

# F. D. Roosevelt

## High School

Student & Parent Handbook  
2011 – 2012



Home of the "Presidents"

This agenda belongs to:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Student ID# \_\_\_\_\_

**F.D. Roosevelt High School**  
**156 South Cross Road**  
**PO Box 2032**  
**Hyde Park, NY 12538**  
**Phone – (845) 229-4020**  
**Fax – (845) 229-4029**  
**Web Page: <http://www.hydeparkschools.org>**

**Board of Education**

*Sharon M. Matyas*

*Daniel M. Duffy*

*Douglas H. Hieter*

*Timothy J. Liebrand*

*Steven E. Mittermaier*

*John V. Seagren*

*Glenn Watson*

**Central Administration**

**Superintendent**

*Greer F. Fischer, Ed.D.*

**Asst. Superintendent for Instruction & Personnel**

*Cora Stempel*

**Asst. Superintendent for Pupil Services**

*Aviva Kafka*

**Asst. Superintendent for Business**

*Wayne Kurlander*

**High School Administration**

**Principal**

*Barbara L. Marrine*

**Assistant Principals**

*Chris Fiorentino*

*Mark J. Plescia*

*Eric C. Shaw*

## **Preface**

This student handbook is designed to communicate helpful information about Franklin Delano Roosevelt High School and to let you know how you can make the best use of what the school has to offer. The material covered in this handbook is organized alphabetically regarding general district information, rules and procedures. It is not intended to either enlarge or diminish any board policy, administrative regulation or negotiated agreement. Please read it with care. If you have any questions or need information, any faculty member will be glad to advise you, or refer you to someone who can help you.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **Franklin D. Roosevelt Mission Statement**

The mission of F.D. Roosevelt High School is to develop students who are intellectually curious, socially responsible and prepared to meet the present and future challenges of our world.

### Absences/Attendance

1. After you have been absent, please bring a note from your parent/guardian when you return to school. The note should state the dates and reason for your absence. Please give this note to your Homeroom Teacher or Attendance Secretary in the main office.
2. Until you bring in a note explaining your absence, an unexcused absence will be noted in your attendance record.
3. If you are absent more than one day, your parent or guardian should contact the guidance department and request the homework missed.
4. To leave school during school hours, a note (excuse) from home signed by a parent or legal guardian must be brought to the attendance office for authorization **when the student arrives at school**. The request should state the specific reason and time for being excused. Before leaving the building, the student must sign out in the attendance office, and if he/she returns before the conclusion of school, the student must sign in at the time of arrival, and report to their next class.
5. Phone requests from parents and/or legal guardians to excuse a student from school will be accepted in an **emergency only**.
6. Examples of legal absence (excused):
  - Sickness
  - Sickness or death in family
  - Impassable roads or weather
  - Religious observance
  - Required to be in court
  - Quarantine
  - Approved college visits
  - Attendance at health clinics
7. Vacation is not an excused absence. Parent must notify the principal prior to planned vacations for to students

to be allowed to make up work. Midterms and final exams may not be made up if a student misses school due to a vacation.

8. For further information see Comprehensive Attendance Policy posted on district website BOE Section 5100.

#### **After School Activities**

Students are only permitted to stay after school for a supervised activity, and must have a signature from the supervising teacher in their student handbook. Late busses are available Tuesday, Wednesday and Thursday with a pass. Late bus passes are issued by the supervising teacher at the conclusion of the after school activity.

#### **Announcements**

Daily announcements are read in the morning during homeroom. At this time important information related to the school day, your classes, sports and evening activities will be announced. Daily announcements are posted on the school website each day.

#### **Bulletin Boards and Posters**

There are bulletin boards available in various school hallways. Anyone wishing to use them should require and obtain permission from the principal's office.

Permission from the Principal's office must also be obtained to display posters in the school. All posters must be stamped before being displayed. If you display posters, please be sure NOT to use scotch tape, since it damages painted surfaces. Use masking tape as an alternative.

#### **Bullying, Harassment, and Hazing Policy**

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that bullying, harassment, and hazing are detrimental to student learning and achievement. Such behavior interferes with the mission of the

district to educate its students and disrupts the operation of the schools. Such behavior affects not only the students or employees who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

***For the purposes of this policy, the terms “bullying”, “harassment” and “hazing” collectively shall refer to any intentional written, verbal, or electronic communication or physical act which intimidates or threatens another on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability, socio-economic status, class or club affiliation or other distinguishing characteristic.***

***If the harassment is of a sexual nature, policy/regulation 0110/0110-R provides additional information and clarification on the district’s responsibilities in this area.***

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, harassment, and hazing ***report such behavior immediately to school personnel if the report is made at home or to the parent/guardians of the students involved or the report is made at school.*** The district will promptly investigate all complaints, either 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.

If, after appropriated investigation, the district finds that a student, an employee or a third party has violated this policy,

prompt corrective action will be taken in accordance with the district's Code of Conduct and state law.

All complainants and those who participate in the investigation of a complaint have the right to be free from retaliation of any kind.

***In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding harassment and to implement preventative measures to help reduce incidents of bullying, harassment, and hazing.***

***This policy shall be posted in a prominent place in each district facility and in each student, parent and employee handbook, and other appropriate school publications.***

#### **Bus Passes**

If you plan on riding a different bus at the end of the day, you will need a note from your parent/guardian giving permission. This note must be handed in before 10:00 a.m. to the main lobby.

#### **Cafeteria**

Students are to eat in their grade designated cafeteria, which is Café 142 for Grades 9 & 10 and Café 139 for Grades 11 & 12, unless noted otherwise. Students are not permitted to take food out of the cafeteria for any reason unless they have permission of a staff member. All students are expected to show proper courtesy and respect to each other and to the supervisors and cafeteria personnel at all times. Students at each table are responsible for the cleanliness of their table and the floor surrounding it. Disruptive or discourteous behavior will result in disciplinary action appropriate to the offense, which may include loss of cafeteria privilege, detention or suspension from school.

#### **Club and Extra-Curricular Activities**

Through the year, there are a variety of clubs and extra-curricular activities for students take advantage of. A list of some of them is as follows:

1. Audio/Visual Club – produces FDR morning announcements
2. Class Activities (Homecoming float preparation, fund raising, etc.)
3. Fall Drama – actors, stage/technical crew
4. Ski Club
5. Spring Musical-actors/singers/dancers, stage/technical crew, pit orchestra
6. Student Government Organization – elected officers
7. Varsity Club
8. Yearbook

#### **Code of Conduct**

The official HPCSD Code of Conduct is printed in this handbook on Pages 27 - 74, and can also be found on the district website. Please review it carefully.

#### **Delayed Openings/School Closings**

On days school must be delayed or closed or released early due to inclement weather or other circumstances, announcements will be made over local radio stations and will be posted on the district's web page.

#### **Detention Procedures**

After school detention: Students who are assigned to after school detention are to report to the detention room before 2:15 p.m. While serving detention, students may do school work silently. Students with assigned seats are to remain there until they are dismissed at 3:15 p.m. Transportation will be made available to students who are assigned detention and need a ride home.

Students who fail to show up to detention, or fail to arrive on time or who are dismissed from detention for misconduct will be subject to serving in-school suspension before being re-admitted to school.

### **Dress Code**

Refer to the Code of Conduct for student dress code.

### **Electronic Equipment & Non School Related Items**

Electronic equipment (such as cell phones, MP3 players, I-pods, etc.) is to be completely turned off and appropriately secured away in instructional areas unless deemed an appropriate support of the educational process by the supervising adult. Students who fail to follow the directions of supervising adults regarding electronic devices will be subject to disciplinary action, including but not limited to the following:

**First Offense:** Confiscation of the electronic device for the remainder of the school day. The student may pick up the device from the A.P. Office at the end of the day. Notice in the form of a referral will be sent home to the parent or guardian.

**Second Offense:** Confiscation of the electronic device and detention for insubordination. The device must be picked up from the A.P. Office by the parent or guardian. Notice in the form of a referral will be sent home to the parent or guardian.

**Third Offense:** Confiscation of the electronic device and a full day of In-School Suspension for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behavior.

**Fourth and Repeating Offenses:** Confiscation of the electronic device and out of school suspension for 1-3 days for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behaviors

Students are responsible for the security of their own personal property. It is highly recommended that any personal items are safely locked in lockers at all times. The Hyde Park Central School District is not responsible for the theft or damage of a student's electronic device. If an item is stolen, contact the School Resource Officer to file a report.

### Eligibility Standards

F.D. Roosevelt High School maintains eligibility standards for all student activities. Those affected by eligibility provisions will include the student government, clubs, service groups, honor societies, athletics, musical activities, class officers and students with parking privileges. The purpose of these standards is to maintain levels of academic achievement, commensurate with ability and to integrate citizenship education and responsibilities with extracurricular activities. Students are obligated to complete eligibility forms on a regular basis and return them to their coach or advisor. Chronic absenteeism from school and lateness to school cannot be tolerated and will result in the student being placed on probation or made ineligible for participation.

A student who has displayed either academic deficiencies or behavioral problems, **(I)** will be deemed ineligible and may be placed on probation following parent contact by a building administrator. Failure to demonstrate improvement during the probationary period will result in the student being denied participation in the activity for the season (semester); or **(II)** may be ineligible for participation (“denied participation”) from any interscholastic activity or extracurricular activity (for example – sporting events or dances). In making the foregoing determination, the decision shall be made by the building principal of the F.D. Roosevelt High School or by an administrator designated by the building principal to make such determination.

**Probationary:** Students who are failing one course on their report card may continue to participate/practice with their organization. The student is required to complete a weekly eligibility Yellow Card.

**Restricted:** Students who are failing two courses on the progress report and/or report card may continue practicing with their organization; however these students are not allowed to compete/perform with the organization. In accordance with NY State policy, a student who is failing Physical Education is on a **restricted** status. A Restricted student will be required to complete a Weekly Eligibility Yellow Card; if teachers indicate

he/she is passing all courses, or that student is putting forth considerable effort to improve his/her academic performance, the student will be able to fully participate for one week.

**Ineligible:** Students failing three or more courses will be removed from all rosters and organization lists. He/she may not attend any extra-curricular practices, contests, performances, meetings or events for the organization. Ineligible students are strongly encouraged to meet with their guidance counselor for academic counseling and complete the eligibility Yellow Card. The card serves only as a check of the student's progress and does not entitle him/her to any temporary change in eligibility status. A change may only occur at the next five week report. A student's parent/ guardian may file an appeal on behalf of the child if they believe extenuating circumstances contributed to the failures.

#### **Emergency Drill Procedures**

New York State law mandates that emergency drills be conducted at regular intervals in order to instruct students and staff in proper procedures. These drills are designated to reduce the chances of serious injury in the event of a real emergency. All students are expected to cooperate with staff members during a drill, proceed in a quiet and orderly manner and stay with their teacher. Distracting or disruptive behavior will be subject to either teacher or administrative action. Any person found guilty of making a false report or pulling a fire alarm is subject to arrest and school disciplinary procedures.

#### **Guidance Department**

School counselors are trained to acknowledge and address the developmental needs of adolescents in a proactive fashion by providing prevention and intervention activities, and to assist students and parents with appropriate resources and services. They also collaborate with school psychologists, social workers, teachers and administrators in addressing adolescents' social development needs. The goal of counselors working with adolescents is to help them acquire the attitudes, knowledge and interpersonal skills needed to understand and respect themselves and others; make decisions, set goals and take necessary actions to achieve those goals.

### Health Office

Please review the following information in regard to the health office:

- NYS requires that all new students and 10<sup>th</sup> graders have a physical examination and current immunization record on file in the Health Office. You may choose to have your child examined by your private physician or by the school healthcare practitioner. All health forms are due to the Health Office by October 1<sup>st</sup>. Any student who has not returned their form will be scheduled for a physical by the school physician.
- **Emergency Information Card** – Each student must have and emergency card on file which has been completed by a parent/guardian. If your child becomes ill or injured during school hours it is **imperative** that we be able to reach you by telephone. If any of your information changes during the school year, **please notify the Health Office** with the new information as soon as possible.
- If your child should become ill during the school day, he/she must report to the Health Office. Students **should not** call a parent from a cell phone and request to be picked up.
- Please notify the Health Office of any injury, contagious illness, or physical condition that your child may have so we may make appropriate arrangements if needed.
- If your child needs to be excused from PE class, a Doctor's note is required. The note must state the reason and include the length of time that your child is to be excused. All notes must be given to the nurse at the beginning of the school day.
- A doctor's note is required for any student who requires crutches or the use of a wheelchair during the school day. The note must include a PE excuse, the reason for the crutches and/or wheel chair and the length of time they are required.
- An elevator is available for injured/disabled students. Keys to the elevator are available in the health office with a \$5 dollar deposit. No unauthorized student will be permitted to ride the elevator.

- **Working papers** are available in the Health Office during the school year. Working papers are issued in the main office during the summer vacation. Proof of age, proof of a current physical examination within twelve months, a social security number and a signature of a parent/guardian are required for a student to receive working papers. An employer will require a social security card.
- **Sports Physicals** – If a student wishes to participate in a sport, a Parent Permission Slip (PPS) must be signed and submitted for each sports season. Students **must** have a valid physical done within the past 12 months by his/her private healthcare practitioner, or the school practitioner. During the school year only, students may request to schedule a physical at school once the completed PPS is turned in. Students who have not turned in the completed PPS by the posted deadline will **not** be able to participate in a sport that season.
- **Medications** can only be administered at school by following the guidelines listed below. This includes all over-the-counter medication such as cough drops, antacids, pain relievers, etc. NYS Law strictly outlines the rules that schools must follow concerning medication administered in schools. Nurses are required to follow these regulations:
  1. The nurse should administer medication only as necessary.
  2. Instructions for administering medication must be in writing from the physician and include: name of the student, medical condition of the child, name of the medication, dosage and time, and a list of possible side effects. Forms are available in the Health Office.
  3. A letter must be brought to school by the parent/guardian requesting the administration of the medication by the school.
  4. Medication **must** be brought to school by the parent/guardian in the original bottle in which it was dispensed by the pharmacist, and **NOT** to be sent to school with the child.
  5. New prescriptions and physician's orders are required at the beginning of each school year.

6. All unused medication must be picked up by the parent/guardian, or it will be properly discarded within seven days after it is no longer needed.
7. The term “medication” is a broad one applying to prescription and non-prescription drugs and treatments.

#### **Honor Roll**

Students with an overall weighted average of 90% or better qualify for the honor roll. Incomplete and drop/fail grades automatically exclude students from the honor roll.

#### **In School Suspension Procedures**

1. Students assigned to In School Suspension are to report to the ISS room by 7:35 a.m. with all their school books and materials. Students in ISS will not be permitted to go to their lockers.
2. Students assigned to ISS are required to fill out class-work request forms upon arrival. In addition, an ISS log sheet is to be completed and handed in at the end of the day.
3. Students are to complete all assignments from their regular teachers as well as those assigned by the ISS staff. Failure to do so will earn the student a zero on any given assignment and may result in further disciplinary action.
4. Students who complete all their assignments may do other school related readings with the approval of the ISS staff.
5. Students in ISS are to remain in their assigned seats at all times; release to other locations/hall passes will be restricted.
6. Talking and/or communicating with other students is prohibited.
7. Students in ISS will eat lunch in the ISS room under the supervision of the ISS staff.
8. Students who fail to follow the above list of rules and/or the HPCSD code of conduct while assigned to ISS will be subject of out of school suspension.

#### **Internet Policy**

F.D. Roosevelt High School has Internet access in the Library, Classrooms and Computer Labs. Each student who wishes to use the various networks must establish a user (ID) account. Any account holder who uses the district's computers and/or Internet in violation of district policy may have his/her user account suspended and/or revoked. Disciplinary action consistent with applicable laws and regulations and the Code of Conduct may occur. The use of school computers, software, network resources and/or the Internet for non-educational purposes such as for profit activity, personal business or illegal activity is prohibited.

#### **Lateness to Class**

Students who are late for class will be given one warning by their classroom teacher. Subsequent lates will result in lunch detention, after school detention and/or Saturday detention. Further lateness will result in progressive disciplinary action.

#### **Lateness to School**

Students who arrive late to school are to report to the sign-in desk in the main lobby. Students will be given a special late pass to class. Students must bring in a note signed by a parent/guardian stating the reason for their lateness. Repeated unexcused lateness will result in disciplinary action.

#### **Library/Media Center**

The aim of the Library/Media Center is to support and enrich the curriculum, provide materials for information and recreation and enable students to become computer literate and independent learners. A Certified School Media Specialist and staff are available to assist students using the Library. Students are required to have a pass from a teacher to enter the Library at all times. Library hours are 7:20 a.m. to 2:15 p.m. Monday and Friday, and 7:20 a.m. to 3:15 p.m. Tuesday through Thursday. In addition to regular school rules, the following also apply while using the library:

1. No food or drink.
2. Voices must be kept low.

3. Only one student on a computer – unless with a class.
4. Only four students to a table.
5. Classes have priority use of computers.
6. Books and media must be returned on time.

Violation of school or library rules will result in dismissal from the library for a length of time to be determined by the Media Specialist and/or an Administrator.

### **Lockers**

All students are issued a locker for individual use. Students should not share locker or combination with other students and report any problems to the Assistant Principal's Office. Students are urged to bring a lock to PE Class to secure personal items in the PE Locker Rooms. Students are responsible for their own personal property. FDR reserves the right to inspect lockers whenever necessary, balancing rights of privacy against general safety requirements.

### **National Honor Society**

#### **Eligibility**

Students are selected for membership in the National Honor Society based on excellence in Scholarship, Leadership, Character and Service.

To be eligible to become a candidate for membership, the following criteria apply:

- the candidate must be a member of the Sophomore, Junior or Senior class and:
- have been in attendance at F.D. Roosevelt High School for one semester prior to candidacy.
- have a cumulative scholastic average of at least 85.

As a candidate for the National Honor Society:

- document a minimum of twenty hours of service within the twelve months prior to NHS Candidacy.
- Accept responsibility to submit all required paperwork (student form, reference forms, and current

scholarship/character status form) by the established deadline to enable the Faculty Council's functioning.

### **Selection Procedure**

The selection process utilized at F.D. Roosevelt High School strives to be fair, non-discriminatory, and consistently applied across each candidate group. In addition, it has been designed in compliance with the NHS Constitution and other guidelines provided by the National Association of Secondary School Principals.

Selection for membership is based upon a majority vote of the Faculty Council. A successful candidate will have fulfilled the above criteria AND be recognized as an outstanding example for others in the areas of character, service, scholarship and leadership.

A person of character has the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. Service is generally considered to be those actions undertaken by the candidate which are done with or on the behalf of others without and direct financial/material compensation or other obligation to the individual performing the service. Leadership activities in both the school and community will be considered, provided they can be verified.

The following sources of information are utilized in the selection process:

- Completed required paperwork. Student form, reference forms, and current scholarship/character status form.
- Confidential Staff & Faculty input forms, distributed by the NHS Advisor.
- Disciplinary History report. Successful candidates will have a record free of major and serious infractions, as well as patterns which would hinder their role as a role model.
- Attendance Report of tardiness and absences. Successful candidates will have a High School

attendance record which will promote and not hinder their position as a role model. A number or pattern of excused absences/tardiness may be seen as a tremendous difficulty as a role model, therefore creating a situation for non-selection.

- Other sources of information deemed fit by the Faculty Council.

After the Faculty Council selects the successful candidates to be inducted:

- The Candidate will be notified of their acceptance through the mail.
- The Chapter Advisor will notify candidates who applied but were not selected. Specific information regarding non-selection will not be provided.
- A Candidate not selected for induction has the right to appeal to the Principal. It should be noted that the Principal must assume that the members of the Faculty Council have exercised their discretion as professional manner with the good faith expected of them. Reconsideration of a Faculty Council's decision will be based solely upon a belief by the Principal that some type of technical or procedural mistake has been made. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the failure to follow prescribed procedures. The failure of a Candidate to provide information on time does not constitute a technical or procedural mistake.

**National Honor Society definitions for character, service, and leadership:**

The student who demonstrates character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability)

- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

The student who demonstrates service:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor or disadvantaged
- Mentors a person in the community or students in other schools
- Shows courtesy by assisting visitors, teachers, and students

The student who demonstrates leadership:

- Is resourceful in proposing new problems; applying principles and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility: conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain loyal school attitude

**The above definitions are taken directly from the NHS**

**Handbook:**

To be a member of the Hyde Park Chapter of the National Honor Society a successful candidate must be officially inducted. Once inducted a member must actively maintain their membership in “good standing” until graduation. To be considered “member in good standing” an Honor Society member will:

- Act as a member of a select group within the school community, creating and maintaining relationships and networks; so they can function as leaders and role models within the school.
- Perform at least 20 hours of, approved and verifiable, service per academic year of full membership. At least 10 hours must be Hyde Park Central School District related service. These are to fulfill National requirements for “Chapter Projects” and “Individual Service Projects”

- Be involved in at least one NHS Advisor approved hour in the Candidate Selection and Induction process.
- Accept personal responsibility ensure the fulfillment membership in good standing requirements.
- Maintain the character and academic standards which permitted selection. Regular reviews of the above standards will be conducted by the NHS Advisor. Records to determine the above will include but not be limited to tardiness/absences, referrals, progress and quarter grades, and service to date.
- Maintain a formal identity as an Honor Society member by regular attendance at regularly scheduled monthly meetings. At any particular time a member should have made at least 60% of the regularly scheduled meetings.

As a member in good standing:

- May use Honor Society standing on applications.
- May hold and use the “Honor Society Card” with all rights and privileges.
- May purchase an Honor Society Sash.
- May wear an Honor Society Sash at graduation.
- May be listed on Graduation Program as “a member in good standing” within the Hyde Park Chapter of the NHS.

If a student falls below the standards of a student of distinction entitling them to be recognized as a “member in good standing” of the Hyde Park Chapter of the National Honor Society there will be some corrective actions undertaken by the NHS Advisor and/or the Faculty Council.

#### **“Off Limit” Areas**

**Parking Lot:** Students are not to be in any vehicle with the exception of entering or exiting school grounds unless granted permission by an administrator.

**Wooded Areas:** Students are not to be in or near the wooded areas on all school borders.

**Auditorium/Practice Rooms:** Students are not allowed in the auditorium and/or practice rooms without adult supervision.

**Leaving:** Students should not leave school grounds without permission. Students with early dismissal permission must also sign out. ALL STUDENTS SIGN OUT AT EITHER THE ATTENDANCE OFFICE OR GREETER'S DESK in the Main Lobby.

### **Passes**

Your teacher will sign a pass if you need to leave the classroom during a class period – hallway passes are located in the back of this handbook. Students are expected to go directly to the location of the pass and retain a pass when returning back to their original location.

### **Promotion Requirements**

In order to progress through Grades 9-12, a student shall fulfill the following minimum requirements:

- A. Placement to Grade 10 – Satisfactory completion of 4 academic units.
- B. Placement to Grade 11 – Satisfactory completion of 10 academic units.
- C. Placement to Grade 12 – Satisfactory completion of 14 academic units.

Students seeking to participate in the Graduation ceremonies must have completed all requirements prior to graduation.

### **Senior Scholarship Information**

#### Helpful Hints for Scholarship Procedures

- Locations – On the website, List in the Guidance Office, Ongoing PA Announcements.
- Transcripts – Unofficial transcripts can be released to students. However, official transcripts will be mailed directly to colleges/scholarship organizations upon request.
- Applications – It is recommended that you type all applications. Be sure that the applications are clean, neat and not wrinkled.
- Deadlines – Each scholarship has a return deadline to be in the Guidance Office. That date must be followed.

Late applications will not be accepted. Please realize that often the organization has a different deadline printed on the application. You must adhere to the school's deadline to allow processing and mailing time.

- College Majors – Students must be consistent about majors. You cannot change your major to meet each criteria of the scholarship. If undecided, indicate so.

### **Sexual Harassment**

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. The Board recognizes that sexual harassment and sexual violence in school or at school-supervised activities, whether or not occurring on School District premises, is adverse to the health, safety and welfare of students. The Board therefore, prohibits any form of sexual harassment of students, whether by a member of the district staff, or by another student.

Sexual Harassment refers to unwelcome and/or unwanted sexual activity that creates a hostile, intimidating or offensive academic environment, including unwelcome remarks, gestures, writings, pictures and posters of a sexually explicit nature. Sexual violence refers to unwelcome and/or unwanted sexual touching, fondling and/or sexual acts.

Any student who believes that he/she has been the subject of sexual harassment or sexual violence shall be encouraged to communicate such fact to one of the following individuals, either in writing or verbally:

1. The Building Principal
2. An Assistant Principal
3. A School Nurse
4. A School Counselor
5. The complaining student shall be assured that there will be no retaliation against him/her for making a complaint which he/she reasonably believes, constitutes sexual harassment or sexual violence.

### **Standardized Testing Dates**

**PSAT:** Wednesday, 10/12/11 – during school day  
**SAT:** 10/01/11, 11/05/11, 12/03/11, 01/28/12,  
03/10/12, 05/05/12, 06/02/12  
**ACT:** 09/10/11, 10/22/11, 12/10/11, 02/11/12 04/14/12,  
06/09/12.

The PSAT & SAT tests are offered at FDR. For further information and registration deadlines, report to the Guidance Office or [www.nysed.gov](http://www.nysed.gov).

### **Student Driving**

Permission to park on school grounds is a privilege and not a right. As such, this permission may be withdrawn at any time for a violation of the student Code of Conduct and/or failure to meet the standards of the schools eligibility policy. Seniors and P.M. BOCES students will be permitted to park their vehicles on school property and are required to submit an application for permission. Once criteria is met, a sticker will be issued and affixed to the vehicle on driver's side rear window. The following conditions apply to student parking and non compliance may result in disciplinary action:

1. Student vehicles are parked at their own risk.
2. No student is to be in the parking lot for any reason other than to enter or leave school grounds by car. If it is absolutely necessary for students to visit a car, a pass MUST be obtained from the Assistant Principal's Office.
3. Parking stickers are valid only on the vehicle for which they were obtained. Stickers are not transferable and may not be affixed to any other vehicle. Any license plate change must be reported to the secretary in the Assistant Principal's Office.
4. Students must park in their assigned space.

### **Study Halls**

Students should report to study hall on time with sufficient study material to make constructive use of the entire period. Students wanting to use the library during a study hall **must** first

report to their assigned study hall for attendance, and a pass from the study hall teacher. A quiet study atmosphere will be maintained, therefore, no talking will be permitted.

#### **Textbooks**

Students are issued textbooks by teachers for all classes in which they are to be used. It is the responsibility of each student to maintain them in proper condition. Students will be required to pay for lost or damaged books.

#### **Working Papers**

See information on working papers under, "Health Office".

# Hyde Park Central School District CODE OF CONDUCT

## TABLE OF CONTENTS

<b>5300.05 Introduction</b>
<b>5300.10 Definitions</b>
<b>5300.15 Student Rights &amp; Responsibilities</b>
<b>5300.20 Essential Partners</b>
<b>5300.25 Student Dress Code</b>
<b>5300.30 Prohibited Student Conduct</b>
<b>5300.35 Reporting Violations</b>
<b>5300.40 Disciplinary Penalties, Procedures &amp; Referrals</b>
<b>5300.45 Alternative Instruction</b>
<b>5300.50 Discipline of Students with Disabilities</b>
<b>5300.55 Corporal Punishment</b>
<b>5300.60 Student Searches &amp; Interrogations</b>
<b>5300.65 Visitors to Schools</b>
<b>5300.70 Public Conduct on School Property</b>
<b>5300.75 Dissemination and Review</b>

## **5300.05 Introduction**

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct,

and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct (“code”).

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

### **5300.10 Definitions**

For purposes of this code, the following definitions apply:

**“Disruptive student”** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

**“Parent”** means parent guardian or person in parental relation to a student.

**“School property”** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

**“School function”** means any school-sponsored extra-curricular event or activity.

**“Violent student”** means a student under the age of 21 whom:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.

4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school district property or at a school function
7. Knowingly and intentionally damages or destroys school district property.

**“Weapon”** means a firearm as defined in 18 USC §921 for purposed of the gun-Free Schools Act. It also **includes, but is not limited to**, any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, **knife**, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, **sandbag or sand club, explosives**, pepper spray or other noxious spray, material or substance that can cause physical injury or death when used to cause physical injury or death.

### **5300.15 Student Rights and Responsibilities**

#### **A. Student Rights:**

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### **B. Student Responsibilities:**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriate for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. **Report violations of this code and any problems or concerns related to healthy or safety to teachers and/or building administrators.**

#### **5300.20 ESSENTIAL PARTNERS**

##### **A. Parents/Guardians**

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

## **B. Teachers**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  1. Course objectives and requirements
  2. Marking/grading procedures

3. Assignment deadlines
4. Expectations for students
5. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

### **C. Guidance Counselors**

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

### **D. Principals:**

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

### **E. Superintendent**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

**F. Board of Education:**

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

**5300.25 STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:

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

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refused to do so shall be subject to discipline, up to and including in-school-suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

### **5300.30 PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district

personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include, **but are not limited to:****

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account: accessing inappropriate websites; or any other violation of the district's acceptable use policy.

**B.** Engage in conduct that is insubordinate. Examples of insubordinate conduct include, **but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

**C.** Engage in conduct that is disruptive. Examples of disruptive conduct include, **but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

**D.** Engage in conduct that is violent. Examples of violent conduct include, **but are not limited to:**

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence or using any kind of physical force (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E.** Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, **but are not limited to:**

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, disability, **or other protected category** as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking **or possessing** a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using, sharing, **and/or selling** prescription and over-the-counter drugs.

13. Gambling.

14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

16. Inappropriate sexual contact.

**F.** Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district busses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

**G.** Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.

2. Cheating.

3. Copying

4. Altering records

5. Assisting another student in any of the above actions.

**H.** Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or adversely affects the educational process. Examples of such misconduct include, but are not limited to:

1. Cyber-bullying

2. Threatening, hazing, harassing students or school personnel over the phone or the internet.

3. Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

### **5300.35 REPORTING VIOLATIONS**

All students are expected to promptly report violations of the

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

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

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary action and/or notification of a Superintendent's Hearing in accordance with § 3214 of the Education Law. The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

#### **5300.40 DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who

interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self discipline.

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

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

#### **A. Penalties**

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

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors,

coaches, guidance counselors, teachers, Principal, Superintendent

3. Written notification to parent – bus driver, hall and lunch monitors, coaches guidance counselors, teachers, Principals, other administrators

4. Detention – teachers, principal, superintendent

5. Suspension from transportation – Principal, Superintendent, and may include the Director of Transportation.

6. Suspension from athletic participation –coaches, Director of Physical Education, Health and Athletics, Principal, Superintendent

7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent

8. Suspension of other privileges – Principal, Superintendent

9. In-school suspension – Principal, Superintendent

10. Removal from classroom by teacher – teachers, Principal

11. Short-term (five days or less) suspension from school – Principal, Superintendent

12. Long-term (more than five days) suspension from school – Superintendent

13. Permanent suspension – Superintendent of Schools, Board of Education

#### **B. Procedures**

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

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed.

The additional rights are explained below.

1. After-school detention:

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. In-school detention:

Teachers, principals and the Superintendent may assign in school detention as a penalty for student misconduct in situation where removal from the classroom is necessary.

2. Suspension from transportation:

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

**In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. If the suspension from transportation amounts to a suspension from instruction, then the student has certain rights. If the suspension is for up to five (5) days, the student may be provided a reasonable opportunity for an informal conference with the Principal or his/her designee. If the suspension is proposed for a period in excess of five days, then the student is entitled to a full hearing pursuant to Education Law §3214.**

3. Suspension from athletic participation, extracurricular activities and other privileges:

A student subjected to a suspension from athletic participation,

extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

#### 4. In-school Suspension:

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

#### 5. Teacher Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can influence student behavior by developing a respectful rapport with students, planning meaningful lessons, and using effective instructional techniques. A student, who fails to respond to teacher direction, may respond to occasional use of one of the following methods:

- Short-term "time out"
- Standing in the hallway for 5-10 minutes
- Contacting student's parents

· In school detention

In other, more serious situations, a teacher may need to send a disruptive student to the office for counseling or a meeting with an administrator. A teacher may request a meeting with counselors, other teachers, the disruptive student's parents and, if needed, an administrator. If a student's behavior reaches a level of disruption considered to be unmanageable, the teacher is to follow established school procedures with the Principal or Assistant Principal that may involve behavioral assessments, interventions and/or disciplinary consequences.

6. Suspension from school:

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

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

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

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

**a. Short term (5 days or less) suspension from school:**

When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student verbally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension, at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an information conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall

advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within seven business days of the date of the decision. On suspensions of five (5) days or less, there will be no further internal appeal beyond the level of the Superintendent of Schools. Final decisions of the Superintendent of Schools may be appealed to the Commissioner of Education within 30 days of the decision.

**b. Long-term (more than 5 days) suspension from school:** When the Superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board of Education that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 30 calendar days of the date of the Superintendent's decision unless the parents can show that extraordinary circumstances exist. The board may adopt in whole or in part the decision of

the superintendent. Final decisions of the board may be appealed to the Commissioner of Education within 30 days of the decision.

**c. Permanent suspension:**

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

**d. Procedure After Suspension**

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

**C. Minimum Periods of Suspension**

**1. Students who bring or possess a weapon on school property:**

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year.

Before being suspended the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- The student's age.
- The student's grade in school.

- The student's prior disciplinary record.
- The superintendent's belief that other forms of discipline may be more effective.
- Input from parents, teachers and/or others.
- Other extenuating circumstances.

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

**2. Students who commit violent acts other than bringing or possessing a weapon on school property:**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

**3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom:**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "Repeatedly is

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

#### **D. Referrals**

##### **1. Counseling**

The Guidance Office shall handle all referrals of students to counseling.

##### **2. PINS Petitions:**

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

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

##### **3. Juvenile Delinquents and Juvenile Offenders:**

The superintendent is required to refer the following students to the county Attorney for a juvenile delinquency proceeding before the Family court:

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

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

**SEE ALSO 5300.40R – Consents to Discipline Regulation, and 5300.40E – Consent to Discipline Form (Exhibit)**

#### **5300.45 ALTERNATIVE INSTRUCTION**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

#### **5300.50 DISCIPLINE OF STUDENTS WITH DISABILITIES**

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under

certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under law and regulations.

#### Definitions

For purposes of this portion of the code of conduct, and consistent with applicable law and regulations, the following definitions will apply:

1. Behavioral intervention plan (BIP) means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2. Controlled substance means a drug or other substance abuse identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3. Disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
  - a. For more than 10 consecutive school days; or
  - b. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous

incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another.

4. Illegal drug means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.

5. Interim alternative education setting (IAES) means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable him or her to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized educational program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

6. Manifestation review means a review of the relationship between the student's disability and the behavior subject to disciplinary action required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.

7. Manifestation team means a district representative knowledgeable about the student and relevant members of the committee on special education as determined by the parent and the district.

8. Removal means a removal of a student with a disability for disciplinary reasons from his or her current educational

placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.

9. School day means any day, including a partial day, that students are in attendance at school for instructional purposes.

10. Serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

11. Student presumed to have a disability for discipline purposes means a student who, under the conditions set forth later in this policy, the district is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.

12. Suspension means a suspension pursuant to §3214 of New York's Education Law.

13. Weapon means the same as the term "dangerous weapon" under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except a pocket knife with a blade of less than two and one-half inches in length.

Authority of School Personnel to Suspend or Remove Students with Disabilities

The Board, District Superintendent, Superintendent of Schools or a Principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a

student with a disability into an IAES, another setting or suspension for a period not to exceed ten consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a non-disabled student.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the committee on special education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the district's jurisdiction, or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the district's jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not

the student's behavior is a manifestation of the student's disability. However, the committee on special education will determine the IAES.

*Procedures for the Suspension or Removal of Students with Disabilities by School Personnel*

1. In cases involving the suspension or removal of a student with a disability for a period of five consecutive school days or less, the student's parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal conference in accordance with the same procedures that apply to such short term suspensions of non-disabled students.

2. The suspension of students with disabilities for a period in excess of five school days will be subject to the same due process procedures applicable to non-disabled students. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student's behavior was a manifestation of his or her disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be disciplined in the same manner as a non-disabled student, except that he or she will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

*Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities*

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement

of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the Definitions section of this policy, unless:

1. The manifestation team determines that the student's behavior was not a manifestation of the student's disability, or
2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the district's code of conduct.

In addition, school personnel may not suspend or remove a student with a disability in excess of the amount of time that a non-disabled student would be suspended for the same behavior.

#### *Parental Notification of a Disciplinary Change of Placement*

The district will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student code of conduct, Such notice will be accompanied by a copy of the procedural safeguards notice.

#### *Authority of an Impartial Hearing Officer to Remove a Student with a Disability*

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to 45 school days at a time if he or she determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. The authority applies whether or not the student's behavior is a manifestation of the student's disability.

### *Manifestation Review*

A review of the relationship between a student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student's disability will be made by the manifestation team immediately, if possible, but in no case later than 10 school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES.
2. An impartial hearing officer to place a student in an IAES; or
3. The Board, the Superintendent, or Principal to impose a suspension that constitutes a disciplinary change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the district's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review of all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the district will:

1. Have the committee on special education conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the district had already done so prior to the behavior that resulted in the disciplinary

change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior.

2. Return the student to the placement from which he or she was removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the district agree to a change in placement as part of the modification of the behavioral intervention plan.

If the manifestation team determines that the conduct in question was the direct result of the district's failure to implement the student's individualized education program, the district will take immediate steps to remedy those deficiencies.

*Services for Students with Disabilities during Periods of Suspension or Removal*

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspension or removals of up to 10 school days in a school year that do not constitute a disciplinary change in placement, the district will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as non-disabled students of the same age would if similarly suspended.
2. During subsequent suspensions or removals of up to 10 school days that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change in placement, the district will provide students with disabilities services necessary to enable them to continue to participate in

the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement. In addition, during such periods of suspension or removal the district will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of 10 school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the district will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

In such an instance, the committee on special education will determine the appropriate services to be provided.

*Students Presumed to Have a Disability for Discipline Purposes*

The parent of a student who is facing disciplinary action but who was not identified as a student with a disability at the time of misconduct has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the district is deemed to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the district had such knowledge, it will be the responsibility of the Superintendent, Principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The district will be deemed to have had such knowledge if:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the district's director of special education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the district's receipt of information supporting a claim that it had knowledge the student has a disability if:

1. The student's parent has not allowed an evaluation of the student; or
2. The student's parent has refused services; or
3. The district conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if the district receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the district will conduct an

expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the education placement determined by the district which can include suspension.

*Expedited Due Process Hearings*

The district will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing per the chart below:

<b><u>Requested by:</u></b>	<b><u>Reason:</u></b>	<b>Student's Placement Pending the Decision of the IHO, State Review Officer or Court (<u>pendency</u>) :</b>
School District	To obtain an order of an IHO placing a student with a disability in an interim alternative educational setting (IAES) when school personnel maintain that it is dangerous for the student to be in his or her current educational placement.	Student's current educational placement.
School District	To obtain an order of an IHO extending the placement of a student with a disability when school personnel maintain that it is dangerous to return the student to his or her current educational placement.	IAES pending the decision of the IHO or until the expiration of the time period of the removal, but not to exceed 45 calendar days.

School District	<p>To obtain an order of an IHO placing a student in an IAES during the pendency of due process proceedings when school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.</p>	<p>IAES pending the decision of the IHO or until the expiration of the time period of the removal, but not to exceed 45 calendar days.</p>
Parent of student	<p>Disagrees with the determination of whether the suspension or removal constitutes a disciplinary change of placement.</p>	<p>Student's current educational placement (placement prior to disciplinary action) or, if the decision is that the student be placed in an IAES, the pendency placement is the IAES until the expiration of time period of the removal or the IHO issues a decision, whichever occurs first, unless the parents and the district otherwise agree.</p>
Parent of the student	<p>Disagrees with the CSE recommendation to change the placement of the student after the IAES term expires.</p>	<p>After the term of the IAES placement, pendency is the student's placement prior to placement in the IAES, except where the student is again placed in an IAES by an IHO where the district</p>

maintains it is dangerous for the student to remain in the current educational placement.

Parent of the student

Disagrees with the determination that the behavior was not related to the student's disability (manifestation determination).

Current educational placement (placement prior to the disciplinary action) or, if a decision has been made to place the student in an IAES, the pendency placement is the IAES until the expiration

Parent of the student

Challenges the IAES

The IAES determined by the CSE pending the decision of the IHO or until the expiration of the time period of the removal, but not to exceed 45 calendar days.

The district will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the district believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES

pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent and the district agree otherwise.

#### *Referral to Law Enforcement and Judicial Authorities*

Consistent with its authority under applicable law and regulations, the district will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

#### **5300.55 CORPORAL PUNISHMENT**

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

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

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

The district will file all complaints about the use of corporal

punishment with the Commissioner of Education in accordance with Commissioner's regulations.

### **5300.60 STUDENT SEARCHES AND INTERROGATIONS**

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

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

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the

information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or to get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. (New paragraph break inserted.)

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **A. Student Lockers, Desks, and other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

#### **B. Documentation of Searches**

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

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

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

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

#### **D. C. Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probably cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the

opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney

#### **D. Child Protective Services Investigations**

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

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

protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

### **5300.65 VISITORS TO THE SCHOOLS**

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.

5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

### **5300.70 PUBLIC CONDUCT ON SCHOOL PROPERTY**

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

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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

#### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.

2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator or other district employee or any other person lawfully on school property including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

## **B. Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-A or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5: They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

## **C. Enforcement**

The Principal or his or her designee shall be responsible for enforcing conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and

attempt to persuade the individual to stop. The principal and or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or If the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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

#### **5300.75 DISSEMINATION AND REVIEW**

##### **A. Dissemination of Code of Conduct**

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

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

The board will sponsor an in-service program for all district staff members to ensure effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

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

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The code of conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

**Adopted:**

**CR: 5300.40R – Consents to Discipline Regulation  
5300.40E – Consent to Discipline Form Exhibit**

**EXPLANATION OF DRUG FREE SCHOOL ZONE**

WHEREAS, the Town of Hyde Park recognizes the scourge of substance abuse on our community; and

WHEREAS, the Town Board of the Town of Hyde Park is desirous of protecting the health and well-being of the school children of our community and,

WHEREAS, the areas around the schools in the Hyde Park Central School District should be safe for our children and free from those who would sell controlled substances to them,

NOW, THEREFORE, BE IT RESOLVED, that a "DRUG FREE SCHOOL ZONE" will be established encompassing all areas up to one thousand feet (1,000') from the property line of all school buildings. The "DRUG-FREE SCHOOL ZONE" will include those portions of those properties and roadways which lie within those zones, and

BE IT FURTHER RESOLVED, that the Town of Hyde Park Police Department, the Dutchess County Sheriff's Department and the New York State Police shall be thereby authorized to follow Title 21 of the U.S. Code, Section 845A, providing that persons manufacturing, selling or distributing narcotics, controlled substances, marijuana and the derivatives within one thousand feet (1,000') of any public property or college or university shall be guilty of a Class C Felony, and

BE IT FURTHER RESOLVED, that by reason thereof the penalty under Section 841B of Title 21 provides for doubling of the mandatory ten (10) years to life imprisonment penalty and the maximum \$4,000,000 (four million dollar) fine if found guilty of certain quantities of manufacture, sale or distribution of these substances within the above- mentioned "DRUG-FREE SCHOOL ZONES" in the Town of Hyde Park.

**FRANKLIN DELANO ROOSEVELT  
HIGH SCHOOL  
DAILY PERIOD BELL SCHEDULE**

<b>MORNING WARNING BELL</b>	<b>7:30</b>
<b>HOMEROOM</b>	<b>7:35 - 7:40</b>
-----	
<b>PERIOD 1</b>	<b>7:40 - 8:24</b>
<b>PERIOD 2</b>	<b>8:28 - 9:13</b>
<b>PERIOD 3</b>	<b>9:17 - 10:02</b>
<b>PERIOD 4</b>	<b>10:06 - 10:51</b>
<b>PERIOD 5</b>	<b>10:55 - 11:40</b>
<b>PERIOD 6</b>	<b>11:44 - 12:29</b>
<b>PERIOD 7</b>	<b>12:33 - 1:18</b>
<b>PERIOD 8</b>	<b>1:22 - 2:07</b>



All buses arrive by . 7:30 am

AM BOCES bus - 8:15am

AM BOCES return -11:25am

PM BOCES bus -11:45am

Reg. home bus run- 2:13 pm

Late bus run. ..3:30pm