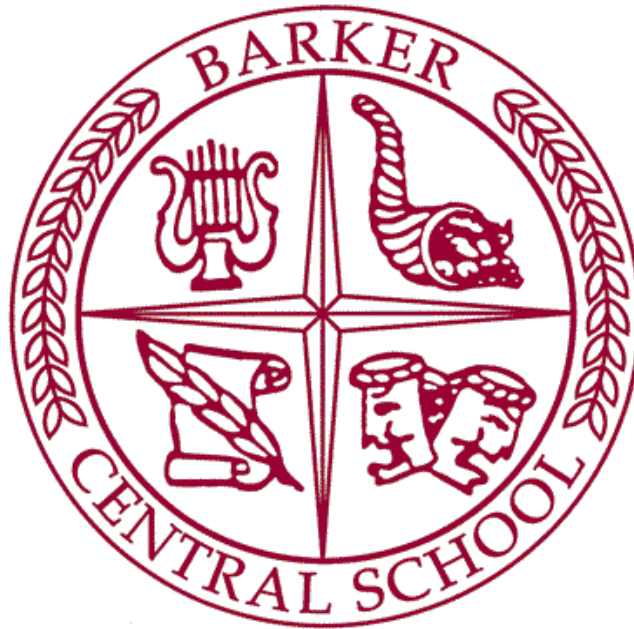


BARKER
JR./SR. HIGH SCHOOL



2018 — 2019
STUDENT HANDBOOK
&
CODE OF CONDUCT

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Code of Conduct Purpose and Intent

Academics

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of the Barker Central School District that everyone in our community must strive toward contributing to this goal. The objective is to develop a moral school community based on:

Responsible Behavior:	Use of self-control in your actions and language.
Mutual Respect:	Treat yourself and others with care and consideration.
Concern for Others:	Be truthful, honest and fair in your dealing with others.
Cooperation:	Listen and work together to make a positive contribution.
Personal Excellence:	Put forth your best effort in whatever you attempt.
Academic Integrity:	Academic integrity will be expected at all times.

Athletic Parent/Spectator Code of Behavior/Ethics

- Keep cheering positive. There should be no profanity of degrading language/gestures.
- Avoid actions that could offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Learn the rules of the game in order to be a better-informed spectator.
- Accept the judgement of coaches and officials.
- Encourage other spectators to participate in the spirit of good sportsmanship.

BARKER STUDENT’S RIGHTS AND RESPONSIBILITIES

Barker students have all the rights afforded to them by federal and state constitutions, statutes and regulations. The school reminds students that certain responsibilities accompany these rights.

IT SHALL BE THE RIGHT OF EACH STUDENT:	IT SHALL BE THE RESPONSIBILITY OF EACH STUDENT:
To have a safe, healthy, orderly and courteous school environment.	To be familiar with and abide by all district policies, rules & regulations pertaining to student conduct.
To take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability.	To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
To attend school and participate in school programs unless suspended from instruction & participation for legally sufficient cause as determined in accordance with due process of law.	When participating in or attending school sponsored extracurricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor & sportsmanship & accept responsibility for his/her actions.
To have school rules & conditions available for review and, when necessary, explanation by school personnel.	To seek help in solving problems that might lead to disciplinary procedures.
To be suspended from instruction only after his/her rights, pursuant to Education Law section 3214, have been observed.	To be in regular attendance at school and in class.
In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.	To contribute to an orderly, learning centered environment, and to show due respect for other persons and for property.
To follow personal standards of dress and grooming.	To dress in accordance with standards promulgated by the Board of Education and the Superintendent.
To express his/her opinions verbally as long as his/her expression does not interfere with the right of others or disrupt normal school operations.	To make constructive contributions to the school, and to report fairly the circumstances of school related issues.

Parent Partners:

All parents 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 child(ren) 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.
13. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students act.

SECTION 1: PROHIBITED STUDENT BEHAVIOR

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

1. **Engage in conduct that is disorderly.** Examples of disorderly conduct include, but are not limited to:
 - A. Running in hallways.
 - B. Making unreasonable noise.
 - C. Using language or gestures that are profane, lewd, vulgar or abusive.
 - D. Obstructing vehicular or pedestrian traffic.

- E. Engaging in any willful act that disrupts the normal operation of the school community.
- F. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, or at such times as they are not attending educational activities or school functions.
- G. Computer/Electronic communications misuse and destruction, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; including any software or other work of any other individual; or any other violation of the district's acceptable use policy.
- H. Unauthorized use of personal electronic devices/equipment (i.e. cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administrations).
- I. Unauthorized use of personal computer, laptop, tablet or E-reader and/or other computerized information resources through the District computer system is prohibited.

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

- A. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- B. Lateness for missing or leaving school without permission.
- C. Skipping detention.
- D. Engage in conduct that is disruptive. Examples of insubordination that causes disruption may include but are not limited to:
 - i. Failure to relinquish an electronic device in class, hallways, etc.
 - ii. Refusal to change out of clothing that violates the dress code
 - iii. Undermining the authority of a school employee

3. Engage in conduct that is violent. Examples of violent conduct include:

- A. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other employee or attempting to do so.
- B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
- C. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
- D. 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.

- E. Displaying what appears to be a weapon.
- F. Threatening to use any weapon.
- G. 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.
- H. Intentionally damaging or destroying school district property.

4. Engage in conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include, but are not limited to:

- A. Lying to school personnel.
- B. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- C. No public display of affection of any type for grades 7 & 8 is allowed in school. Any display of affection in grades 9-12, other than holding hands, is **NOT** acceptable and will result in disciplinary action.
- D. 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 – This can include posting or publishing video, audio recording or picture (written material, cell phones, Internet, YouTube, etc.).
- E. Discrimination, based on a person’s actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog, or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog or disability as a basis for treating another in a negative manner on school property or at a school function.
- F. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effects of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person’s actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
- G. Bullying or Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- H. “Internet bullying” (also referred to as “cyber bullying”) including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- I. Hazing, that includes any knowing and/or intentional and/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.
- J. Selling, using, or possessing obscene material.

- K. Using vulgar or abusive language, cursing or swearing.
- L. Possession and/or use of tobacco and/or tobacco product including, but not limited to smoking a cigarette or E-cigarette, cigar, pipe or using chewing or smokeless tobacco.
- M. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, counterfeit and designer drugs, or paraphernalia for the use of such drugs or being under the influence of such substance on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, GHB, Ecstasy, Ketamine, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
- N. Inappropriately using or sharing prescription and over-the-counter drugs.
 - 1. Any student suspected of being under the influence of alcohol or drugs is subject to a field-screening test. The police, school resource officer or an administrator will administer this test.
- O. Gambling
- P. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- Q. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

5. Sexual Harassment, whether intentional or not, as further set forth in District Policy which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.

6. Bus Regulations

You are expected to ride school buses in a safe and orderly manner, demonstrate courtesy and respect for the rights of others. **Only students who are working with a teacher, are assigned detention, or are participating in after school activities or sports are eligible to ride the late buses (3:10 or 5:00p.m. buses).** A pass from the teacher/coach/advisor in charge is required. *This means that students will **not** be permitted to go downtown or elsewhere and then walk back to school to board the bus.*

Ridge Road Express follows the position of no glass, food, animals, aerosol cans, hazardous materials or loose items are allowed on the bus. Drivers are informed that everything has to be in a backpack or bag. No weapons of any kind are allowed on the bus. The following guidelines will assist you in achieving this goal:

- A. Be on time at your bus stop.
- B. Do not fool around, push, fight, or stand in the road at your bus stop.
- C. Wait until the bus comes to a complete stop before getting on or off.
- D. Remain in your seat, sit facing forward, and do not block the bus aisles while the bus is in motion.

- E. When assigned to a seat by the driver, you **must** sit in the seat unless permission to change is granted by the driver.
- F. Eating, drinking, or smoking* are not allowed on the bus.
- G. Fighting, horseplay, profane language, gestures, and other unnecessary nonsense are not allowed on the buses.
- H. Potentially dangerous objects such as glass jars, bottles, knives, guns, etc. are not allowed on the buses.
- I. Radios are not allowed on the buses.
- J. Throwing objects on or from the buses is not allowed.
- K. Keep all parts of your body completely inside the bus at all times.
- L. Be courteous to your driver and other students and enjoy reasonable conversation, but refrain from shouting, whistling, and other loud noises.
- M. Before crossing in front of the bus, wait for the driver's signal and then cross approximately ten (10) feet in front of the bus.
- N. Keep your bus clean and treat the bus and its equipment with care.

If you have any questions concerning these rules please feel free to contact Ridge Road Express.

***NOTE: SMOKING, LIGHTING MATCHES, OR USE OF E-CIGARETTES ON A BUS IS A CIVIL CRIME. SUCH BEHAVIOR WILL BE DEALT WITH IN ACCORDANCE WITH THE LAW.**

Students violating bus regulations can be denied the privilege of riding the bus.

7. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to Plagiarism, Cheating, Copying, Altering records, assisting another student in any of the above actions.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignments/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

*See section III for further details.

8. Disciplinary Consequences:

The main purpose of the public school is to provide all students an equal educational opportunity. We recognize as citizens, that students have rights granted them both by the Constitution and laws of the United States and the State of New York. At the same time all rights carry with them corresponding responsibilities. As a school and a community we have established guidelines and rules to govern our behavior. The foremost guidelines are respect and reasonableness. Only if we respect the rights of others can we justifiably insist on our own

rights. The actions and decisions of a "reasonable person" have been historically to determine appropriate behavior in those areas where there are no specific laws. So that we can maintain the orderly environment that makes learning possible, we expect all members of the school community to use good judgement and to be respectful of others at all times.

While we are confident that most of our students live up to our expectations for student behavior, we believe that there should be appropriate consequences when they do not. Further, we believe in progressive discipline. In other words, if a student breaks a rule a second time, consequences should be stronger than they were the first time. Our goal is, of course, that students will learn to discipline themselves. By setting forth clear rules in areas of most frequent concern and by spending time to explain the regulations and the reasons for them, both at the beginning of the year and when students are referred to administrators for discipline, we hope that students will be helped toward the goal.

No set of rules can include every possible infraction, hence the need for good judgement on the part of all members of the school community, including students, teachers, administrators, and parents. Nor will the consequences fit every situation. The administrators reserve the right to use their good judgement to modify these guidelines and consequences when appropriate.

A. DETENTION

i. Administrative

This detention will be issued by the administration. A written referral will be placed in the student's discipline file. These detentions will be served from 2:25 – 3:05 p.m. in the detention/suspension room. Extended detention will be from 2:25 – 5:00 p.m. When BOCES students return to Barker (after teacher detention has ended), they will serve detention from 3:00-4:00 p.m. or 5:00 p.m. Once detention is assigned, the date will not be changed unless done so by the principal.

ii. Teacher

- a) You are required to attend detention on the date assigned. Students who skip teacher detention will receive further consequences.
- b) Teachers may assign detention for breaking the classroom rules or school wide rules.
- c) Detention will be with the teacher from 2:25 – 3:05 p.m.
- d) Bring homework to do.

Employment (school sponsored or otherwise) is NOT a reason to skip teacher detention.

Extended Detention

This is also a teacher supervised after-school program for students who have violated school rules; however, extended detentions are held from 2:20 – 5:00 p.m.

B. SUSPENSION

i. In School Suspension

The purpose of in school suspension is to isolate, within the building, those students who cannot behave in an acceptable way while in school, while still providing them the opportunity to fulfill their academic responsibilities. In school suspension is considered to be a very serious disciplinary step. Placement in in-school suspension will be assigned to students who commit serious and/or repeated violations of the school rules as listed in the Code of Discipline and Responsibilities.

Student expectations for in-school suspension include:

- a) Report as assigned by the Principal.
- b) Maintain absolute silence except to speak to the adult in charge.
- c) Bring work to do – homework assignments, pen, pencil.
- d) No sleeping.
- e) No passes.
- f) If assigned for the day, students will:
 - Eat lunch 5th period in the in school suspension room.
 - Not participate in activities such as assemblies, pep rallies, field trips unless given permission by the high school Principal.
 - Not attend BOCES unless serving in school suspension at the BOCES center.

C. OUT OF SCHOOL SUSPENSION

External suspension will be assigned by the administration. Any student on external suspension is **not** allowed on school property during the time of suspension unless given permission by the Principal. **The student may not participate in any extracurricular activities during the time he/she is suspended. If suspended over a weekend, the student is not allowed to attend or participate in any school-sponsored activities or be on school property.**

A parent conference will be offered. Students suspended externally may be required to report to school from 3:00 – 5:00 to attend special classes. This will be assigned at the Principal's discretion.

D. 10th PERIOD RESTRICTION

Students who violate the expectations of 10th period may be required to leave on the 9th period dismissal bus and not be allowed to stay for extra help or intramurals.

E. DISCIPLINE OPTIONS

Guidelines for student behavior and other school policies are always under review. If changes occur in any of the information presented in the handbook, students and parents will be notified in writing by means of District Newsletter or by a separate high school mailing.

Every encounter between a student and a staff member is a learning/teaching experience. The District reserves the right to modify these guidelines when necessitated by circumstances. Behavior not covered by the guidelines will be dealt with according to its severity.

The purpose of a student discipline code is to help maintain a positive, orderly school environment so that all students have the opportunity to do their best. If a student discipline code is to be effective, the cooperation of students, staff, parents, and administration is absolutely necessary. This code of conduct has been designed so that the disciplinary practices and procedures are consistent, reasonable, fair, and equitable. **All examples and procedures of the disciplinary code are applicable in school, on school buses, during school-sponsored field trips, and from the time of departure from school until arrival home including school activities on weekends and/or evenings.**

SECITON II: ELECTRONIC USE AND CELL PHONES

USAGE GUIDELINES

Network account holders are responsible for appropriate behavior when using the district computer network. It is expected that all network account holders will comply with the districts standards and regulations as described in this Code of Conduct. Each network account holder is held responsible for his/her actions and activity within his/her account. Some examples are:

- Using the network for any illegal activity, including plagiarism or violation of copyright laws;
- Damaging or disrupting network equipment, software or system performance;
- Altering the configuration of any computer or network device;

- Gaining unauthorized access to network resources or entities;
- Transferring or installing any hardware/software program;
- Using the network in an unsupervised setting;
- Using another person's network account;
- Playing Internet games or other computer games without specific permission from a teacher or staff member;
- Using, accessing or transmitting profane, offensive, prejudicial or inappropriate material or language;
- Using technology in a way that is inconsistent with existing Barker Central School.

Infractions of this Technology Agreement will result in punishments consistent with Barker Central School disciplinary procedures. The penalties can include but are not limited to consequences detailed in this Code of Conduct.

ACCEPTABLE USE

The use of an assigned account must be in support of education and research and with the educational goals and objectives of the Barker Central School District (These may be found in the district document on the Barker Central School District Website www.barkercsd.net entitled "Barker Central School District Technology Plan." The user is personally responsible for this provision at all times when using the electronic information services.

This inappropriate use of electronic information resources can be a violation of local, state and federal laws and users can be prosecuted for violating those laws. Please be advised of the following guidelines:

- Use of other organizations' networks or computing resources must comply with rules appropriate to that network;
- Transmission of any material in violation of United States law or other state organization law is prohibited. This includes, but is not limited to: copyrighted material, threatening material, or material protected by trade secret;
- Use of commercial activities by for-profit institutions is generally not acceptable;
- Use of product advertisement or political lobbying is prohibited;
- Use of profane, offensive, prejudicial or inappropriate material or language is prohibited.

PRIVACY

Data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be school district property subject to control and inspection. The Technology Coordinator may access all such files and communications to maintain system integrity and to ensure users are complying with the requirements of this agreement and accompanying regulations. Students and other users should NOT expect that information stored on the Barker Central School District computer system will be private.

SERVICES

The Barker Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Barker Central School District will not be responsible for any damages suffered while using this system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the electronic information system is at your own risk. Barker Central School District specifically disclaims any responsibility for the accuracy of information obtained through its service.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses or any physical damage to equipment. Any vandalism will result in the loss of computer services, disciplinary action and legal referral.

INTERNET CONTENT FILTERING/SAFETY POLICY

The Barker Central School District has implemented an Internet filtering system on all networked computers through Erie 1 BOCES that strives to block access to objectionable Internet sites. Barker Central School thinks that the benefits to students from access to the Internet exceed possible disadvantages. Utilization of the Internet must be in support of, and consistent with, the educational goals and objectives to the Barker Central School District. When using the Internet, all users must adhere to the requirements of this agreement and accompanying regulations and existing Barker Central School rules.

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the Barker Central School District has adopted and will enforce this Internet Safety Policy that ensures the use of technology protection measures on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to obscene visual depictions, child pornography, or, with respect to the use of computers by minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet. Please be advised of the following guidelines:

- Students are not allowed to engage in an online activity unless under the direct supervision of a Barker Central School employee.
- Students are not permitted to share or transmit confidential, sensitive or private information to others including outside parties.
- The use of any email account not assigned to you by Barker Central Schools is prohibited. The use of Barker Central School email will be strictly monitored. Use of the email system must be under the direct supervision of a Barker Central School approved email sponsor.

- Use of chat rooms and/or other forms of direct electronic communications is prohibited unless directed and supervised by a Barker Central School District teacher or administrator.
- Students should not attempt unauthorized access or other unlawful activities while online.
- Students should not post or send personal contact information about self or other people on the Internet. Personal contact information includes but is not limited to home address, home telephone number(s), work address, etc.
- Students should not download, upload or install program files.
- Students should not transmit profane, offensive, prejudicial or inappropriate material or language.
- Students are not allowed to play games or listen to music through the Internet unless directed and supervised by a Barker Central School District teacher or administrator.
- Students should check copyright permissions before downloading any data, such as images, from the Internet.

MOBILE DEVICES

Mobile devices brought to the school are only permitted for assigned educational projects under the direct supervision of a teacher. Students are permitted to connect mobile devices for educational work to the BarkerBYOD wireless network with authentication to the network account assigned to each student.

ELECTRONICS SECTION PART B: CELL PHONE USE

CELL PHONE AND ELECTRONIC DEVICE GUIDELINES AND RULES

1. Phones will be allowed during lunch as a *privilege* that can be removed if abused.
 - You may use your phone once inside the cafeteria.
 - You may text or listen to music only.
 - You may not talk on the phone, take videos or pictures.
2. Cell phones are permitted in the hallway during passing time only. Cell phones are not allowed in the hallway during class time.
3. No electronic devices are allowed in library under any circumstances.
4. Cell phone use in classrooms is at the discretion of the teacher.

Any cell phone misuse = Teacher will turn phone into the office:

- 1st Offense – student may pick up phone in the office at 2:15.
- 2nd Offense – detention and student will get phone back at 3:00.
- 3rd Offense – day in ISS and parent meeting to return phone.

Headphones are not to be worn during passing time in the hallways.

SECTION III: ATTENDANCE, ACADEMICS, AND EXTRA-CURRICULARS

Part I: Attendance

Good attendance is an important factor in your success in life. You have the opportunity to acquire this skill during your school career. Good attendance is your personal responsibility. At the beginning of the school year, your teachers will inform you how their grading systems work. Daily attendance may impact your grade. This means that your daily attendance in class is very important.

You are expected to be in school daily and ON TIME. Parents should call the High School office if they know their child will not be in school on time or not be in attendance.

If students arrive **late**, they should:

Report to the high school office immediately and present a note from a parent or guardian explaining why they are late. If students do not have a note, they should submit a note from a parent or guardian to the high school office the following day explaining the tardiness.

Consequences will be assigned for habitual tardiness to school.

If students are **absent**, they should:

Bring in a written note signed by parent or guardian stating the dates of the absence and the reason with a telephone number. Failure to do so within three (3) days constitutes an illegal absence.

The following are considered **legal** absences:

Sickness of student, serious sickness or death in the immediate family, religious observance days (state approved), court appearance

Examples of **illegal** absence:

Visiting, hunting, vacation, missed the bus, needed at home, caring for baby

Excessive tardies or absences may result in additional consequences and parent meetings to develop an improvement plan. At the request of the principal, frequent telephone calls to parents are made to check on suspected truancy. A student is considered truant when he or she is absent or tardy without parent or school permission or knowledge. Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family court.

COMPREHENSIVE STUDENT ATTENDANCE POLICY (Plain Language Summary)

Statement of overall objectives:

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

- A. To increase school completion for all students.
- B. To raise student achievement and close gaps in student performance.
- C. To identify attendance patterns in order to design attendance improvement efforts.
- D. To know the whereabouts of every student for safety and other reasons.
- E. To verify that individual students are complying with education laws relating to compulsory attendance.
- F. To determine the District's average daily attendance for state aid purposes.

Determination of Excused and Unexcused absences, tardiness and early departures

- A. Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, required court appearances, attendance at health clinics, approved college visits, approved education trips, military obligations or other such reasons as may be approved by the Board of Education.
- B. Unexcused: An absence, tardiness or early departure is considered unexcused.
 - i. If the reason for the lack of attendance does not fall into the above categories (e.g. family vacation, hunting, babysitting, haircut, obtaining learners permit, road test, oversleeping).

Student Attendance/Course Credit

Students may be afforded the opportunity to make up excessive absences. Each individual teacher will determine the makeup procedure and provide written documentation to the building principal. It is the responsibility of the individual student to make up the missed work in a reasonable period of time to be determined by the individual teacher.

There is **no distinction** between excused and unexcused absences in applying the attendance policy in regards to course credit. Attendance at school-sponsored events that occur during the school day shall be counted as regular school attendance.

Student attendance record keeping/data collection

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

Disciplinary Consequences

Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation. Consequences and referrals to outside agencies may be applied.

Building review of attendance records

The building principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

PART II: ACADEMICS

1. Academic Dishonesty

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignments/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

2. Homework

You are expected to promptly complete assigned homework and class work. If you do not complete the work according to the time limits and directions given by the teacher, it may have a negative impact on your grade. This could also result in a 10th period detention with your instructor. After attendance, the completion of quality homework is the greatest factor to success in the classroom!

If you are not in school due to illness, you may request assignments by calling the high school office.

It is your responsibility to obtain homework or makeup work from teachers when absent from school.

3. Study Halls

The purpose of study halls is to provide a quiet environment for study. Every student who is not in a class is assigned a study hall.

- A. Sit in seats assigned by the study hall teacher.
- B. Privilege passes will not be honored until all students are seated and attendance is taken.
- C. **BRING WORK TO DO!** The completion of homework and reviewing for exams should give you enough to do in study hall.
- D. Working together on assignments is generally allowed, based on the teacher or administrator's judgement. Study halls will be silent if the talking or noise level is unreasonable.

4. Textbooks and Library Books

- You are provided with all textbooks free of charge.
- You are expected to keep these textbooks covered and in good condition.
- If a textbook is lost or damaged, you are required to make restitution.
- If a library book is lost or damaged, you are required to make restitution.

PART III: EXTRA-CURRICULARS/ATHLETICS

Note: The entirety of the extra-curricular/athletic code expectations can be found in the Athletic Code of Conduct.

1. Dance Regulations

The basic purpose of dances is to provide students and approved guests with an opportunity to socialize after regular school hours in a controlled, adult supervised environment. General rules for Barker Jr./Sr. High School apply at all dances.

To help make dances enjoyable for everyone, your cooperation with the following is required:

- A. Requests for dances are to be approved by the advisors and submitted to the Student Council and the Principal's office by October 1 of the school year.
- B. The student group, which is sponsoring the dance, must secure the number of teacher and other adult chaperones required by the High School Principal. If this number of qualified chaperones is not arranged at least three (3) days before the dance, the dance will be cancelled.
- C. Dances are limited to Barker Central School students. Guests, including alumni, may be approved for grades 9 – 12 dances only. The student who invites a guest is responsible for informing him/her of the rules. Guest permits are to be obtained from the office by the student who wishes to bring a guest. Parents of students requesting a guest must compile a guest pass application and obtain administrative approval prior to the Wednesday before the dance. Under no circumstances, however, will Jr. High students be admitted. The Principal may refuse permission for a guest to attend based on the age of the guest or previous disruptive behavior of the guest or the student. Nobody 21 years of age or older is allowed to attend.
- D. You must arrive by 30 minutes after the start of the dance, immediately enter the building, and remain inside in the specific area designated by the chaperones for the entire dance. If you leave the building before the dance has ended, you will not be readmitted, and you must leave school property, promptly. If you must arrive later, obtain prior approval from the Principal's office.
- E. Anyone arriving at the dance who, in the judgement of any teacher or chaperone, appears to be under the influence of alcohol or drugs, or is in possession of same, will be immediately removed from the dance area, have parents notified, removed from the building, and referred to the office for further disciplinary action. These students are subject to search by an administrator or faculty member.
- F. All students are subject to search upon entry to the dance. This includes bags and purses.
- G. Demonstrate acceptable behavior.
- H. Driving, while entering or leaving school grounds, must be reasonable, prudent, and safe, never exceeding 10 miles per hour.
- I. It is your responsibility to arrange for transportation home after the dance. Except in an unusual circumstance, if you are not picked up within 30 minutes after the end of a dance, you will be referred to the office and will not be permitted to attend the next dance.

- J. Loitering any place outside the school building is prohibited whether on the way to, during, or after the dance.
- K. All other regular day school rules are also in effect at dances.
- L. **Students who owe disciplinary consequences will not be allowed to attend dances.**
- M. Students who are absent from school the day of a dance will not be allowed to attend. If the dance is on Saturday, you must attend school on Friday.
- N. Excessive tardiness to school will result in not being allowed to attend dances. Students are to check coats, and/or book bags at the entrance to the gym and will not be permitted to go to their lockers at any time during the dance. Chaperones may inspect the contents of purses, backpacks, etc. upon entering or at any time during the dance.

2. PASS TO PLAY

Teachers are to notify the athletic director if a student participating in extra-curricular activities or sport is not working to their potential or not showing up after school when asked to do so by a teacher. Upon notification, the athletic director will meet with the student to put the students on the "Pass to Play" program. The student needs to be successful in the program in order to remain eligible. If the student does not meet that obligation then they will be removed from participation for an amount of time necessary for them to show progress and success in the classroom. Once a student has earned eligibility status, they must continue to demonstrate success in fulfilling their academic and behavioral expectations.

3. ASSEMBLIES

Assemblies are an integral part of school life and are scheduled at various times throughout the year. Students will be dismissed by the public address system for attendance at assemblies. Teachers will escort their classes to the assemblies and sit with their students during the entire assembly. Proper behavior is expected at all times.

4. 10TH PERIOD/AFTER SCHOOL USE OF BUILDINGS

Your use of the building 10th period and after school is restricted to the following:

- A. Staying to receive help from a teacher at your request or the teacher's.
- B. Participation in a sport or club.
- C. Being assigned to teacher or principal detention.

At 2:15 p.m., all students will need to leave the building unless they are with a teacher, coach, administrator or assigned detention. There will be **no exceptions**. Students who want to remain in the building to wait for sports practices or other scheduled extracurricular activities that start at 3:00 p.m. must be under the direct supervision of a teacher or in intramurals.

Students who violate this will be in violation of the Code of Conduct and are subject to disciplinary actions, including 10th period restriction.

SECTION IV: CAFETERIA/FOOD/DRINK

1. CAFETERIA

All food purchased in the cafeteria must be eaten in the cafeteria during the breakfast or lunch period only. Loud or disruptive behavior, throwing food, leaving wrappings on the tables or the floor will not be tolerated. Once you finish eating, you are to dispose of your trash in an appropriate manner. Wandering the halls during your lunch period is not permitted. Leaving the cafeteria area without permission is not acceptable. Students must present a pass, signed by a teacher, to the cafeteria supervisor in order to leave. Failure to obey reasonable requests of the school staff will be considered insubordination and will result in an office referral.

There will be adult supervision in the cafeteria. Students are expected to follow the directives of the supervisors. Students may be asked to sit in specific sections, tables, or have assigned seating.

2. BREAKFAST PROGRAM

Breakfast will be available in the High School Cafeteria from 7:35 – 7:45 a.m. Students who wish to eat breakfast should report to the cafeteria at that time. Students should report to the cafeteria before reporting to homeroom/first period. First period classes start at 7:47 a.m. All students are expected to be in class on time. Students who are late for 1st period will be marked “tardy”. All food and drink must remain in cafeteria.

3. FOOD AND BEVERAGE CONSUMPTION

Eating or drinking is not allowed in school hallways. Students may only consume food and beverages in the cafeteria during breakfast and lunch periods, or as otherwise allowed by individual classroom teachers. Water fountains exist throughout the school. Water in clear containers only, will be allowed if necessary. Open bottles or containers may be confiscated and checked for appropriate content.

SECTION V: SCHOOL/STUDENT SAFETY AND HEALTH

The safety of the school building is the responsibility of everyone: administrators, teachers, faculty, staff and students. It is important that students follow safety procedures, report suspicious or dangerous activity, and create as safe of an environment as possible.

1. Emergencies/Closings

It is extremely important that an up to date emergency phone number be on file with the school where parents or a guardian may be reached at all times.

Parents: If your child calls you to say they are sick, please tell your child to ask to report to the nurse or the office if they feel they can't make it to the nurse's office.

If a student becomes ill or is involved in an accident on school property during school hours, it should be reported to the nurse's office immediately. If it is determined that the student is to leave school, the school nurse will contact the parent or guardian and sign the student out.

In case of severe weather conditions causing the closing of school or delay of opening, announcements are broadcast over **RADIO STATIONS:** WBEN/AM (930), WLVL/AM (1340), WYRK/WJYE (106.5). **TELEVISION STATIONS/WEBSITES:** Channels 2, 4, 7 & Spectrum News. The Emergency All-Call system may be utilized for information as deemed appropriate.

2. Emergency Procedures and Drills

Fire drills/evacuation: State law requires districts to complete fire drills each year. When the fire bell sounds, you are to exit quickly, quietly, and follow the exit route designated by your teacher. **Safety is most important and your serious cooperation is essential.** In compliance with the law, fire drills will be held in order to provide instructions for evacuation of the building. Signs are posted in each room denoting direction for the appropriate exit.

During the fire drill –

- A. Lights should be turned off and all windows and doors in rooms should be closed upon leaving the room.
- B. Teachers will maintain order and keep students quiet during the entire drill and/or evacuation.
- C. Students should move out quickly and orderly to the appropriate exit using all doors.
- D. Students should move away from the building. Students are to remain under the supervision of the teachers until the "all clear" signal is sounded.

3. Lockout/Lockdown Drills

The school will practice several of these drills throughout the school year to ensure students understand the procedures for these types of situations.

- A. Lockout Drill: used to secure the building during an incident that poses an imminent concern outside of the building. All exterior doors and windows are closed and locked. Teachers will take attendance. Students will listen to announcements and follow any directives/updates. Classroom instruction can continue as normal.
- B. Lockout Drill: used to secure building during an incident that poses an immediate threat of violence in or around the school. Students should report to the closest classroom and lock the door. Barricade if possible/necessary. Students move to a safe spot outside of view from the door. Leave lights/blinds as they are. Everyone remain silent and silence

cell phones. Do not communicate, silence phone, and do not respond to P.A. announcements. In a real scenario, students will be released by law enforcement.

4. Searches

School lockers, desks and other such equipment are not the private property of students but the property of the school district, and as such, may be opened and subject to inspections from time to time by school officials.

Under special circumstances, school officials may search students or student possessions, particularly if there is reasonable suspicion that a student possesses illegal matter such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school related activities.

5. Nurse's Office

- A. The school nurse is the only staff member authorized to dispense medicine and this can occur only with a doctor's direction. *Accordingly, all prescription and over-the-counter drugs must be taken to the nurse for safekeeping.* If you feel ill, you may request to go to the nurse. You must, however, obtain a pass from your teacher. Your name, the time you arrive, the time you leave, and the reason for seeing the nurse will be logged in and kept on record. Students suspected of abusing this service by missing too much class time would have their parents notified with a request that parents seek a complete physical of their son or daughter.

The nurse will contact the parents of students too ill to remain in school. The decision to remain in school or go home will be made by the nurse upon consultation with the parents.

Legal excuses from participating in physical education *must* be brought to the nurse *before 1st period.* Once they are approved, you will be given a note to take your P.E. teacher.

- B. Medical Procedures: The school nurse must have on file a written request from a physician indicating frequency and dosage of all internal medicine. The school nurse must have on file a written request from the parent to administer the medication, as specified by the family physician. The medication should be delivered directly to the school nurse by the parent in an appropriately labeled container. Please note this includes all medications, both prescription and non-prescription (even cough medicine). Students are not allowed to carry or administer their own medications.

If your child is allergic to bee stings, please be sure to contact the school nurse as soon as possible. If a sting should require immediate medication, this medication should be provided for the school nurse to administer.

6. Weapons

Weapons, knives, fireworks (firecrackers, smoke bombs, popping pellets, etc.) are not allowed in school. Use of or possession of any of these items or similar ones will not be tolerated. Students will be subject to disciplinary action, which may include arrest.

7. Fighting

Respect for fellow students is as important as respect for yourself and respect for staff. Treat others as you yourself want to be treated – no hassles, no bullying, no arguments, no fights. Be very cautious of hearsay information. This causes problems because often the information is inaccurate and people intentionally want to make unnecessary trouble for others. The increased use of electronic devices has caused a dramatic increase in fighting in and out of school. Rumors and, in some cases, pictures are spread rapidly over the Internet. Students on the receiving end of these hurtful messages should report them to their parents immediately. If your ability to function normally at school is difficult due to information being shared electronically, it is recommended that you stop communicating via that method and see your counselor or the principal to work out your difficulties with other students.

Fighting, pushing, shoving, or horseplay **will not** be tolerated. In addition to the fact that such actions show disrespect for others, serious physical injuries can result from such actions.

Fighting may result in suspension or ISS. In almost all cases, both parties will be suspended. Harsh comments or threats are just as inflammatory as physical contact.

8. Drug, Alcohol and Tobacco

Barker Central School has been identified by local, state and federal laws as a Drug Free Zone. The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" refers to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, and heroin. Any form of illegal drugs are prohibited on school property including prescriptions and over the counter drugs not approved by the nurse.

Additionally, the following persons are not permitted to enter school grounds or school sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any narcotics found will be confiscated immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary actions taken, up to and including permanent suspension. The district may bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug free environment, the District shall cooperate to the fullest extent possible with local, state and-or federal law enforcements agencies. Because of the Drug Free Zone status, penalties may be **doubled** for convicted violators.

Smoking is prohibited anywhere on school property. It is against State and Federal law. Possession, displaying, and handling of tobacco products, **including electronic cigarettes**, on school property is also prohibited. Students caught smoking on school property will be subject to in school or out of school suspension. Smoking or lighting matches on a bus is a civil crime and students will be treated in accordance with the law.

A Niagara County Sheriff's K-9 unit will be brought into the school on occasion to check lockers, back packs, etc. for drugs. Lockers and contents of book bags can and will be searched at the Principal's discretion. Consequences through the school and/or law enforcements may be applied.

Use, possession or sale of illegal or look-alike drugs or implements on school property is NOT allowed at any time. This includes after-school activities.

9. Extortion

Any student attempting to force another student to pay money or give information in return for protection is guilty of extortion and will be dealt with in accordance with the law.

10. Falsely Reporting an Incident

Falsely reporting an incident is a Class A misdemeanor and, as such, is very serious. When it is confirmed that a student has engaged in such a practice, he/she will be disciplined according to the law. This includes fire alarms, bomb threats, dialing 911, etc.

11. Leaving School Building or Property Without Permission

No student, under any circumstances, is allowed to leave the building or the property without permission. The only faculty members officially allowed to excuse a student is the principal or the nurse. Students are to sign out in the office and sign back in when they return.

12. Discrimination, Bullying and Harassment/Sexual Harassment (Dignity for All Students)

Harassment and bullying shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying that:

- A. Has or would have the effect of unreasonably and substantially interfering with a student's education performance opportunities or benefits, or mental, emotional or physical well-being; or
- B. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety;
- C. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or

- D. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
- E. Acts of harassment and bullying shall include, but not be limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice; disability, sexual orientation, gender or sex.
- F. For the purposes of this definition the terms "threats, intimidation or abuse" shall include verbal and non-verbal actions.
- G. "Cyber bullying" shall mean harassment or bully as defined above where such harassment or bullying occurs through any form of electronic communication.

RESPECT is an attitude, reflected in a person's behavior, in which a person views other individuals as being as important as himself/herself. **DISRESPECT** is the failure to demonstrate this attitude through one's behavior.

Teachers are encouraged to counsel students regarding disrespectful behavior if it becomes abusive or disruptive to class instruction. Teachers will warn students of such behavior and will issue a verbal reprimand. Such reprimands will be issued in ways, which will not belittle, humiliate, or publicly ostracize students and should include teacher expectations and possible corrective actions. Continued disrespect will result in an office referral with disciplinary action to exceed a verbal reprimand.

No student shall be subjected to harassment on school property or at a school sponsored activity.

Any act of sexual harassment will not be tolerated in school, on school property, or at school related activities. Sexual harassment includes, but is not limited to, unwelcome flirtation, sexual advances, proposition, continual or repeated verbal abuse of a sexual nature, use of degrading sexual words and the display of sexually suggestive pictures.

Any student who believes that he/she has been subject to sexual harassment has the right to file a complaint with the high school principal. This complaint will receive prompt and appropriate attention. Students guilty of harassment may be subject to disciplinary consequences. Parents will be contacted, and if warranted, the Principal may request that charges are pressed on the aggressor.

SECTION VI: DRESS CODE AND PERSONAL APPEARANCE/CONDUCT

Students are expected to exercise good taste and judgement in what they wear in school. Any form of dress which is considered contrary to good hygiene, is a distraction or disruptive in appearance, poses safety issues and/or is detrimental to the mission of the school, will not be permitted.

1. We take pride in the appearance of our students and teachers. Your clothes reflect the quality of the school, of your conduct and of your schoolwork.
2. Common sense should be used when choosing footwear. Please be aware of the following: high-heeled and/or "open-toed" shoes and sandals are considered unsafe during emergency evacuations (especially outdoors during the winter). Safe footwear should also be

considered when working with machinery or potentially harmful chemicals, i.e. technology and science classes.

3. The following items of dress are not appropriate during the school day or at school functions:
 - A. Swim wear, halter tops, midriff tops, and/or spaghetti straps. All shoulder straps allowed should be a minimum width of one inch. This will be enforced by all staff. Any students violating this will be asked to change and/or the school will provide a t-shirt to be worn.
 - B. Shirts, jackets, etc. that have imprinted inappropriate sayings or pictures. Profane, sexually explicit, or advocates weapons, drugs, tobacco, alcohol, or weapons may not be worn.
 - C. Coats and hats are NOT to be worn in the building.
 - D. Clothing worn inappropriately (low or unbuttoned to the point of immodesty, too tight, see-through, underwear showing, etc.)
 - E. Hats are not to be worn or carried in school unless they are part of a school sponsored activity, taking place in school. For identification purposes, a person's eyes and face must be visible at all times. For example: hair covering eyes and/or face.
 - F. Shirts are to be worn in the school at all times, including the P.E. area.
 - G. Muscle shirts can be worn by boys in gym class only.
 - H. No PJ's or slippers are to be worn during the school day.

If found wearing such attire, students refusing to change will be sent to the high school office. They may be asked to return home and change clothes prior to returning to class or clothing may be provided for them. The parent/guardian will be called, and students will be responsible for any work missed as a result of leaving and returning to school.

SECTION VII: STUDENT PRIVILEGES AND RESPONSIBILITIES

1. Student Driving

If you wish to drive and park a vehicle in the student parking lot, the following procedures should be followed:

- A. File a Student Car Registration Form with the high school office.
- B. Receive permission from the building Principal.
- C. Park in the designated parking area for students.
- D. Those who have a record of tardiness to school may lose the privilege to drive.
- E. Maximum speed on school property is 10 MPH.
- F. Since the protection of life and property is a major concern, there is to be no reckless driving in the parking lot.
- G. Students parking in the school parking lot without permission may be ticketed by the police and face disciplinary consequences.
- H. Do not chauffeur other students on or off school grounds during school hours unless consented to by a parent. This is for your own protection.
- I. Under no circumstances may a student enter a car unless he/she is the driver/owner, or accompanied by the same.

- J. No students are to be in parked cars during the school day or at evening events. If the need arises during the course of the school day, students are to ask permission of the main office to go to their cars.
- K. Students are to park in areas designated for student vehicles only. Students must comply with all parking/driving regulations as detailed on the parking application. Any violation of these rules may result in the revocation of student parking privileges.

REMEMBER: Permission to drive to school is a privilege, not a right! Students not following the rules will lose the privilege to drive.

2. Lockers – Hallway and P.E.

Each student is assigned two lockers to use – one in the hall for books and personal belongings and one in the locker room for Physical Education clothes. Combinations should NOT BE SHARED WITH ANYONE! If you have difficulty opening your hall locker, report it to the office. Be sure to give the number of your locker to the secretary. A custodian will be called to assist with the problem or you may be assigned a different locker. No writing, signs, or graffiti of any kind are allowed on the outside or inside of the locker. If someone writes on your locker, notify the office immediately. You are responsible for the condition of your locker; it should be kept neat and presentable throughout the year. You are not allowed to change lockers or use another locker without permission from the high school office. If you share a locker and illegal substances are discovered, YOU will be charged with the offense.

If either your hall locker or P.E. locker is vandalized or broken into, notify your P.E. teacher (if it is your gym locker) and/or the office (if it is your hall locker) immediately. Lockers are issued for student convenience. However, the district cannot be held responsible for lost or stolen items.

District officials have access to your lockers at all times. Lockers are school property! School officials can open and check lockers at any time. You are only allowed to place your belongings in the locker assigned to you.

3. Passes – Hallways, Buses, etc.

The purpose of a “pass system” is to maintain order in school and to prevent distraction and disruption to classroom instruction.

- A. Expectations:
 - i. Aside from passing time between classes, each student who is enroute from one location to another is required to have a paper pass signed by a staff member.
 - ii. Students must report to study hall for attendance purposes regardless of whether they have a pass to go somewhere else.
 - iii. Passes to lavatories and lockers are **strongly discouraged** except for emergencies.
 - iv. Cafeteria supervisors **will not** issue passes to students unless there is an emergency.

- v. Students who wish to, or are required to, leave the cafeteria **MUST** present a pass from a teacher to the cafeteria supervisor to do so.
- vi. If you are late to class – **DO NOT GO TO THE OFFICE TO OBTAIN A PASS.** Go directly to your scheduled class. Your teacher will address the situation.

B. Computer Lab Passes:

- i. Students who wish to use the computer lab during their study hall should inform their study hall teacher. The teacher will call the lab to see if there are computers available during that period.
- ii. The computer lab will be open for all students from **2:20 to 3:05 p.m. daily.**
- iii. Students should not be sent to the computer lab unless they have school related work to do.

4. Bus Passes

- A. Students who stay 10th period and need to ride the 3:00 bus must have a pass from their supervising 10th period teacher. This means that you should be under direct adult supervision during 10th period.
- B. The bus pass must be presented to the 10th period route driver. If you do not have a pass, the bus garage will report you to the main office.
- C. If you wish to ride a bus route that is different from your own, you must bring a parent note to the main office.

5. Lost and Found

Report any lost or stolen items to the office. "Found" articles must be turned into the office as well. You have a moral obligation to report finding "lost" items to the office. Not to do so is the same as stealing. Unclaimed items will be given to charity.

6. Working Papers

- A. Working papers may be obtained from the nurse's office by students 12 – 15 years old for part-time farm work. When age 16 is reached, working papers are needed for store and factory work but they are not needed for farm work.
- B. A physical examination is required before a working permit may be obtained.
- C. After the 18th birthday, working papers are not required.
- D. Employers may still wish to see "proof of age", best shown by a birth certificate, to prove that a student has reached the age of 16 or 18.

7. Public Conduct While on School Property

Visitors:

All visitors need to report to the main office to obtain a pass. Because of a disruption to the learning process, visitors are not allowed in the building until after 2:15 p.m. unless prior permission was granted. Visitors must sign out at the main office upon leaving.

- A. Anyone who is not a regular staff member or student of the school will be considered a visitor.
- B. 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.
- C. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- D. 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.
- E. Teachers are expected not to take class time to discuss individual matters with visitors.
- F. 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.
- G. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Public Conduct:

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

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

A. Prohibited Conduct

No person, either alone or with others, shall:

- i. Intentionally injure any person or threaten to do so.
- ii. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- iii. Disrupt the orderly conduct of classes, school programs or other school activities.
- iv. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal actions, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- v. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- vi. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- vii. Obstruct the free movement of any person in any place to which this code applies.
- viii. Violate the traffic laws, parking regulations, or other restrictions on vehicles.
- ix. 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.
- x. Loiter on or about school property.
- xi. Gamble on school property or at school functions.
- xii. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- xiii. Willfully incite others to commit any of the acts prohibited by this code.
- xiv. Violate any federal or state statute, local ordinance or board policy while on school property or at a school function.

B. Penalties

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

- i. Visitors. Their authorization, if any, to remain on school property or at a 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.
- ii. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- iii. Tenured faculty members. They shall be subject to disciplinary actions as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
- iv. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 or any other legal rights that they may have.
- v. 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 building Principal or his or her designee shall be responsible for enforcing the conduct required by this code. When the building principal or his/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 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 this code.