting down the outer clothing, book bag, handbag, automobile or other possession. Under no circumstances is a student to be requested to remove any clothing other than an outer coat or jacket. If illegal matter is found, the Superintendent of Schools and the student's parent or legal guardian shall be notified and the police department shall then be notified that the student has engaged in criminal activity.

K. No search which requires a student to remove any or all clothing with the exception of an outer coat or jacket may be conducted by a school official. The Building Principal, Assistant Principal, or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, shall notify the Superintendent of Schools and the student's parent or legal guardian of the school official's suspicion concerning the student's possession of illegal matter and shall request that the parent or legal guardian be present at the school with the student. The police department shall then be notified and the police shall question the student and determine if probable cause exists to search the student. Under no circumstances shall a police officer be allowed to perform any student search unless authorized by a search warrant or unless probable cause that the commission of an illegal act is occurring on the school premises is demonstrated. If the student's parent or guardian cannot be reached, then written notice of the search shall be sent to the parent or guardian the same school day.

EXCEPTION: An exception applies to the above guidelines under circumstances in which a District employee has reasonable suspicion to believe that students or District employees are in imminent danger from the student's possession of a deadly weapon (i.e. a gun, knife, or other weapon), in which case a search can be made by a District employee without waiting for the presence of the student's parent or legal guardian or the police. The student's parents or legal guardian and the police department shall be notified as soon as reasonable after a search has been concluded pursuant to this exception.

L. The Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, shall be responsible for the prompt recording in writing of each student search. The writing should include the date,

time and place of the search, the places or items searched, the scope or extent of the search, the reasons for the search, information received that established the need for the search, and, if applicable, the name of the informant(s) from whom the information was received (informants other than the school district employees will be considered reliable if they have previously supplied information which was accurate and verified, if they make an admission against their own penal interest, or if the same information is received independently from several informants). The written record of the student's search shall also contain the names of those persons who were present when the search was conducted, any substance or objects discovered, and the disposition of such matter. If illegal matter is found, the written report shall be sent to the Superintendent and written notice shall also be sent to the student's parent or guardian.

M. The Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, shall be responsible for the custody, control and disposition of any illegal or dangerous matter taken from a student. He or she shall remain in control of such substance or objects unless the same are delivered to police authorities. It shall be the responsibility of the Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by the designee of the Superintendent of Schools, to personally deliver such matter to police authorities.

N. Under state and federal law, students have no reasonable expectation of privacy rights in school lockers, desks, or other storage places. Students shall be notified in the Student Handbook and by the Building Principal, Assistant Building Principal or the Director of Pupil Personnel that lockers, desks, and other school storage places may be subject to inspection at any time upon reasonable suspicion by a school official that the locker contains illegal matter. In addition, students shall be notified in the Student Handbook and by the Building Principal, Assistant Building Principal or the Director of Pupil Personnel that student-owned automobiles parked on the school premises shall be subject to inspection at any time upon reasonable suspicion by a school official that the automobile (including the trunk) contains illegal matter.

O. No police officer shall be allowed to perform a student search unless authorized by a search warrant or upon demonstrating probable cause that the commission of an illegal act is occurring on District premises. In the case of a police officer presenting a search warrant, the Building Principal, Assistant Building Principal or the Director of Pupil Personnel shall first attempt to inform the parent or guardian of the police demand to search. In order to afford the parent or guardian an opportunity to be present at the search. In the event that the parent or guardian cannot be contacted prior to a police search, the parent or guardian shall be informed of the search in writing by the Building Principal, Assistant Building Principal or the Director of Pupil Personnel the same school day.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate With local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or designee shall be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it maybe necessary for the student to remove any of his or her- clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex. A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the

student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XIII. Visitors to the Schools

A. Building Policies Regarding Visitors

References: Appendix 1 -6

Building Handbooks

- 1) Saranac High School
- 2) Saranac Junior High School
- 3) Saranac Elementary School
- 4) Cadyville Elementary School
- 5) Morrisonville Elementary School
- 6) Dannemora Elementary School

Visitor Policy Last Revision: 05-16-95

To promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit the school. The Board also recognizes that many regularly scheduled events, such as parent-teacher organization meetings, public gatherings, pupil registration, and athletic events bring visitors in the schools.

During regular school hours, persons who are not employees or students of the District shall report immediately to the School Office upon entry into a school building in accordance with the building regulations.

There are occasions when a parent or guardian desires to visit their child's classroom at other than regularly scheduled times. While the Board encourages these visits, they will be permitted only with approval of the student's teacher and as long as they do not interfere with the educational process.

A visit to a school is to be conducted in accordance with the regulations designated for the applicable school building or property area. Each Building Principal and the Superintendent of Schools shall establish such regulations for his or her area of responsibility, which shall be submitted to the Board of Education for adoption and shall be posted in conspicuous places.

A violation of the visitation policy constitutes trespassing and may be prosecuted pursuant to New York State law.

XIV. Public Conduct on School Property

A. Introduction

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of the section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

B. Strategies and Procedures for the Maintenance of Public Order on School Property

These rules and regulations are for the maintenance of public order on school property and apply to everybody. Their purpose is to prevent the abuse of the rights of others and to maintain public order appropriate to a public school system. Nothing herein shall restrict the freedom of speech or peaceful assembly. These rules and regulations shall not prevent or limit communication between or among faculty, students, administration, or the Board of Education of the Saranac Central School District.

C. Procedure for Enforcement

1. The chief administrative officer or his or her designee shall inform any licensee or invitee who shall violate any provisions of these rules and regulations that his or her license or invitation is withdrawn and shall direct him or her to leave the Saranac Central School property. In the event of his failure or refusal to do so, such officer shall cause ejection of the violator from said property.
2. In the case of any other violation, who is neither a student, nor a staff member, the chief administrative officer or his/her designee shall inform him that he is not authorized to remain on the school district property and direct him/her to leave the premises. In the event of his failure or refusal to do so, such officer shall cause his ejection from the Saranac Central school property. Nothing in this subdivision shall be construed to authorize the presence of any such violation or to effect his liability to prosecution for trespass or loitering as prescribed in the penal law.
3. In the case of a student, charges for any violation of these rules shall be presented, heard, and determined by the chief administrative officer or his/her designee.
4. Failure to comply with the above procedures shall result in referring the alleged violator to the proper public authority to be punished pursuant to Section 140.10 of the Penal Law of the State of New York.

D. Prohibited Conduct

Visitors, students, teachers, and other staff, as well as other licensees and invitees are expected to conduct themselves in such a way as not to endanger the public order on school property.

No person, either singly or in concert with others, shall:

1. deliberately obstruct, disrupt, or prevent the peaceful and orderly conduct of classes, lectures, study halls, assemblies and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers;
2. deliberately obstruct or disrupt staff functions, administrative functions, disciplinary procedures, or other school premises authorized by duly constituted administrative, faculty, or student authorities;
3. deliberately obstruct or disrupt health care and public service functions, activities, procedures, or apparatus;
4. fail to conform to school fire drill procedures;
5. tamper with any safety measures such as fire extinguishers, alarm systems, fire regulations posters, and closed fire-smoke doors;
6. willfully cause physical injury to any other person nor threaten to do so for the purpose of compelling or including such other person to refrain from any act which he has a lawful right to do or to do any act that he has a lawful right not to do;
7. physically restrain or detain any other person nor remove such person from any place where he is authorized to remain;
8. willfully damage or destroy property of the Saranac Central School District or under its jurisdiction, nor remove or use such property without authorization;
9. without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty, or staff member;
10. enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others;
11. without authorization, remain in any building or facility after it is normally closed;
12. refuse to leave any building or facility after being required to do so by an authorized administrative officer;
13. obstruct the free movement of persons and vehicles in any place to which these rules apply;
14. knowingly have in his possession on any premises to which these rules apply, a firearm or weapon or an explosive device without the written authorization of the chief administrative officer, whether or not a license to possess the same has been issued to such person. This regulation shall not apply to authorized local town, village, or county police departments, nor shall it apply to the New York State Police, the

Federal Bureau of Investigation nor any other publicly recognized law enforcement agencies, investigatory agencies, or public authorities;

15. set fire willfully to Saranac Central School District property or create a conflagration of Saranac Central School District property;

16. without authorization, possess or use a key to enter either a building or a room on Saranac Central School District property;

17. prop open an external or corridor door, or in other ways, facilitate unauthorized access to a locked building on the Saranac Central School District property;

18. knowingly take or appropriate another's property without his implied or expressed permission;

19. willfully cause or display disorderly conduct or offensive conduct on the Saranac Central School District property;

20. willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so;

21. knowingly have in his possession upon any premises to which these rules apply, drugs or controlled substances without authorized medical permission;

22. knowingly have in his possession on any premises to which these rules apply, alcoholic beverages.

XV. Dissemination and Review

A. Dissemination of Code of Conduct

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

1. Providing copies of a 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 written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.

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.

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.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.