

JONATHAN A. PARKS

PRINCIPAL

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TELEPHONE: 518/565-5800

SARANAC CENTRAL SCHOOL

MISSION STATEMENT

“To promote the fullest growth of all students. In doing this, we will teach all students to recognize their potential, set realistic goals and apply their knowledge to life situations.”

SARANAC SCHOOL DISTRICT’S EDUCATIONAL PHILOSOPHY

Education is the systematic instruction, guidance and discipline by which all powers of the learner- physical, social, intellectual, moral, and aesthetic - are developed to their full potential.

Education in the Saranac Central Schools strives toward the realization of the potentialities of each individual at the same time that it insists upon self-control and cooperation, which are essential elements in a society of free people.

Inherent in the American way of life is the recognition of the dignity of the human being and the worth of human personality. Accordingly, it is essential that we recognize and utilize the differences that exist within the individual student in talents, abilities, aptitudes and personalities. Ever mindful of the individual and the limit of each person’s unique capacities, this school assumes the responsibility of helping each student:

To speak the English language clearly, read it intelligently, write it effectively, and listen to it with comprehension.

To understand and use mathematical and scientific knowledge.

To appreciate and develop some facility in literature, music, drama, and other creative arts.

To understand and use rules of good health, to develop a healthy, well- coordinated body, and to acquire wholesome mental attitudes.

To develop an understanding of current ecological problems and to foster an awareness of society’s responsibility in preventing the pollution and degradation of our natural resources and environment.

To understand the history of humankind with emphasis on the people of the United States, their heritage, institutions, and relationships with other peoples.

To know and practice the duties and responsibilities of democratic citizenship, and to be able to participate effectively as a member of the family, the school, and other social groups.

To reason and to acquire the habit of critical thinking so that one can make the decisions required of a citizen in a free society.

To help students overcome learning disabilities and gain competence in reading and mathematical skills.

To assume increasing responsibility for the direction of one’s education through a guidance program that helps one to understand oneself and to choose a program of studies which is likely to lead to a happy and successful life.

To understand that career education should be a continuous process through which each student gains skills for decision making; obtains an awareness of self, community and the world of work; and prepares a plan of action in the exploration of career opportunities.

To evolve a way of living based on moral and spiritual values which derives satisfaction and happiness from service to the school, the home, and fellow human beings.

I. GENERAL INFORMATION

1. ANNOUNCEMENTS

Announcements of interest to teachers and students will be made in the morning during homeroom period and the end of each day prior to dismissal. Students wishing to have announcements made over the public address system must submit the material in writing to the principal’s office for approval. A daily bulletin appears on the absence list on which announcements are printed. Teachers will inform students of any announcements directed to them.

2. BELL SCHEDULE

The following time schedule pertains to a normal school day:

Reminder 8:12

HR 8:15 - 8:20

1ST 8:23 - 9:03

2ND 9:06 - 9:46

3RD 9:49 - 10:29

4TH 10:32 - 11:12

5TH 11:15 - 11:55

6TH 11:58 - 12:38

7TH 12:41 - 1:21

8TH 1:24 - 2:04

9TH 2:07 - 2:47

3. BREAKFAST PROCEDURE

Students who wish to purchase breakfast will sign out of their homeroom and be given a personalized "breakfast pass." The pass must be shown to enter the cafeteria and is given to the cashier when the student purchases their breakfast. The passes are then returned to each homeroom teacher for the next day. If a pass is not returned that day, the student is not allowed to return to breakfast.

4. EDLINE

Parents/guardians and students can access their grades on-line with the use of a school issued password. Academic grades are required to be updated by faculty members at least every two weeks for the ineligibility lists to be created. Although not required, some faculty members update their grades on a more frequent basis.

5. FIRE DRILLS

It is important to respond appropriately during a fire drill. Students should stay in line, moving quietly and quickly to exit the building. A copy of drill procedures will be posted in each room and detailed information and instruction given by the classroom teachers.

6. INJURY OR SEVERE ILLNESS

If your child has received an injury or had a severe illness, the school nurse must receive a note (medical release) signed by the attending physician. This note must state specifically when normal activity and physical education classes may be resumed.

7. INTERNAL MEDICATION

NYS Law requires that if medications are needed in school that these steps be taken:

- 1) The parent/guardian must submit a written request to the school nurse.
- 2) It must be accompanied by a written request from the physician ordering the medication, frequency and dosage and the condition it has been prescribed for.
- 3) The parent/guardian must transport the medication to and from in the original prescription bottle or sealed non-prescription bottle.

No student is allowed to possess any medication, including over the counter medication and prescription medication, while on school property. Disciplinary action will be taken, as necessary. The exceptions to this rule include inhalers and emergency medications with appropriate documentation.

8. LOCKERS

A. Corridor Lockers:

- 1) Lockers must be kept shut and locked. **School insurance does not cover lost or stolen items.**
- 2) If books or articles of clothing are placed in your locker by mistake, please turn them in to the principal's office.
- 3) **DO NOT LEAVE VALUABLES IN LOCKER. REMEMBER-ALWAYS USE THE LOCKING DEVICE OR LEAVE PERSONAL ITEMS IN MAIN OFFICE.**

B. Gym Lockers:

- 1) The assignment of gym lockers and locks is handled by the physical education department.
- 2) Students will be held responsible for any damage of lockers and locks assigned to them.

9. PESTICIDE NOTIFICATION

In accordance with NYS Education Law, the Saranac Central School District provides written notification regarding potential use of pesticides within the district and maintains a list of persons in parental relation, faculty and staff who wish to be notified in advance of certain applications. The district follows a program of Integrated Pest Management to minimize or eliminate the use of pesticides in district facilities. Further information is available at all school buildings or through the District's Health, Safety and Risk Management Coordinator. Phone number: 565-5620.

10. PHYSICAL EXAMINATIONS

Physicals are required upon entry to school, for sports participation and upon entering Grade 10. Physicals may be completed by the student's primary care provider or by the school physician. NYS mandates health screenings in Grades 9 and 10. Parents/guardians may request health screenings for students in Grades 11 and 12 and a follow-up will be provided by the school nurse.

11. SCHOOL CLOSING

On days when regular school will not be in session due to inclement weather or other conditions, a broadcast of school closing will be made over the area radio and television stations after 6:30 am. If a parent brings a child to school on days when the buses are not running, it is his/her responsibility to take him/her home.

12. SCHOOL LUNCHES 2010-2011 SCHOOL YEAR

Applications are available in each school for parents wishing to apply for participation in the free and/or reduced lunch/breakfast program. If you would like to fill out an application, please contact the main office at 565-5800. Students are encouraged to pre-pay for lunches. A computerized Point of Sale system is available in the Middle School & Senior High Cafeterias.

<u>Student Lunches</u>		<u>Breakfast Program</u>	
6-12	2.00	K-12	1.25
Reduced	.25	Reduced	.25
Milk			.55

All students will eat lunch at school. **No off-campus privileges will be issued for the lunch period.** Students are expected to clean up after themselves and to conduct themselves as ladies and gentlemen. Students are not allowed to order food into the cafeteria from outside vendors.

9-12 Meal Charge Policy

- A high school student may charge 1 meal maximum (one charge per meal) until after the charged meal has been paid. (meal definition: lunch or breakfast)
- A student who has charged a meal may not charge or purchase “ala carte” snacks.
- If after 1 instance, those charges are not paid, then a letter will be sent home to the parent/guardian, via the school food services director/school lunch manager or designee.
- In the case of subsequent meal charging, at lunch the student will be provided with a cheese sandwich (2 slices of bread and 1 slice of cheese) and milk or at breakfast a student will be provided with 2 toasts and juice, rather than a school lunch or breakfast. In the case of a student who is lactose intolerant, then a peanut butter and jelly sandwich as an alternative will be provided, if medically appropriate. In the case of either of the above alternative meals, the student’s account would not be charged.
- The food service director/school lunch manager or designee will coordinate communications with the parent/guardian to resolve the matter of multiple unpaid charges. With a continuous unpaid balance that is not resolved, the Business Manager will be notified for further review.

13. SCHOOL SAFETY POLICY

It is the policy of the Saranac Central School District to ensure that all facilities within the district provide a safe and healthy environment for students, staff, visitors and the school community. In accordance with the Regulations of the Commissioner of Education, a Comprehensive School Safety Plan has been established that includes District and Building Emergency Plans, a Code of Conduct, Occupational Safety and Health Plans and a Program of Coordinated School Health. Information regarding any of these programs is available at all school buildings or through the District’s Health, Safety and Risk Management Coordinator. Phone number: 565-5620

14. TELEPHONES

Students are permitted to make calls in the main office before school begins, during 9th period (at the discretion of the classroom teacher) and after school. If students feel ill and wish to go home, they are required to report to the Nurses Office. A pay phone is available for student use after school hours after the main office is closed. If parents/guardians wish to contact their child during the school day, please call the main office at 565-5800. Parents/guardians are asked to refrain from utilizing cellular telephones to communicate with students during the school day. This includes calling and/or text messaging. This is very disruptive to the educational process. Students are not allowed to possess cellular telephones or other electronic devices and are asked to leave them off and in their lockers for the duration of the school day.

15. WORKING PAPERS

Application forms for working papers are available in the high school office. After the application form has been completed, the student, parent and in some cases the prospective employer, need to bring the completed application to the high school principal’s office along with the physical form. Working papers will then be issued. Students who will be pursuing summer employment are urged to apply for their work permits before school is out.

II. ACADEMIC REQUIREMENTS AND INFORMATION

1. REQUIREMENTS FOR GRADUATION

SCHOOL BOARD POLICY REGARDING PARTICIPATION IN HIGH SCHOOL GRADUATION CEREMONY:

High school graduation is an important milestone for District students. It is the policy of the Saranac Central School District that all students who complete the high school course of study as required by the New York State Education Department and the Saranac Central School Board of Education shall be awarded a diploma and shall be eligible to participate in a graduation ceremony if they have met all requirements for high school graduation prior to the day of the ceremony. In the event a student does not fulfill the requirements for high school until completing summer school work, or other additional work, the student shall be eligible to participate in the graduation ceremony which occurs in the June immediately following their completion of the course work.

Regents Diploma

English	4.0 Credits
Social Studies	4.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Physical Ed.	2.0 Credits (4yrs)
Health	0.5 Credit
Keyboarding	0.5 Credit
Art/Music	1.0 Credit
Language	1.0 Credit
Electives	3.0 Credits
Total Credits Required	22.0 Credits

Regents Exam Requirements for Regents Diploma:

English	min 65%
Social/Global Studies	min 65%
Social/US History	min 65%
Integrated Algebra	min 65%
Science	min 65%

Regents Advanced Diploma - All of the above plus:

3 yrs of Language Course Credits
Integrated Geometry, Algebra 2/Trigonometry Math Regents Exams
Second Science Regents Exam
Language Regents Exam

Class of 2011-2014 Graduation Requirements

As above with the following exceptions:

Local Diploma:

General education students from the class of 2011 must have at least **four** scores at 65 or above on the five required Regents exams and **all** scores at 55 or above.

The **class of 2012, 2013 and 2014 do not have a local diploma option**. General education students **must score 65** or above **on the five required Regents exams**.

There is also an appeals process in which students who score within three points of 65 and have achieved the standards would be eligible to appeal if they meet the following criteria:

1. Take the Regents Exam in question two times.
2. Have a score on the Regents Exam under appeal within 3 points of the 65 passing score on that exam, up to a total of two exams.
3. Have a course average in the subject under appeal that meets or exceeds the required passing grade by the school. The course average must be based on the student's official transcript that records grades achieved by the student in each quarter of the school year.
4. Present evidence that they have taken advantage of academic help provided by the school in the subject tested by the Regents Exam under appeal.
5. Have an attendance rate of 95 percent for the school year (except for excused absences) during which they last took the Regents Exam under appeal. Local school districts set their own policy for what is considered an excused or unexcused absence.
6. Be recommended for an exemption to the graduation requirement by their teacher or Department chairperson in the subject of the Regents Exam under appeal.

2. PROMOTION REQUIREMENTS

A student must complete a minimum number of credits before promotion to the next grade level is granted.

Sophomore - Student must have completed 4.5 credits.

Junior - Student must have completed 9.5 credits.

Senior - Student must be eligible to graduate in June of that school year.

3. COUNSELING OFFICE PROCEDURE

To insure that all students have an equal opportunity to take advantage of the services of the counseling office, students must sign up with the counseling secretary not later than 8:20 a.m. on the day they wish to come in. Sign-ups can be as far as one week in advance, but not more than three times for any one week. Appointments will be limited to 2 students per period per counselor.

Students report to the counseling office by request over the PA system or by pass issued by the counseling office or the classroom teacher. Students are to return to class before the end of the period.

4. WITHDRAW FROM SCHOOL

Students who wish to withdraw from the Saranac Central School District should obtain the appropriate paperwork from the counseling office. A student should report to the counseling office before the day that he/she plans to leave to obtain instructions on withdrawal procedures. No transfer records are issued until all items listed on the withdrawal sheet are correctly completed.

Students may not drop a full year course after the second week of school. Students may not drop a semester course after its first week. Students must maintain an academic load of six courses plus physical education throughout the school year.

5. EARLY COURSE WITHDRAWAL

Early withdrawal from a course is strongly discouraged. It will be granted to qualified seniors only in rare circumstances, such as family hardship.

6. GUIDELINES FOR GRADUATION IN LESS THAN FOUR YEARS

Early graduation will not be permitted except in cases of extreme hardship.

Individuals applying for early graduation must meet with the principal after filling out the prescribed form with the help of a counselor. Such form includes a brief explanation of the hardship and a proposed schedule, in order to set up a meeting with the Board of Education. Individuals must present their own case to the Board of Education in the company of their parents.

7. PHYSICAL EDUCATION

Physical Education is required by Education Law and the commissioner's regulation. Saranac Central School gives 1/2 credit for each year of successful completion. Therefore, a student is required to pass Physical Education each year he or she is in attendance, in order to be eligible for a Saranac High School diploma. In order to pass Physical Education, students are required to change for class and participate. Students should keep all items locked in their PE locker at all times. ***Do not bring valuables into the locker rooms. SCS is not responsible for any lost or stolen items.***

8. INSTRUMENTAL AND VOCAL MUSIC INSTRUCTION

A. Students will be excused from regular classes on a rotational basis for individual instrumental and vocal instruction.

B. A student failing a particular class will not be excused from the class period during which that subject is taught.

C. Students are not allowed to be in the music room or auditorium unless supervised by a teacher, nor shall any student be given a pre-signed pass for more than one study hall period per day to the music room.

9. SCHOOL PROPERTY

The taxpayers of the Saranac Central School District provide the necessary equipment, furniture, books, computers and general school supplies for our students. Each student is responsible to care for these items and not to damage or waste school property. Students who deface school property, or who are responsible for damage to school property or equipment, will be faced with disciplinary consequences, to make restitution and referred to law enforcement.

When changing courses or when leaving school, the student will return textbooks to subject area teachers. Transfer papers, grades and other records will not be issued until textbooks are returned, or compensation is made. The names of all students who do not return textbooks or other materials will be reported to the counseling office and report cards will be withheld at the end of the year until the student is completely cleared of all obligations. Report cards will also be withheld at the end of each marking period for students that have any overdue books from the library. Parents may see report cards upon request.

Lab books and workbooks are also furnished by the school district, but review books, which are required in certain classes, are purchased at student's expense.

III. ATTENDANCE INFORMATION

1. ATTENDANCE PROCEDURES

- A. Attendance will be taken each morning by the homeroom teacher and/or designee. The student identification numbers of absent students will be sent directly to the attendance clerk.
- B. Morning CV-TEC students must report to the LGI room for attendance and remain there until the bus leaves for CV-TEC. If morning CV-TEC students arrive to school late because of a late bus, they **MUST** report to the principal's office or main office before boarding the CV-TEC bus.
- C. Students arriving to school late (after 8:12am) **MUST** report to the attendance clerk or main office with a written excuse from home explaining why they were late. Three unexcused tardies will result in one after school detention and possible suspension of other privileges. Students who arrive before 8:20 a.m. must report to homeroom after reporting to the attendance clerk.

Students whose names appear on the absentee sheet, 2nd period, but are in school, **MUST** report to the attendance clerk with a note from their first period teacher stating they were in class.

- D. On reporting to school in the morning, students will pick up their books for all their morning classes and then report to their homerooms. A bell will ring at 8:12 a.m. Students will report to their homerooms no later than 8:15 a.m. No passes will be issued between 8:15 a.m. and 8:21 a.m. except for emergencies. During homeroom students will sit in their seats until 8:20 a.m., when a bell will ring for all students to proceed to their first period class.

- E. **High School students are expected to be on time for every class every day. Students absent (excused or unexcused) from class more than 30 times for a full year course and more than 15 times for a half-year course will not receive credit for the course. Students who are tardy for ten minutes during a class period will be considered absent for attendance purposes.**

***Please note: Each absence at CV-TEC will count as two class absences toward the above totals. CV-TEC students who are 45 minutes late arriving to CV-TEC will be considered absent for that day.**

If a student is absent 16 days in a semester course or 31 in a full year course, they cannot obtain course credit by attending summer school.

Home tutoring can be offered if a student is ordered by a physician to be out of school for a prolonged period of time. Instruction received at home under these circumstances will be considered as days in attendance.

- F. Students will not be allowed to participate in any extra-curricular activity, including games and practices, taking place on the day they are either absent from school or tardy to school without **written verification from a physician, dentist, court or other as approved by administration.**
- G. A copy of the Saranac Central School District's attendance policy is available upon request.

2. ABSENCES

- A. Parents are requested to call the school between 7:45 and 9:15 a.m. when a student is absent (565-5800). When a student is absent from school or class, it is the responsibility of the student to make up all work missed or receive extra help to complete work. Students should schedule time to take tests missed during absences.
- B. The compulsory education law requires the school attendance of every pupil between the ages of seven and sixteen years of age each day that school is in session with the following exceptions: illness of pupil, illness or death in immediate family, impassable roads, quarantine, religious holidays, required presence in court, clinic and health treatment, school sponsored activity or event. Students missing school for an extended time (more than 2 days) as a result of an excused absence are encouraged to call the counseling office (565-5732) to make arrangements for assignments to be collected.
- C. Unexcused absences are violations of the compulsory education law and include the following:
 1. When a student is absent with the knowledge or consent, stated or implied, of the parent/guardian, for other than excused reasons. Such absences as the following come under this heading: "visiting", "shopping", "babysitting", "work", "overslept", multiple "car troubles" or "hair appointment".
 2. When a student whose parent/guardian expects him/her to be in school, does not attend for other than legal reasons. Illegal absences should be avoided. Truancy and unlawful detention are violations of law under the New York State Family Court Act.
- D. Students who are excessively absent and/or tardy may be referred to outside agencies such as PSAF, PINS or CPS to improve attendance.

3. EXCUSES

A written excuse, signed by the parent/guardian, describing the reason for an absence must accompany the student upon his/her return to school and he/she should present their excuse to their homeroom teacher. Such excuses are required for each absence and late arrival. Absences not verified by a written excuse may be investigated. All unverified excuses will be recorded as unexcused on a student's permanent attendance record.

4. TARDINESS

A student must be in his/her homeroom when the attendance bell rings or be counted tardy. A student is given sufficient time to pass from class to class. Students entering school on a late bus, or otherwise, after attendance has been taken in the morning are to report to the main office for proper accounting of attendance and a pass to class.

5. EARLY DISMISSAL

The school requires a written note signed by the student's parent/guardian for an early dismissal from school. If the student is signing him/herself out, the parent/guardian must include a telephone number where a parent/guardian can be reached for verification purposes. Upon receipt of the written note, a "blue slip" will be issued to the student from the main office as verification for the early dismissal. If the student is expected to return to school after the appointment, please include the estimated return time. For safety reasons, students who are being picked up from school must be signed out by a parent, guardian or other designated individual. Students who drive themselves to an appointment must also sign out in the main office before departing the building.

A. A student who is absent *for any part of the day or tardy to school*, will not be allowed to participate in meetings, practice, games or extra-curricular activities for that day. **EXCEPTIONS:** *Written verification of appointment is provided from a physician's office, dentist's office, court or other as approved by administration.*

B. Parents/Guardians and/or students must include the following information when signing in or out of the building: (1) the date (2) student's name (3) time in (4) time out (5) reason and (6) parent/guardian signature of the authorized person signing out the student. Any student leaving school without permission will automatically be issued 2 days in-school suspension until such a time a conference between the parent and principal can be arranged. *Furthermore, students may not sign themselves out without the written consent of a parent or guardian and the approval of an administrator.*

6. CLOSED CAMPUS

With the exception of an early dismissal as described above, Saranac High School operates on a **CLOSED CAMPUS POLICY**. Students are not allowed to leave campus from the time they arrive on school property to the end of 9th period.

7. PASSES

A. **REGULAR PASSES:** A student must have a pass to leave a room. Students in halls will be checked for a pass. Students who do not have passes with them will be returned to the teacher responsible for that student at that time. Regular passes must be used with date, signature, time - one name per pass.

B. **LIBRARY PASS:** A library pass is issued by a teacher to a student requiring the use of the library. Students may also sign up for library each morning prior to homeroom. Students must report to the library at the assigned time. Students who are on pass restriction are not allowed to utilize the library.

C. **HEALTH OFFICE PASS:** No student, except in an emergency, is to be sent to the health office without a pass.

IV. BUS DISCIPLINARY PROCEDURES

GENERAL OPERATING GUIDELINES

- Any student receiving 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 consequence at the beginning of the next school year after which the student will be granted a "clean slate".
- If multiple infractions in the same category are committed by the same student over the course of the school year, consequences will be assigned in increasing levels of severity as detailed in the policy set forth 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.
- 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 departure 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 vice versa for regular school transports).

GUIDELINES REGARDING SPORTS AND OTHER EXTRACURRICULAR TRANSPORT

- The coach/supervising adult is to follow the "First On Last Off" policy for all transports, practices excluded. In the cases where there are no students requiring transport back to school after the event, the coach/supervising adult will be permitted to follow the bus in their car. They must, however, begin their trip from the first point where members of their team/group are boarding for departure.
- Sports and other extracurricular transports will be governed by the same discipline guidelines and expectations as regular school runs. White cards will be issued and individuals will lose their riding privileges for misbehavior as indicated in the policy detail. (NOTE: since the athletic policy specifies that students will not be permitted to participate in athletic events if they are not transported to the event by a school vehicle (unless as per exceptions noted in athletic policy), in the event that a suspension of athletic riding privileges occurs, the student will not be permitted to participate in any event scheduled during the suspension).
- For trips which require a ferry transport, students are not permitted to leave the bus during the ferry transport. However, bathroom breaks are permitted on an individual basis.

SUMMARY AND RANKING OF INFRACTIONS

CATEGORY 1:

- A. Littering on the bus.
- B. Student 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, 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.

CONSEQUENCES FOR INFRACTIONS: (GRADES 7-12)

CATEGORY 1:

- Pre-Card: No more than 3 verbal warnings, then assigned seat.
- Card #1: Formal "First Offense" parent contact.
- Card #2: Formal "Second Offense" parent contact.
- Card #3: Automatic two (2) day suspension of riding privileges, Mandatory PC/C.
- Card #4 & thereafter Automatic two (2) day suspension of riding privileges, Mandatory PC/C.

CATEGORY 2:

- Pre-Card: No more than 2 verbal warnings, then assigned seat.
- Card #1: Formal "First Offense" parent contact.
- Card #2: Automatic two (2) day suspension of riding privileges, Mandatory PC/C.
- Card #3: Automatic three (3) day suspension of riding privileges, Mandatory PC/C.
- Card #4 & thereafter Automatic four (4) day suspension of riding privileges, Mandatory PC/C.

CATEGORY 3:

- Pre-Card: No more than 1 verbal warning with assigned seat and initial parent contact.
- Card #1: Automatic two (2) day suspension of riding privileges, Mandatory PC/C.
- Card #2: Automatic three (3) day suspension of riding privileges, Mandatory PC/C.
- Card #3: Automatic five (5) day suspension of riding privileges, Mandatory PC/C.
- Card #4 & thereafter Automatic five (5) day suspension of riding privileges followed by a meeting with the Superintendent.

CATEGORY 4:

- Pre-Card: NO VERBAL WARNINGS.
Card #1: Automatic five (5) day suspension of riding privileges, Mandatory PC/C.
Card #2: Automatic five (5) day suspension of riding privileges, Mandatory PC/C.
Card #3: Automatic five (5) day suspension of riding privileges, Mandatory PC/C.
Card #4 & thereafter Automatic five (5) day suspension of riding privileges followed by a meeting with the Superintendent.

V. EXTRACURRICULAR AND ATHLETIC POLICIES

1. EXTRACURRICULAR ELIGIBILITY POLICY

All students shall be eligible to participate in any extracurricular activity at the beginning of the school year.

“Extracurricular activities” shall include all clubs, teams or organizations to which a student belongs. It does not include attendance at an event where the student is a spectator.

Students who are failing two or more classes on the dates listed below will be ineligible to participate in any athletic contest or club event until the next date on the list. Students will also be on pass restriction during the school day and may only leave class, study hall or lunch for academic reasons or medical emergency (as determined by teacher). They will be able to practice with their team, attend their team’s contests and attend regular club meetings.

Students who are failing one class will not be eligible to leave school early for an athletic contest or to participate in club activities.

Student eligibility can not be reinstated before the next date unless there was an error or oversight that caused the ineligibility.

Eligibility will be extended to all students during the December, February and April vacations.

Grade reporting dates for determining eligibility to participate in athletic contests or club events:

9/27/10		2/7/11	
10/12/10		2/28/11	
10/25/10		3/14/11	
11/9/10	End of first quarter	3/28/11	
11/22/10		4/12/11	End of third quarter
12/6/10		5/2/11	
12/20/10		5/16/11	
1/10/11		5/31/11	
1/26/11	End of second quarter		

Revised 07/10/2010

It is the responsibility of the faculty to accurately and consistently report all academic failures on time. Students’ names may not be added to the list after the date of posting. Students’ names may be deleted only in the event of an error as verified by the principal.

As per the school attendance policy, it is the responsibility of the student to make up any work (class assignments, homework, tests, etc.), missed due to absence. Make up opportunities must be completed by a date specified by the student’s teacher for the class in question. Student responsibility includes: contacting the teacher for missed work upon return to the classroom and providing advance notice of an absence due to a school related activity.

It is the responsibility of the student to make an effort to improve performance in any failing course by participating in any extra help that is provided by the teacher. This help may have to be scheduled by the teacher during after school hours.

In the event that the student who has been informed of eligibility refuses to comply with the policy, that student will receive an additional three (3) weeks of ineligibility.

2. SPORTSMANSHIP RULES

- A. Remember that as a spectator you represent your school as much as any team member.
- B. Remember that the good name of your school is worth much more than winning a game.
- C. Learn the rules of the game so that you can be an intelligent spectator and critic.
- D. Support your team enthusiastically but with consideration and respect for the opponents, whether you are winning or losing.
- E. Accept the decisions of the game officials as final and not to be questioned.
- F. Express disapproval of rough play /poor sportsmanship by players representing your school.
- G. Express disapproval of any discourteous or abusive remarks from the sidelines.
- H. Applaud fine play or good sportsmanship by the visiting team.
- I. Be considerate of any injured visiting team member.
- J. Be courteous and friendly to visiting team members and spectators before, during and after the game, in the school and in the community.
- K. Failure to follow the rules can result in suspension or removal from the team by the coach or principal. Spectators may be barred from future home games.

3. ATHLETIC TRAINING RULES

STATEMENT OF PURPOSE

Athletic participation at Saranac Central is a privilege, not a requirement for high school graduation. This is why we, as a school district, are looking for athletes who are willing to make a commitment to the athletic program. We expect our athletes to be able to follow the rules regarding alcohol, drugs and tobacco. We also expect our athletes to conduct themselves, at all times, in an honorable and respectful manner.

Alcohol, tobacco, and drugs do not in any way enhance the performance of an athlete. In fact, these substances inhibit the athlete's ability to perform at higher levels. Therefore, we are requiring our athletes to avoid these substances. We want the best for the student athlete. We feel that there is a real advantage for the athlete in avoiding tobacco, alcohol and drugs.

Saranac Central encourages role modeling in order to set positive examples for younger students to follow. This is best accomplished by strict adherence to the athletic contract, whether it is avoidance of drugs and alcohol or displaying proper conduct and respect at all times.

In preparation for signing the athletic contract, it is necessary to consider the responsibility of abstaining from drugs, tobacco and alcohol throughout your junior high and senior high school career. Signing the athletic contract requires you to make that commitment, if you want to be involved in athletics. In order to be a winner, you must be willing to pay the price and make a commitment to yourself, your team, and your school.

Saranac Central School wishes all athletes the best of luck during your junior high and senior high school athletic career. We hope it is an enjoyable and rewarding one as you strive for success.

SARANAC CENTRAL SCHOOL DISTRICT INTERSCHOLASTIC ATHLETIC RULES

This section describes the rules which athletes must follow and parents should understand. Please keep this contract for reference, and if there is a question about any rule, contact the Director of Athletics for clarification.

RULES

A. CHEMICAL FREE RULES

There will be no use or possession of any tobacco products.

There will be no use or possession of alcoholic beverages.

There will be no use or possession of drugs (except by physician's prescription).

There will be no attendance at any bar or party where drugs are being illegally used.

There will be no attendance at any bar or party where alcohol is being consumed by individuals under the age of 21.

Athletes who go to a party and notice alcohol or drugs being illegally used, are required to leave immediately.

B. PROPER CONDUCT RULES

Athletes are expected to conduct themselves at all times in an honorable and respectful manner while involved in athletics. Any displays or incidences of inappropriate behavior or disrespect will be handled by school policy described in the student handbook. The Athletic Director, in consultation with the building principal, may also impose a team suspension for the athlete following his investigation of the incident.

An athlete convicted of a criminal misdemeanor will be subject to a contract violation.

An athlete convicted of a felony will result in loss of eligibility from athletics for one (1) calendar year from the date of conviction.

C. INDIVIDUAL TEAM RULES

Upon review and approval by the Director of Athletics, a coach may establish individual team rules that the athlete must follow. An athlete who does not follow the team rules will be subject to disciplinary action by the coach.

D. INITIATION/HAZING

Initiation or hazing by student athletes and coaches is prohibited. Violations will result in suspension and/or removal from the team.

REGULATIONS

The signing of this contract requires the athlete to adhere to the rules stated for his/her entire middle school career (grades 7-8) or high school career (grades 9-12).

The contract is binding from the day it is signed until the end of the athlete's middle school or high school career.

Once the contract is signed, it is in effect even when the athlete is not participating in a sport.

The contract is binding throughout the summer vacation.

One contract will be signed for a middle school athlete at the beginning of his/her first sport season. All violations will be cumulative within the time frame of the athlete being enrolled in the Saranac Central Middle School.

One contract will be signed for a high school athlete at the beginning of his/her first sport season. All violations will be cumulative within the time frame of the athlete being enrolled in the Saranac Central High School. Any violations acquired during the middle school contract will not carry over to the high school contract, although suspensions will be served.

Each additional time an athlete participates in a sport, he/she will sign a declaration affirming that he/she still understands the contract commitment.

Sport season definition: A sport season at Saranac Central is defined as commencing from the first day of practice until the end of the season award ceremony.

VIOLATIONS, PENALTIES AND RECOMMENDATIONS

First Violation: After confirmation of the first violation:

The athlete shall lose eligibility to participate in interscholastic events.

The length of suspension will be based on one third (1/3) of the interscholastic league season.

Reduction of the suspension: The Principal or designee and Athletic Director may consider the student's honesty, cooperation and willingness to enroll in a school approved counseling program when assessing the above consequence.

All league, non-league, sectional, regional, or state playoff events will count toward the fulfillment of the suspension.

The athlete must still practice with the team during his/her loss of eligibility.

Any athlete who does not fulfill the suspension requirements will complete the remainder of the suspension during the next sport season in which he/she participates.

The athlete will not be eligible for any coach's special award at the end of that sport season, although the athlete will receive a letter and pin if eligible and any other team award. The athlete may participate in the end of the year awards ceremonies.

If the athlete is a captain of a team, he/she will lose this privilege for the remainder of the season. While serving a suspension, an athlete cannot be in full uniform for games, nor participate in any part of the pre-game warm-up.

Second Violation: After confirmation of the second violation:

The athlete shall lose eligibility to participate in interscholastic events.

The length of suspension will be based on two thirds (2/3) of the interscholastic league season.

Reduction of the suspension: The Principal or designee and Athletic Director may consider the honesty and cooperation of the student when assessing the above consequence.

All league, non-league, sectional, regional, or state playoff events will count toward the fulfillment of the suspension.

The athlete must still practice with the team during his/her loss of eligibility.

The athlete must become a participant in a school approved substance abuse program. The program must be approved by the athletic director prior to participation. Verification from the supervisor of the program will be required. Successful participation in or completion of the program is required before full reinstatement to the athletic program will occur.

Any athlete who does not fulfill the suspension requirements will complete the remainder of the suspension during the next sport season in which the athlete is a participant. While serving a suspension, an athlete cannot be in full uniform for games, nor participate in any part of the pre-game warm-up.

Third Violation: After confirmation of the third violation:

The student will lose eligibility from athletics for one calendar year to the day of suspension.

The athlete, as a result of his/her violation, will receive in-school drug education counseling. The athlete must also elect to become a participant in a chemical dependence program or participate in a community related drug or alcohol project or activity. The program or project must be approved by the athletic director prior to participation. Verification from the supervisor of the program will be required.

If the violation occurs during a sport season, the student will not be eligible for any award at the end of that sport season.

The athlete will not be eligible to be captain of a team for the remainder of his/her high school career.

Fourth Violation: After confirmation of the fourth violation:

The student will lose eligibility from athletics for the remainder of his/her middle school or high school career.

If the violation occurs during a sport season, the student will not be eligible for any award at the end of that sport season.

VIOLATION PROCEDURE

Any alleged violation reported to the Director of Athletics will be investigated.

The Director of Athletics will contact the athlete, the athlete's parent/guardian, and the coach of the team in which the student is participating or participated.

The Director of Athletics will meet with the athlete who will be given an opportunity to explain his/her involvement in the alleged violation. The Director of Athletics may choose to have others present at this meeting.

If the Athletic Director believes that a violation did occur, the athlete will immediately be given the appropriate penalty in accordance with the wording of this contract.

The Director of Athletics will notify in writing the student, parent/guardian of the athlete, and the building principal of the outcome of the meeting.

APPEAL OF VIOLATION

An athlete who wishes to appeal the decision of the Director of Athletics must notify the Director of Athletics, in writing, within two (2) school days after the meeting. The letter must indicate reasons why the student feels he/she did not violate the contract. Signatures of athlete and parent/guardian must also be included in the letter.

An athlete who appeals may not participate in athletics during the appeal process.

The entire hearing board will convene to hear the appeal or, if this is not possible, a majority of the board will hear the appeal. The hearing will take place no later than two (2) school days after the written appeal is received.

The Athletic Hearing Board will be chaired by the building principal of the athlete involved. All questions will be directed by the principal. The Director of Athletics will also be in attendance to present the findings of his investigation.

The athlete may have his/her parent/guardian(s) or a parent appointed designee at the hearing. Also, witnesses may give statements on the athlete's behalf.

The Athletic Hearing Board, after hearing all information, will meet privately and render a decision.

The athlete will be informed, in writing, by the Chairman of the Athletic Hearing Board within two (2) school days of the decision. The athlete may then appeal the Hearing Board's decision to the Superintendent of Schools, then to the Board of Education, and then to the Commissioner of Education.

ATHLETIC HEARING BOARD MEMBERS:

(To be appointed by Athletic Director)

- Chairman: Building Principal (or designee)
- Teachers: 3 High School/3 Middle School
- Nurse: Middle or High School Nurse

VI. SCHOOL CONDUCT & DISCIPLINE

1. BEVERAGES OTHER THAN WATER

Students may possess and consume bottled water in the hallways and, with permission of the teacher, in classrooms. Students may consume beverages other than water only during their lunch period and only in the cafeteria. These beverages may be carried, unopened, to the student's locker before homeroom and to the cafeteria at the beginning of their lunch period. If students are found to be consuming or possessing beverages other than water at any unauthorized time, their beverages will be confiscated by faculty or staff members and school consequences will result.

2. CAFETERIA RULES AND PROCEDURES

A. Students may leave the cafeteria to go to the following locations once they have signed out and have secured a pass from the teacher-in-charge of the cafeteria:

- a) main office
- b) counseling office
- c) health office
- d) locker
- e) pay phone

The teacher or staff member in charge will determine the maximum number of students who may be given passes out of the cafeteria at one time.

B. Students may go to the library during lunch only if they have a pre-signed pass from a content area teacher.

C. Students may only use the restrooms on the ground floor (including those on pass restriction) during their lunch period. If a student is found in a restroom on any other floor, they will lose all pass privileges from lunch for two weeks.

D. As a consequence for infractions in the cafeteria, the teacher or staff member in charge may suspend pass privileges, assign seating or refer students to administration.

E. Students arriving from CV-TEC may go quietly to their lockers before going to lunch, but must then go directly to the cafeteria.

F. THROWING ANY OBJECT IN THE CAFETERIA WILL RESULT IN THE STUDENT BEING ASSIGNED TO IN-SCHOOL SUSPENSION OR OUT-OF-SCHOOL SUSPENSION.

G. Students are responsible for cleaning their surrounding area before leaving the cafeteria. Failure to do so may result in assignment to ISS or cleaning duties.

3. CLASS SUSPENSION

Suspending a student from class is considered a very serious action and should occur only when a student is substantially disruptive to the educational process or substantially interferes with the teacher's authority over the classroom and only after other actions, such as conference with the student, detention, and notifying the parent fail. 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.

In all class suspensions, a class suspension notice will be sent home and the teacher and/or administrator will contact the parent/guardian.

Any student who is **repeatedly** substantially disruptive of the educational process or **repeatedly** interferes with the teacher's authority over the classroom may be suspended from school for five days. A student is considered to be repeatedly substantially disruptive if he/she has been repeatedly removed from the classroom by a teacher, and the student is consistently non-compliant.

4. COMPUTER TECHNOLOGY / INTERNET USE

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. Students should review the Student Acceptable Use Regulations set forth by the Board of Education prior to utilizing the District's Information Technology System. Violation of the Acceptable Use Policy may result in any or all of the following: suspension and/or revocation of Internet access, and/or network privileges, and/or all computer access; school suspension or expulsion; legal action referral to the criminal justice system.

5. DANCES

1. Individuals who are not current Saranac 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.

2. Elementary and Middle School students will not be allowed to attend High School dances.

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

4. High school 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.

5. Late arrivals will be allowed admittance to High School 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.

6. Once an individual has entered the dance, he/she will not be allowed to leave the building and return.

7. There will be no loitering around the outside building or parking lot before or after the dance.

8. 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.

9. 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.

If a chaperone suspects a student to be in violation of this rule, parents will be contacted and transportation home will be arranged. The principal or the assistant principal will be contacted as soon as possible.

10. Individuals committing an illegal act, as defined by law, will be subject to arrest.

6. DETENTION (AFTER SCHOOL)

Students may be assigned after school detention as a disciplinary consequence. After school detention is held on Tuesday and Thursday afternoons. Classroom teachers and administration may assign an after school detention. While in detention students are expected to work and follow directions of the staff member in charge. Transportation will be provided following detention, which dismisses at approximately 3:55pm. Students are called to the office at the end of the day to remind them of their assigned detention. If a student fails to report to after school detention, they will be required to then serve two full days of in-school suspension.

7. DRESS CODE

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 that endangers the health and safety of students be removed in certain classes (e.g. 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), that promotes or advocates racial or religious prejudice, violence 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, or any clothing and/or accessory which causes a substantial disruption or interference with the learning process or discipline of the school.

In addition to the above standards set by school board policy, and in order to avoid distractions or disruptions in the educational environment, Saranac High School students are responsible for dressing themselves according to the following standards:

- All clothing must be worn in such a way that undergarments are completely covered at all times.
- Hats are allowed in the common areas of the building only. They are not permitted in any classroom (including PE) or study hall except for a medical or religious purpose.
- Bandanas are not permitted to be worn.
- Shorts, skirts and dresses must extend to a minimum of 5" above the top of the patella (knee cap). A great tool to use is a 3x5 inch index card to make sure that shorts, skirts and dresses are long enough to wear to school. This is a change from previous years. Students having difficulty meeting the 5 inch requirement for shorts due to the length of their legs are allowed to wear shorts with a minimum 7" inseam. "Bermuda" style shorts are available with inseams ranging from 7" – 9".
- Shirts must be long enough to completely cover the midriff and cannot be mesh or see-through
- Shirts will not exhibit any references to drugs, alcohol or their paraphernalia
- Shirts will not include items that are sexually suggestive, vulgar or obscene
- Shirts will not have a plunging neckline (front or back). No cleavage should be visible
- Cami tops, halter tops, net tops or tube tops are not permitted when worn alone. Students may "layer" one of the above mentioned so long as all other components of the dress code are met. For example, a student may wear a cami top under an appropriate shirt or they may choose to wear a tank top that meets the dress code and layer a cami over that.
- Tank tops are permitted with straps that are at least one inch or wider. Bra straps must be covered. Further, cleavage should not be visible.
- Clothing with excessive rips, holes or openings will not be permitted.
- Outer garments (winter coats, trench coats, baggy jackets) must be kept in lockers during the school day.
- Hairspray, deodorant, nail polish and cologne should not be applied in hallways or classrooms.
- Personal grooming is allowed in the restrooms and locker rooms. Students should refrain from personal grooming in classrooms and public areas of the school building.

First infraction – students will be asked to report to the office. The student's name will be recorded and the student will be given the opportunity to resolve the issue. If the student cannot bring themselves into compliance with the dress code, they will be allowed to contact parents/guardians, who may, if they choose, bring clothes to school or take their child home. If a parent can't be reached or cannot bring clothes to school, then the student will spend the remainder of the day in ISS. A letter will be sent home to make the parents/guardians aware that their student has been warned about their failure to comply with the school's dress code.

Second infraction – any student who violates the dress code a second time will go through the same process as with the first infraction, but will also be required to serve one after-school detention.

Subsequent infractions – as above, with one after-school detention assigned for each dress code infraction.

8. ELECTRONIC DEVICES

Electronic devices can be highly disruptive to the educational process. In an effort to keep Saranac High School students' safe and to support a learning environment that provides for the least amount of disruption the following rules and procedures with regard to electronic devices must be followed. The procedures relate to any electronic devices that students may be bringing from home, including, but not limited to: cell phones, pagers/beepers, personal music devices, ear buds, ear phones, electronic head wear, Palm Pilots, hand-held video games, laptop computers, cameras, lasers/shocking devices, etc.

1. Students may use personal electronic devices before entering the school building and after school hours (after 2:47pm). As students enter the hallways, on their way to homeroom, electronic devices or electronic head wear of any kind should not be visible. ***Personal electronic devices are not allowed during school hours***
2. All electronic devices must be ***turned off*** and kept locked securely in student lockers before reporting for homeroom for ***after*** school use.
3. Students found in possession of electronic devices during the school day will have the items confiscated by faculty, staff and/or administration or students will be asked to report to the main office. At this point, it will be necessary for a parent or guardian to pick up the electronic device at school at their earliest possible convenience. Students who violate the electronic devices policy on a second or consecutive occasion will go through the same process and be required to serve an after school detention.

4. Non-compliance with a request to relinquish an electronic device will result in further disciplinary action.
5. Parents/guardians wishing to contact their child during the school day, are asked to call the main office at 565-5800. Please refrain from contacting your child on their cellular telephones during the school day. This includes calling and/or text messaging. This is very disruptive to the educational process.
6. Laptop computers or other electronic devices may be used in a classroom if they are provided by the teacher and are utilized for instructional purposes.
7. Electronic devices may be stolen or damaged while at school. *Therefore SHS is not responsible for any lost or stolen electronic devices.* They are the sole responsibility of the student.
8. Unauthorized photographs or recordings of any student, faculty or staff member is a criminal offense and will not be tolerated.

9. IN-SCHOOL SUSPENSION

- A. Purpose - (1) To limit out-of-school suspension and replace it with in-school suspension when appropriate; (2) to modify, more effectively, undesirable behavior; (3) to provide an alternative to external suspension which will be more educationally sound.
- B. Procedure - (1) immediately upon suspension, the student will be escorted to the ISS room and parents/guardians will be notified by telephone and mail. (2) Student's teachers will then be notified. Teachers will provide instructions to the ISS monitor and/or student for completion of assignments in the ISS room. Students are expected to work. Work includes reading, writing or other school related work such as art work or computer work required by teachers. Students may read magazines or newspapers or other educational material. (3) Infractions within the suspension room (failure to do work, late arrivals, sleeping, etc.) are grounds for further disciplinary consequences (4) Students are expected to arrive to the ISS room with all materials and personal items that they will need for the entire day. There will be no locker passes issued. (5) Students should report to homeroom each day for attendance purposes and immediately report to the ISS room after homeroom ends. (6) A classroom teacher may remove a student from the ISS room for the purpose of computer use or individual instruction. (7) Students are encouraged to use the bathroom prior to homeroom. Students serving ISS will be escorted as a group to the Nurses Office to utilize the bathroom once in the morning and a second time in the afternoon.
- C. 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 the original consequence in its entirety.

10. LIBRARY

- A. Students who wish to go to the library during their study hall period must sign up on the appropriate sheet at the library before homeroom.
- B. Attendance is taken from these sheets by the library supervisor one minute after the bell rings. Students who are late will lose their library privileges according to the following schedule:

First offense	two weeks
Second offense	one month
Third offense	remainder of the year
- C. Students who are disruptive or fail to follow the rules set forth by the library supervisor will lose library privileges according to the schedule for late arrivals.
- D. At his/her discretion, the library supervisor may release students at most 30 seconds before the bell rings.
- E. Students who wish to go to the library upon arrival from CV-TEC may request, from the library supervisor, to be placed on a permanent list for that location. Students have five minutes to get to the library after their bus has arrived. Those who are late will be subject to the same sanctions as above.
- F. Consumption of food or beverages other than water is prohibited.
- G. Students on pass restriction failing 2 or more subjects may not sign up or be given passes to the library during study hall or lunch.

11. OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension will be given when a student fails to respond to normal disciplinary procedures or when the behavior(s) substantially interferes and/or violates school procedures, policies or operations. Building principals are authorized to suspend students for a maximum of five days for each incident. Suspensions of more than five days require a superintendent's hearing.

12. PASS RESTRICTION

Students who are on pass restriction for failing academic courses or disciplinary reasons are not eligible to receive passes to leave a classroom or study hall. Students on pass restriction who wish to meet with a teacher are required to obtain a pre-signed pass from the teacher for extra help. Exceptions to pass restriction include health related emergencies. A student who is on pass restriction and accepts a pass is subject to disciplinary consequences.

13. PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are expected to conduct themselves in a responsible manner with regard to public displays of affection. Inappropriate and unacceptable person-to-person conduct includes, but is not limited to kissing, embracing/hugging for extended periods of time and inappropriate sexual conduct. Holding hands and brief hugs are examples of acceptable forms of person-to-person conduct at Saranac High School.

14. STUDENT PARKING PRIVILEGES

Student parking is available on school grounds during the school year for seniors.

Parking privileges may be extended to juniors who have a compelling reason to park on school grounds, as determined by the principal or designee. These privileges are given on a first-come-first-serve basis if space is available. Juniors are not allowed to bring riders unless they are siblings.

- A. Students will pick up an application for driving privileges in the main office. This application will require parental permission and registration information such as the make, color, registration and plate number of the vehicle. Once approved, the student driver will receive a parking sticker to place on their vehicle so as to oversee illegal parking.
- B. Students will park their cars in the designated student parking spaces.
- C. Cars should be locked upon arrival to school.
- 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 lunch periods, or after returning from CV-TEC, without the permission of the principal or assistant principal.
- F. Students who drive or ride to school must report between the hours of 8:05 and 8:12am. If a student comes to school late (after 8:12 a.m.), they are to report immediately to the main office and will be directed to speak with the principal or asst. principal regarding their tardiness. After the first time of arriving late without a legitimate reason, as determined by the principal or asst. principal, the privilege of parking on school grounds will be suspended according to the following:

Late one time	two weeks
Late two times	three weeks
Late three times	four weeks
Late four times	remainder of the school year
- G. Riding snowmobiles, ATV's or any other unlicensed motor vehicles 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 vehicle.
- 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 reasonable suspicion that the car contains items that would hinder the health and safety of the student body.
 - 1) This search will be done only after informing the driver, with said driver present.
 - 2) Failure on the part of the driver to allow this inspection will result in the loss of parking 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.
- L. Students who drive directly to CV-TEC without the advance permission of the principal or asst. principal will have their parking privileges suspended.

15. STUDY HALL REGULATIONS AND PROCEDURES

- A. All study halls will be quiet and conducive to studying. Electronic devices, including cell phones and personal music devices, are not allowed in study hall.
- B. Students will bring forty minutes of school-related work to do or a book or magazine to read.
- C. To facilitate attendance, students will sit in assigned seats as determined by the study hall teacher at the beginning of the year.
- D. A student receiving a locker or restroom pass will be allowed a maximum of five minutes. If the study hall is in the cafeteria, students must use the restrooms on the ground floor (including students on pass restriction). If a student is found in a restroom on any other floor, they will lose all pass privileges from the particular study hall for a period of two weeks.
- E. Students will remove hats upon entering study hall. This includes study hall held in the cafeteria.
- F. Studying together in a study hall will not be allowed, except with teacher permission.
- G. Bottled water is the only beverage allowed in study halls. Food is not allowed.
- H. Students will wait until attendance is taken to sign out to other locations.
- I. Students will remain in their seats until the bell rings.
- J. As a consequence for infractions in study hall, the teacher-in-charge may suspend pass privileges, assign different seating arrangements or refer students to administration.

16. BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

- A. Students attending Saranac High School have the **Right** to:
 - 1. receive a free public education.
 - 2. freedom of responsible speech.
 - 3. present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff imposing such sanction.
 - 4. take part in all district activities on an equal basis regardless of race, sex, or national origin.
 - 5. take part in student government activities unless properly suspended from participation pursuant to this district's discipline policy.
 - 6. address the Board of Education on the same terms as any other citizen.
 - 7. be forewarned of the type of conduct, if engaged in, that would subject them to temporary suspension or indefinite suspension.
- B. Students attending Saranac High School have the **Responsibility** to:
 - 1. be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.
 - 2. work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
 - 3. conduct himself/herself in a manner that shall not compromise the rights of other students to learn or of teachers to teach.
 - 4. conduct themselves, when participating in school sponsored extracurricular events, as representative of Saranac Central School district and as such hold themselves to the highest standard of conduct, demeanor, and sportsmanship.
 - 5. be in a regular attendance of school and in class.
 - 6. contribute to the maintenance of an environment that is conducive to learning.
 - 7. show due respect to other persons and property.
 - 8. make constructive contributions to their school.
 - 9. report fairly the circumstances of school-related issues.
 - 10. dress appropriately for school activities and not wear clothing that is dangerous, unhealthy, or distracting to the learning process.

17. PROHIBITED STUDENT BEHAVIORS

As mentioned in “The Bill of Student Rights and Responsibilities,” students are responsible for behaving in an appropriate manner at all times. If a student does not meet this responsibility and chooses prohibited behaviors, those behaviors will be identified according to their severity. A three level system will be used and consequences will be assigned accordingly.

LEVEL ONE

Level one behaviors include misconduct on the part of the student that interferes with the orderly operation of the school, resulting in a verbal or written warning, a teacher/student conference, parent contact and/or counseling referral.

Examples of level one behaviors include, but are not limited to:

- Excessive talking during class
- Running in the halls
- Arriving late to class
- Inappropriate/Offensive Language
- Disrespectful/Rude Behavior
- Possessing beverages other than water
- Dress code
- Unreasonable noise
- Improper display of affection

LEVEL TWO

Level two behaviors include frequent or serious misconduct that tends to disrupt the learning climate or interferes with the orderly operation of the school. These infractions often result from continuation of level one misconduct, and require the intervention of personnel on the administrative level because the execution of Level one response options has failed to correct the situation. This misconduct does not pose a direct threat to the health and safety of others. They result in the teacher and/or administrative member assigning one or more consequences from the following list:

- Parent contact
- Parent/teacher conference
- Pass restriction (in that teacher’s class)
- Loss of privileges
- Lunch detention
- Class suspension
- After school detention
- In school suspension
- Out of school suspension

Examples of level two behaviors include, but are not limited to:

- Repeated level one behaviors
- Cheating/plagiarism
- Minor physical contact/horseplay
- Arriving late to school
- Pass abuse
- Skipping Class
- Leaving class without permission
- Verbal abuse toward fellow students
- Disruptive behavior in the classroom
- Repeatedly late to class
- Parking on school grounds without permission
- Entering the Middle School without permission

LEVEL THREE

Level three behaviors include flagrant, potentially dangerous, substantially disruptive or criminal behaviors that result in a referral to administration and possibly law enforcement authorities. Behaviors such as these that occur in the classroom may require immediate removal from the room. The Principal or Assistant Principal may assign consequences from the following list:

- Class suspension
- After School Detention
- Pass restriction
- Activities restriction (i.e.-class trips, picnics, dances, graduation, etc.)
- Loss of parking privileges
- Parent/principal conference
- In-school suspension
- Out-of-school suspension

- PINS diversion program
- Referral to legal justice system

Examples of level three behaviors include, but are not limited to:

- Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia
- Selling, carrying, concealing, using, or possessing lethal weapons, explosives, fireworks, or other dangerous instruments or contraband
- Selling, using, or possessing obscene material
- Selling, using, or possessing stolen material
- Engaging in fighting or violent behavior
- Substantially disrupting the classroom environment
- Using profane, vulgar, or abusive language (including ethnic slurs)
- 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 regarding an illegal act
- Engaging in obscene, indecent, grossly inconsiderate behavior exposing anyone to highly offensive conditions and disregard for the privacy of anyone
- Turning in a false bomb threat, setting off fire alarms, or tampering with safety equipment
- Driving a vehicle on school property in an unsafe manner
- Creating a hazardous, or physically offensive condition by an act which serves no legitimate purpose
- Harassing, intimidating, name-calling, or otherwise verbally abusing another person
- Showing disrespect towards staff members or others in authority
- Loitering or entering school property before or after normal school hours without permission
- Leaving the school grounds without permission while school is in session
- Failing to comply with the directions of a teacher, school administrator, school employee, or chaperone

18. PUBLIC CONDUCT ON SCHOOL PROPERTY

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

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 activities or of activities on Saranac Central School District 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 regulation 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 a 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 agency, investigative agency, or public authority.
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.

19. TOBACCO POLICY

Cigarette smoking is widely considered to be the chief preventable cause of premature disease and death in the United States. "Second-hand" smoke exposes nonsmokers to several health risks including asthma and allergic reactions. Saranac Central School has a responsibility to help prevent tobacco use for the sake of the students' and staff members' health.

No student is permitted to possess or use any form of tobacco (cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, etc.) or any lighting device (matches, lighter, etc.) at any time:

- a) in any school building
- b) at any Saranac Central School-sponsored activity/function – including athletic events at other schools, field trips, concerts, etc.
- c) on any school grounds, athletic field or parking lot
- d) in any vehicle while the vehicle is on school grounds or in a school parking lot
- e) on any school bus

Any student who is found to be in violation of this policy:

First Offense

- a) will be required to serve three days of in-school suspension
- b) will be placed on pass restriction for two weeks
- c) will not be allowed to enter any public restroom in the building for two weeks – only the restroom in the health office may be used
- d) will be required to attend, along with a parent or guardian, a meeting with the building principal
- e) will lose parking privileges and/or other privileges, if applicable, for two weeks

Second Offense

- a) will be required to serve five days of in-school suspension
- b) will be placed on pass restriction for four weeks
- c) will not be allowed to enter any public restroom in the building for four weeks – only the restroom in the health office may be used
- d) will lose parking privileges and/or other privileges, if applicable, for four weeks

Third Offense

- a) will be required to serve five days of out-of-school suspension
- b) will be placed on pass restriction for eight weeks
- c) will not be allowed to enter any public restroom in the building for eight weeks – only the restroom in the health office may be used
- d) will lose parking privileges and/or other privileges, if applicable, for eight weeks

Fourth Offense

- a) may be required to attend a superintendent's hearing, pursuant to Section 3214 of the Education Law

Individuals who are not Saranac Central School students who are in violation of this policy will be asked to leave school property.

Any tobacco product or lighting device found to be in the possession of a student shall be confiscated by staff and discarded.

As a result of their first offense students may choose to participate in a school-provided smoking cessation program as an alternative to in-school suspension.

20. 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:

1. The police shall be encouraged by the school authorities to question students out of school and in the student's home, whenever possible.
2. 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.
3. 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.
4. 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.
5. 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.

21. STUDENT SEARCH REGULATIONS

1. 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.
2. A "personal search" is defined as the search of a student's pockets, outer coat or jacket, pants cuffs, hats and gloves.
3. A search of a student's "possessions" is defined as a search of a student's 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) is in-

cluded in the definition of “possessions.”

4. “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.
 5. “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”.
 6. 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.”
 7. A search may be conducted only by the Superintendent of Schools, a 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 are 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.
 8. 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 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.
 9. 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 the unavailability, an individual authorized by 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 parents or guardian shall be notified in writing that a search was conducted.
 10. 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.
 11. No search which requires a student to remove any and/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 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.
- EXCEPTIONS: 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 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 the search has been concluded pursuant to this exception.
12. The Building Principal, assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by 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.
 13. The Building Principal, Assistant Building Principal or the Director of Pupil Personnel, or upon their unavailability, an individual authorized by 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 the 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 Superintendent of Schools, to personally deliver such matter to police authorities.
 14. 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.

15. 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.

22.ANTI-DISCRIMINATION POLICY

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race or handicap in violation of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or 504 of the Rehabilitation Act of 1973.

Grievance Procedure

Section 1 If any person believes that the school district or any of the district's staff has inadequately applied the principles or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the district's compliance officer.

Section 2 The complainant shall discuss the grievance informally with the compliance officer, who shall investigate the complaint and respond in writing to the complainant.

The complainant may thereafter initiate formal procedures according to the followinsteps:

Step (a): A written statement of the grievance signed by the complainant shall be submitted to the compliance officer within seven days of receipt of the response to the grievance. The compliance officer shall further investigate the matters contained in the grievance and shall reply in writing to the complainant within seven days.

Step (b): If the complainant wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the Superintendent within seven days after receipt of the compliance officer's response. The Superintendent shall meet with the complainant and any representative and make such other inquiries which the Superintendent deems appropriate. Thereafter, the Superintendent shall set forth a conclusion and respond in writing to the complainant within 14 days.

Step (c): If the complainant is not satisfied with the conclusion of the Superintendent, the complainant may appeal through a signed, written statement to the Board of Education within seven days of receipt of the Superintendent's response in Step (b). In an attempt to resolve the grievance, the Board of Education shall meet with the complainant and any representative within 30 days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant and within ten days of this meeting.

Step (d): If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C.20201.

Section 3 The compliance officer, on request, will provide a copy of the district's grievance procedure to any employee or student of the district.

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer.

When used in this policy days shall mean calendar days. The words person and complainant shall include an employee as well as a student of the district. Inquiries concerning the nondiscriminatory policy may be made to: Director, Office for Civil Rights, Department of Education, Washington,D.C. 20201.

Publication

The school district shall promulgate this policy as follows:

- A copy of this policy shall be inserted in the first pay envelope of each employee every school year.
- In relation to an employee hired during the school year, this policy shall be inserted in the first paycheck paid to the employee.
- The policy shall be published as part of the district's student handbook.
- The policy shall be published annually in the official newspaper of the district.
- The policy shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address and telephone number of the district's compliance officer.

Employment Application

Each employment application of the school district shall contain the following language:

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race, or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, or 504 of the Rehabilitation Act of 1973.

23.ANTI-HARASSMENT POLICY

It is inappropriate for any employee or student of the District to be the subject of sexual harassment. Specifically, the policy of the District is:

1. Anyone serving in an administrative, teaching or supervisory position, whether supervising employees or students, may not use the individual's authority to solicit sexual favors from subordinates or students in such a way as to suggest that the employee's or student's failure to submit might result in adverse wage or working conditions, or academic, social, athletic or extracurricular sanctions, or when acquiescence might result in preferential treatment to employees or students who feel that such administrator, teacher or supervisor is conditioning promotions, increases in wages or continuance of a job, or academic accomplishments, athletic participation, extracurricular activity or other benefits on sexual favors. When an employee or student feels that any of these events is occurring, such employee or student is encouraged to contact the compliance officer.
2. Employees and students are also urged to report any objectionable advances by other employees or students if such actions interfere with the

individual's work or academic performance or create a hostile or offensive academic or working environment.

3. Objectionable advances include, but are not limited to, verbal or physical sexual advances, derogatory remarks, and social invitations if extended with some sexual suggestion, or suggestions that employment, academic, athletic, or extracurricular decisions will be based upon refusal or acquiescence to such advances.
4. If a complaint is made, the allegations will be investigated and, if the facts appear to support such a complaint, appropriate action will be taken in accordance with the various statutes and regulations of the State of New York, including but not limited to, disciplinary proceedings, warnings, suspension or termination of offending personnel.
5. The compliance officer for this anti-harassment policy is Kenneth Cringle, Superintendent of Schools, Saranac Central School District, Saranac, NY 12981.

24. HARASSMENT, HAZING & BULLYING POLICY

The Board strives to provide a safe, positive learning climate that promotes respect, dignity and equality. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying on school grounds that has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment may be subject to disciplinary consequences. Further, bullying and/or cyber bullying that occurs off campus that has the effect of interfering with one's ability to attend school and/or to be educated in a safe, non-hostile environment is prohibited and may result in a school and/or criminal consequence.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Nether reprisals nor retaliation shall occur as a result of the submission of a complaint.

For the purpose of this policy and its implementation, "bullying" shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property;
- or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

For the purposes of this policy and its implementation, "cyber bullying" includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims and persons with knowledge of bullying and/or cyber bullying report such behavior immediately to the Principal, Assistant Principal, School Counselor or teacher. The district will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

Investigation and Resolution Procedure

Whenever a complaint of bullying and/or cyber bullying is received whether verbal or written, it will be subject to a preliminary review and investigation. Except in the case of severe or criminal conduct, the Principal or Assistant Principal should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal procedures is to end bullying and/or cyber bullying, and obtain a prompt and equitable resolution to a complaint. Where appropriate, informal methods may be used to resolve the complaint, including but not limited to:

1. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
2. suggesting counseling and/or sensitivity training;
3. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
4. mediation;
5. requesting a letter of apology to the victim;
6. writing letters of caution or reprimand; and/or
7. separating the parties,
8. suspension from school and/or school activities

Appropriate disciplinary action shall be recommended and imposed in accordance with district policy, the applicable collective bargaining agreement or state law.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school district, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.