

**Washington Academy**  
SALEM CENTRAL SCHOOL DISTRICT  
P.O. Box 517  
Salem, New York 12865

September 2012

Dear Parents and Students,

The information in this handbook is intended to help you become familiar with the philosophy and goals of our school and to give you a clear understanding of the policies, procedures, rules, and expectations which we ask all of our students to follow. In addition to the guidelines contained herein, expectations for behavior in the classroom, lunchroom, playground, etc., will be described and discussed with students during the first few days of school.

Our entire faculty and staff are here to provide you with assistance and to help you find answers to questions that may not be addressed in the handbook.

It is our intent to continually share important information about our school with parents. The school and home are partners with regard to your child's growth and development and we need to work closely together to ensure success. Frequent communication between teachers and parents is essential. As part of our ongoing effort to enhance communication, newsletters and calendars are regularly sent home and posted on our website by the district, classroom teachers, and my office. Please read all of these documents so you are aware of expectations and upcoming events in the District.

Please read this handbook with your child. If after reviewing this handbook with your child you find that you have questions or concerns, do not hesitate to contact me at (518) 854-9505 for elementary students and (518) 854-7600 for high school students. I am looking forward to working with you.

Sincerely,

Mrs. Jane Lourie,  
K-12 Principal

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**School Contacts:**

Dr. Kerri Piemme, Superintendent  
Mrs. Jane Lourie, Principal K-12

|                         |   |          |
|-------------------------|---|----------|
| Superintendent's Office | Maura Rapp, Secretary                                     | 854-7855 |
| High School Office      | Jackie White, Secretary                                   | 854-7600 |
| Elementary Office       | Amy Tifft, Secretary                                      | 854-9505 |
| Guidance Department     | Donald Zarzycki, Counselor<br>Lori Linendoll, Secretary   | 854-6010 |
| Special Education       | Richard Phaneuf, Coordinator<br>Regina Eastman, Secretary | 854-6020 |
| Health Office           | Sheryl Chambers, School Nurse                             | 854-6023 |
| Cafeteria               | Rodney Moore, Manager                                     | 854-6040 |
| Transportation          | Scott Cameron, Supervisor                                 | 854-7419 |

## **2012 – 2013 Progress Report & Report Card Dates K-12**

### **Quarter 1**

|                        |                   |
|------------------------|-------------------|
| Start                  | September 4, 2012 |
| 5-week progress report | October 4, 2012   |
| End                    | November 6, 2012  |
| Report cards published | November 8, 2012  |

### **Quarter 2**

|                        |                   |
|------------------------|-------------------|
| Start                  | November 7, 2012  |
| 5-week progress report | December 12, 2012 |
| End                    | January 25, 2013  |
| Report cards published | January 30, 2013  |

### **Quarter 3**

|                        |                  |
|------------------------|------------------|
| Start                  | January 26, 2013 |
| 5-week progress report | March 5, 2013    |
| End                    | April 11, 2013   |
| Report cards published | April 15, 2013   |

### **Quarter 4**

|               |                |
|---------------|----------------|
| Start         | April 12, 2013 |
| 5-week report | May 14, 2013   |
| End K-6       | June 14, 2013  |
| End 7-12      | June 21, 2013  |

|      |                                      |               |
|------|--------------------------------------|---------------|
| K-6  | Report cards sent home with students | June 20, 2013 |
| 7-12 | Report cards mailed home             | June 24, 2013 |

## **SCHOOL HOURS K - 12**

The school day begins at 8:00 AM and ends at 3:12 PM. However, students who have completed all of their work and have not been detained by faculty or administrators are excused at 2:20 PM (K-6 students) and 2:25 (7-12 students). Teachers are available for extra help Tuesday through Thursday until 3:12 PM. For disciplinary purposes, students may be required to stay after school Tuesday through Thursday until 3:12 PM.

The school doors for elementary students officially open at 7:50 AM. Parents who bring their K-2 children to school may enter the Primary Building through the primary archway doors at 7:50 AM. Parents who bring their 3-6 children to school may enter at the copy room doors at 7:50 AM. Final attendance is taken at 8:05 in elementary school.

The high school circle doors open for high school students at 7:45 AM. 7<sup>th</sup>-12<sup>th</sup> grade students who are not in their 1<sup>st</sup> period class by 8:00 AM will be considered absent or tardy.

Students who arrive at school prior to 7:45 AM may enter through the cafeteria doors which open at 7:30 AM.

For students who walk and parents who drop their children off please note times carefully in order to avoid waiting outside in inclement weather.

**7<sup>th</sup>-12<sup>th</sup> Grade DAILY BELL SCHEDULE  
2012-2013**

**7:58 Warning Bell**

|          |  |
|----------|--|
| Period 1 | 8:00 – 8:42                                      |
| 2        | 8:45 – 9:30 *(extra 3 minutes for announcements) |
| 3        | 9:33 – 10:15                                     |
| 4        | 10:18 – 11:00                                    |
| 5        | 11:03 – 11:45                                    |
| <b>6</b> | <b>11:48 – 12:10 Jr. High Lunch</b>              |
| 6        | 11:48 – 12:30 Sr. High classes ONLY              |
| 7        | 12:13 – 12:55 Jr. High classes ONLY              |
| <b>7</b> | <b>12:33 – 12:55 Sr. High Lunch</b>              |
| 8        | 12:58 – 1:40                                     |
| 9        | 1:43 – 2:25                                      |
| 10       | 2:28 – 3:12                                      |

**In the event of multiple 1-hr. delays throughout the school year, 7<sup>th</sup>-12<sup>th</sup> graders will report to class as follows:**

**1<sup>st</sup> 1-hr. delay:**

No 1<sup>st</sup> period.  
Report to 2<sup>nd</sup> 9:00-9:30  
Report to 3<sup>rd</sup> 9:33-10:15;  
Report to 4<sup>th</sup> at 10:18 and  
continue the day as usual.

**2<sup>nd</sup> 1-hr. delay:**

No 2<sup>nd</sup> period.  
Report to 1<sup>st</sup> 9:00-9:45;  
Report to 3<sup>rd</sup> 9:45-10:15;  
Report to 4<sup>th</sup> at 10:18 and  
continue the day as usual.

**3<sup>rd</sup> 1-hr delay:**

No 3<sup>rd</sup> period.  
Report to 1<sup>st</sup> 9:00-9:30;  
Report to 2<sup>nd</sup> 9:33-10:15;  
Report to 4<sup>th</sup> at 10:18 and  
continue as usual.

In the event of a 2-hour delay, please check the school website for the day's schedule  
and/or call the high school office at 854-7600 after 8:00 AM

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## **AFTERNOON BUS PROCEDURE:**

There is an important change in the afternoon transportation schedule for the 2012-13 school year. This change affects afternoon transportation ONLY. Beginning Wednesday, September 5, 2012, there will only be one bus run home each afternoon.

On Mondays and Fridays of each week the buses will leave school at 2:30 PM. There will NOT be a 3:15 PM late bus on these days and the only students who will be able to stay past 2:30 PM will be 7-12 athletes who have an athletic practice that begins at 3:15 PM. BOCES students will always be transported home on Mondays and Fridays.

On Tuesdays, Wednesdays, and Thursdays of each week buses will leave school at 3:15 PM. There will NOT be a 2:30 PM bus on these days. Students will have the option of leaving school at 2:30 PM if their obligations at school are complete and they have their own transportation. Students who stay until 3:15 PM will have the following options:

- K-2 students will be able to stay for extra help with their teacher, if available, or will be able to take part in a supervised after-school activity group.
- 3-6 students will be able to stay for extra help with their teacher, if available, or will be able to work on their homework in the Homework Heroes room.
- 7-12 students will be able to stay for extra help with their teacher, if available, or will be able to stay in the 10th period activity room.

No students grades K-12 will be permitted to leave campus on Tuesday, Wednesday, and Thursday at 2:30 PM unless they have parental permission and transportation. All students who remain at school for 10<sup>th</sup> period must get a bus pass from the supervising teacher or advisor. Students are to go directly to the loading area at 3:12 PM. Students must wait for their bus in an orderly and quiet manner and follow all procedures established by the bus monitor. (See also: *Bus conduct.*)

Any student who attempts to board the 3:12 PM bus without a bus pass will be allowed to do so. However, that student will be referred to the office and disciplined as follows: *1<sup>st</sup> offense = warning. 2<sup>nd</sup> offense = detention. Additional offenses will be subject to further discipline.*

As always, if there are any changes in your child's end of the day plans, please be certain to send these changes in writing to your child's teacher or the office. Please keep end of the day telephone requests for changes in dismissal plans to an absolute minimum.

## **ANIMALS/PETS:**

In our ongoing efforts to make Salem Central School as safe and healthy as possible, animals and pets of any type are not permitted in the school building. This allows the district to keep the rooms clean, to protect students and staff who may be allergic to animals, to protect students from possible injuries from animals, and to protect the animals from stress and injury.

## **ASSEMBLIES:**

In order to avoid cutting any deeper into an already limited amount of instructional time, school assemblies will be conducted only when clear educational benefits are to be gained. Students are expected to be on their best behavior. Any disorderly or disruptive behavior will result in the student being removed from the assembly and additional disciplinary consequence being assigned as deemed appropriate by the principal.



## **ATTENDANCE:**

The Board of Education of the Salem Central School District recognizes that student attendance in school is an important component of student success. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter. Regular attendance in school helps to form good work habits and develop the responsibility needed for success in the working world. Make-up work can never replace the student's presence in the classroom when a lesson is taught.

Although some class absence may be unavoidable, each student is expected to make every effort to attend each assigned class. The underlying rationale for an attendance policy that denies course credit for non-attendance is based on recognition of the vital role classroom attendance and participation plays in academic achievement.

Classroom teachers will take attendance at the beginning of each class period. They will verify their roster with the attendance bulletin and forward any discrepancies to the office. There, any absences for all or part of a school day will be recorded as either excused or unexcused. (*See below for list of excused absences.*)

Students who are absent from school, whether excused or unexcused, may not attend any after school or evening activities. Students must be in attendance a minimum of half the school day – either until 11:00 AM or must arrive by 11:00 AM in order to attend after school or evening activities. Students who demonstrate frequent absences or tardiness will be subject to further action.

Unexcused absences will be immediately forwarded to the principal's office where disciplinary consequences will be assigned as necessary. Truancy, tardiness, cutting classes and leaving school grounds without permission are unacceptable behaviors that will result in disciplinary consequences as per the discipline section of this handbook.

### Excused Absences:

The following reasons for pupil absences, tardiness, and early departure are considered "excused":

1. illness
2. illness or death in the family
3. inability of the District to provide transportation
4. religious observance
5. medical appointments
6. quarantine
7. required court appearance
8. participation in a school-sponsored activity
9. pre-approved college programs
10. military obligations
11. other reasons as may be approved by the administration.

| Number of Days Absent | Action Taken  |
|-----------------------|---|
| After 5 days          | Parent/ Guardian will receive a letter stating the number of absences.  |
| After 10 days         | Parent/ Guardian will receive a letter stating the number of absences and the impact it is having on the student's academic program. The Principal to follow-up will contact the parent.  |
| After 15 days         | Parent/ Guardian will receive a letter stating the number of absences and the impact it is having on the student's academic program. The Principal to follow-up will contact the parent. If further absences occur, the Principal will contact the Child Study Team to collaboratively problem-solve. |
| After 20 days         | A Child Study Team meeting is scheduled. Parents are requested to attend the meeting to review the impact of the absences on the child's academic performance and a parent conference is requested.   |
| After 25 days         | The parent/guardian is requested to attend a second conference and/or Child Study Team meeting. The notification of this meeting may include references to the district's possible plans to contact outside agencies.   |

Parental Responsibility:

It is the responsibility of the parents/guardians to notify their respective office by telephone (854-9505 K-6<sup>th</sup> grade or 854-7600 7<sup>th</sup>-12<sup>th</sup> grade) on the morning of the absence or tardiness as to the reason for such absence or tardiness. As a follow-up to any oral notification, parents/guardians **must** provide a written excuse within two (2) school days of the student's return to school containing the date of the absence or tardiness and reason for such. Failure to comply will result in an unexcused absence or unexcused tardy being recorded in the register.

Late Arrival:

Promptness of the entire class ensures that all students will take part in goal setting for the day. Tardiness is a disruption that often causes a student to miss important announcements or instructions. ***All students who are tardy must report to their respective office to sign in before entering their classroom.*** Students who enter school late must provide the office with a written note from their parent/guardian at the time of arrival. The note must indicate the reason for the student's late arrival. Students will only be considered "excused" for the reasons listed above. 7<sup>th</sup>-12<sup>th</sup> grade students who habitually arrive late to school "unexcused" will face disciplinary consequences as per the discipline section of this handbook.

Early Dismissal:

**Parents may not dismiss students early by means of a phone call** (*except in the event of an emergency, and then only with the principal's direct approval.*)

Students in grades K-6 requesting early departure from school must submit a note to their classroom teacher. Students in grades 7-12 must submit their requests to the high school office before they report to their 1<sup>st</sup> period class. The note must indicate the time, date and reason for

such departure. Notes will be routinely verified by telephone. At the time of their dismissal, students may leave their classroom and report to their respective office. Students **must sign-out** before they leave school early. Failure to sign-out constitutes a violation of the discipline policy. **Students will be released only to their parents or a designated adult and only through the office. On no occasion should a parent go directly to the classroom to pick up his/her child.** If the parent is not known personally to the office staff, he/she will be required to present personal identification in order to be able to pick up the student.

## **ACADEMIC INTERVENTION SERVICES (AIS):**

### Definition:

Academic Intervention Services are services designed to help students achieve the learning standards in English language arts, mathematics, social studies, and science. The services include two components:

1. Additional instruction that supplements the general curriculum.
2. Student support services needed to address barriers to improved academic performance.

The intensity of such services varies, but is always designed to respond to student needs as indicated through state assessment results or through other district-approved methods.

### Procedures:

**Students who do not meet the state designated performance level on state assessments must receive academic intervention services.** (*Generally, this means scoring a 1 or a 2 on a NYS assessment or less than a 65 on Regents exams*). Additionally, any student who is determined to be at risk of not meeting state standards will also be eligible for AIS.

The intensity of the academic intervention services provided by the district will vary based on individual student's needs. Students at greater risk will be scheduled more frequent AIS classes.

Students will be placed into AIS classes at the sole discretion of the district. Parents may not remove their children from AIS once it has been determined that AIS services are indicated. However, in the case of students who have not been deemed eligible for AIS services, parents or teachers may request that a student be considered. In such a case a meeting will be held including the parent, the teacher and the guidance counselor to determine whether academic intervention services would be appropriate.

AIS classes are officially scheduled courses that are graded on a satisfactory/unsatisfactory basis on the student's report card. Students may not drop or withdraw from an AIS course. Any student cutting an AIS class will be disciplined in the same manner as cutting any other class. (*See: Discipline Schedule*).

Students whose performance improves substantially, as evidence by performance on standardized tests, classroom grades, or teacher opinion, may be considered for a reduction in the scheduled amount of AIS classes.

**The only way for a student to be removed from academic intervention services is for that student to meet or exceed the state designated performance level on a state assessment or on an equivalent test.**

## **ATHLETICS:**

A separate handbook titled, "*The Code of Conduct for Participating in Interscholastic Sports & Cheerleading*" is available through the athletic office. Please contact the Athletic Director to obtain a copy.

## **BACKPACKS (7<sup>th</sup>-12<sup>th</sup> grade only):**

Backpacks and book bags are not allowed in classrooms or in any other rooms in the school. They are to be used only for bringing materials to and from home and are to be stored in the student's locker throughout the day. Whenever possible students should try to reduce the load of books they are carrying by stopping at their lockers between classes.

## **BOCES/VO-TECH:**

Salem Central School District will provide transportation for any student who is enrolled in any BOCES placement or in any vocational education placement through the District. **Students may NOT drive themselves to or from any BOCES program or placement.** Any students who drive themselves or are driven by any other unauthorized individual will be disciplined for leaving school grounds without permission.

## **CARE OF SCHOOL PROPERTY:**

Students are responsible for helping to maintain a clean, neat atmosphere within the classroom as well as other parts of the school building. Students are responsible for proper care of all books, supplies, lockers, desks and other furniture supplied by the school.

Restrooms are not a place to loiter. Any damages to the facilities, writing on the walls, or other problems that occur, should be reported to your teacher. Textbooks are provided in a variety of subjects to all students. It is the student's responsibility to keep the books in good shape and return them in the same condition that they were in when they were received. **Students who disfigure or lose textbooks and/or library books or do other damage to school property or equipment, will be required to pay for the damage done or replace the item.**

## **CELEBRATIONS K-6:**

If you would like to celebrate your child's birthday at school, please contact your child's classroom teacher to plan this event. In all cases, parties should be scheduled with your child's teacher in advance. If you are bringing something into school to celebrate your child's birthday, don't forget that we have students with allergies (i.e. peanut, latex). To promote health and wellness please bring healthy snacks to celebrate.

## **COMMUNITY VOLUNTEERS:**

There are many opportunities for parents and community members to become directly involved at Salem Central School. If you have extra time or a talent that you would be willing to share with our children, please call the elementary office at 854-9505 or the high school office at 854-7600 for further information.

## **CORPORAL PUNISHMENT:**

The Salem Central School Board of Education encourages responsible school conduct and discipline in order to promote appropriate student behavior. In its promotion of that behavior, it prohibits the use of corporal punishment.

### Definition:

Corporal punishment is defined as any act of physical force upon a student to punish the student.

### Procedure:

**There are situations in which the use of physical force by staff is deemed appropriate or necessary**, thereby exempting the prohibition of corporal punishment. They are as follows:

- To protect oneself from physical injury.
- To protect a student, teacher or any other person from personal injury.
- To prevent destruction of school or any other property.
- To restrain or remove a student whose behavior interferes with orderly school functions after that student refuses to comply with a request to refrain from further disruptive behavior.

## **COURSE ADD/DROP PROCEDURE for GRADES 7-12:**

The procedure for a student-initiated add/drop change is as follows:

1. The add/drop period will span the first ten days of classes of each semester.
2. Within this period, the student must meet with the guidance counselor to discuss the proposed change.
3. During the initial meeting, it will be determined if the change is appropriate or possible. If it is both, the student will be given an add/drop form to complete.
4. The student must obtain four (4) signatures on the form: 1) the guidance counselor; 2) the instructor of the class to be dropped; 3) the instructor of the class to be added; 4) the student's parent.
5. Once the form is completed it should be returned to the counselor for his/her comments and final approval.
6. If a teacher, parent or counselor feels that the change is not appropriate the change will not be granted.
7. Appeals will be heard by the principal.
8. **After the initial add/drop period, course changes will be avoided and may only be granted with the principal's written approval and only for extraordinary or emergency reasons.**

## **DANCES:**

### Supervision:

In order for a dance or "student activity night" to be held, the advisor/supervisor of the sponsoring organization and at least five additional teacher chaperones must be present. Of those six adults, at least one must be a volunteer trained in the use of an AED (Automated External Defibrillator). *See also: Automated External Defibrillators*. Parent chaperones may be used, but not in place of the six staff members listed above.

### Attendees:

Students in grades 7-12 may attend the dances if invited by the sponsoring organization. **To be allowed to attend any dance, a student must be eligible under the Eligibility Policy and must be present for at least ½ the school day, excluding lunch, on the day of the dance.**

In order to bring a guest to a dance, the Salem student must submit a completed *Guest Permission Form* to the high school principal one day prior to the event.

Each student is responsible for his/her guest. This means that any misbehavior by the guest will result in shared consequences. *Guest Permission Forms* may be picked up in the high school office.

Procedures:

School dances will start at 7:00 PM and end at 10:00 PM. The doors to the school will be locked at 8:00 PM. After that time, no one will be allowed into the dance. **No students may leave before 10:00 PM unless they are picked up by their parent.**

Student/Guest conduct:

**All school rules apply during dances.** Students are reminded that dances are a privilege. Therefore, any student violating school rules will be disciplined according to the discipline schedule and/or banned from future dances. Additionally, if the chaperones see fit, a student's parents may be contacted to come and remove the student or a guest from the dance. A student will be warned only once about inappropriate behavior or dress. Should a second warning be required, he/she will be removed from the dance (by his/her parent) and excluded from one or more future dances depending on the circumstances.

**DRESS CODE:**

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. As a general rule, any attire deemed disruptive or dangerous is not allowed. The following is a list of items that are not appropriate during the school day (8:00 AM – 3:12 PM)

- Hats, hoods, bandanas or sunglasses;
- Extremely brief or revealing garments such as tube tops or halter tops;
- Skirts and shorts that are shorter than fingertip length;
- Bare midriff tops of any sort;
- Badly torn clothing;
- Shirt straps that are less than 2-fingers wide;
- Plunging necklines (front and/or back);
- See-through garments;
- Underwear not covered by outer garments (including bra straps);
- Bare or stocking feet;
- Footwear that is a safety concern;
- Leggings that are not covered by a shirt, skirt, or shorts that are at least fingertip length;
- Winter coats;
- Items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability;
- Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item. Any student who refuses to do so shall be considered insubordinate and will be subject to further discipline.

## **ELECTRONIC EQUIPMENT:**

Possession and use of any electronic equipment is strictly prohibited at Salem Central School. Students are not permitted to carry cell phones, I-pods, pagers, gaming systems, and/or any other electronic devices on their person, whether turned on or off, at any time during the school day (unless they are used for legitimate educational purposes under the direct supervision of a teacher). Cell phones and all other electronic equipment must be turned off and kept in the student's locker or backpack during the school day. Students found in possession of any electronic device between the hours of 8:00 AM and 2:30 PM, will have the device immediately confiscated and turned into the appropriate school office where it will be held until a parent/guardian picks it up. ***The school is not responsible for lost or stolen items.***

## **EMERGENCY CLOSINGS:**

There may be times during the winter months when it will become necessary to delay or cancel school due to inclement weather. The following television and radio stations will carry notification of Salem School's closing:

|                |                 |                 |
|----------------|-----------------|-----------------|
| WRGB News 6    | WTEN-TV 10      | WNYT News 13    |
| WGY (810 AM)   | WBZA (1230 AM)  | WROW (59 AM)    |
| WRVE (99.5 FM) | WGNA (107.7 FM) | WKLI (100.9 FM) |
| WFLY (92.3 FM) | WEQX (102.7 FM) | WYJB (95.5 FM)  |

## **EXTRACURRICULAR ELIGIBILITY POLICY:**

### **Eligibility for Participation Grades 7 – 12**

#### **Purpose:**

The purpose of the Extracurricular Eligibility Policy is to provide incentive for students to improve their academic performance as well as their behavior in school. For the purposes of this policy students are assumed to be eligible to participate in and be a spectator of any of the activities listed below. Students can be disqualified from eligibility to participate or spectate based on the academic and behavioral criteria set below.

#### **Definitions:**

Failing grade – any grade of 64 or less;

5 week marking period grade – grade determined on the last day of the marking period for all work completed by the end of that school day.

#### **Application:**

- a. Applies to all students in grades 7-12 inclusive.
- b. Applies to all school sponsored and co-sponsored activities listed below.
- c. At the discretion of the 7-12 Principal other events or activities may be added to this list.

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Interscholastic sports competitions</li> <li>• Cheerleading</li> <li>• Drama Club</li> <li>• FCCLA</li> <li>• Overnight field trips</li> <li>• School sponsored foreign travel</li> <li>• Yearbook</li> <li>• Homecoming</li> <li>• Semi-formals</li> <li>• FFA</li> <li>• Spanish Club</li> <li>• Tech Club</li> <li>• <b>**Prom**</b></li> </ul> | <ul style="list-style-type: none"> <li>• School sponsored out of state travel</li> <li>• NHS</li> <li>• Literary Magazine</li> <li>• Student Board</li> <li>• Mathematics Team</li> <li>• FBLA</li> <li>• Class officers</li> <li>• SADD</li> <li>• Film Club</li> <li>• Friends of Rachel</li> <li>• Iron Generals Club</li> <li>• Attendance at games, dances, and events</li> </ul> |
|---|--|

***\*\* Eligibility to the prom will be determined at the end of the 3<sup>rd</sup> marking period. Students who are failing 2 or more courses for the 3<sup>rd</sup> marking period (those who are on the probation list) will not be allowed to attend the prom. This does not apply to members of the junior class but applies to their dates in other classes.\*\****

**Academic component:**

- a. Students failing 2 or more course (64 or less) at the end of each 5 week marking period will be placed on **PROBATION** until the end of the marking period.
- b. Incompletes are not necessarily failing grades but for the purposes of this policy will be handled as such.
- c. Only 5 week grades will be considered.
- d. Final averages at any time during the year are not considered.
- e. A student's academic status will be re-evaluated each 5 week marking period.
- f. All courses a student is enrolled in will be considered.
- g. If a student drops a class after the drop/add period, that course will continue to be considered throughout the conclusion of that course, with the grade at the time the course was dropped.
- h. Summer school grades will **NOT** be considered.

While on probation students must conform to the following criteria:

- a. Stay for extra help in the courses that they are failing.
- b. Display appropriate behavior.
- c. Be completing current assignments and working to make up back work (if applicable).

Students status while on probation will be evaluated on a weekly basis using the criteria stipulated above. Teachers will report weekly to the high school office the status of students on probation.

- a. If weekly reports indicate that the criteria have been met in **EACH** of the courses the student is taking – the student **retains eligibility** until the evaluation of the next weekly report or the next 5 week marking period, whichever comes first.
- b. If weekly reports indicate that one or more of the criteria have not been met in **ANY** of the courses the student is taking the **student will be ineligible** until the next 5 week marking period. This means that any student receiving a U from at least two teachers will be considered ineligible.



- c. When ineligible, students will not be allowed to participate in extracurricular activities as defined above (due to health and safety concerns athletes will be allowed to practice but not attend or participate in any scrimmages or contests).
- d. Students who fail two or more courses in the **fourth quarter** will begin the next school year **on probation**.

**Behavioral component:**

Eligibility will be determined based upon a point value system as described below.

- a. Students accumulating 6 points will become ineligible for a period of 3 weeks from the date of the most recent infraction.
- b. Point accumulation does NOT reset at the end of each marking period. Points will reset only after a student has reached the 6 point plateau.
- c. Students who serve a period of ineligibility due to behavior will have their point total at the end of the school year carry over to the fall. All other students will start the new school year with 0 points.
- d. Behavioral and Academic considerations will be served concurrently.
- e. Point value corresponds to each occurrence of an infraction leading to disciplinary action.

| <b><u>Infraction:</u></b>                  | <b><u>Points:</u></b>                                 |
|--|---|
| Out of School Suspension five or more days | 6 points  |
| Out of School Suspension                   | 4 points <u>additional at discretion of principal</u> |
| In School Suspension                       | 2 points  |
| Loss of Transportation                     | 2 points <u>additional at discretion of principal</u> |
| Office Detention                           | ½ point   |
| Lunch Detention                            | ½ point   |

**Monitoring:**

**Academic component:** It will be the responsibility of the 7-12 Principal or his/her designee to monitor the academic progress of each student every 5 weeks. It is further the responsibility of the 7-12 Principal or his/her designee to publish a “*probation list*” every 5 weeks and a weekly “*ineligible list*”.

**Behavioral component:** It will be the responsibility of the 7-12 Principal or his/her designee to monitor the behavior of each student throughout the school year. It is further the responsibility of the 7-12 Principal or his/her designee to publish a “*behavioral ineligible list*” at any time it is necessary.

**Appeals:**

Students determined to be ineligible to participate by this policy may appeal this determination directly to the superintendent of schools, and if still not satisfied, to the Board of Education.

Appeals may only be based upon the following:

- a. An error in application of the policy; or
- b. An error in fact for determining the eligibility of the student.
- c. For behavioral purposes, students may not avail themselves of this appeal process to change a determination of guilt or innocence by the proper school authorities in relation to disciplinary matters. (That appeal should take place through regular disciplinary channels.)
- d. For academic purposes, students may not avail themselves of this appeal process to change an assigned grade by a teacher. (That appeal should take place through regular academic channels.)

**Implementation:** Implementation of the procedures of this policy shall supersede any other existing policy within the limits of New York State and Federal Laws.

### **EXTRA-CURRICULAR PARTICIPATION and ATTENDANCE K-6:**

All elementary students who attend after school events such as basketball games, wrestling matches, concerts, plays, etc., must be supervised and will follow all rules and established procedures. Parents should not drop their elementary student off and leave them unsupervised at an event. Students who do not observe all rules and procedures will not be allowed to attend these special activities. **Students who are absent from school may not attend after school events.**

### **EXTRA HELP:**

Students are encouraged to seek extra help any time they feel they need it. Teachers are readily available to provide help to students during study halls and/or 10<sup>th</sup> period on Tuesdays, Wednesdays, and Thursdays.

Regardless of the activities students may have planned for after school, it is essential to remember that academics always take precedence. Additionally, a student's participation rate in a course may be affected by his/her willingness to seek extra help when needed.

### **FIELD TRIPS:**

Field trips provide our students with an opportunity to expand their educational experiences. They often occur in a less structured environment than normally exists within the school building. Students must have a permission slip signed by the parent in order to attend a field trip.

### **FIRE DRILLS:**

#### Procedure:

Salem Central School is required to have 12 fire drills each year to prepare students for possible emergency evacuations. We expect our students to follow their teacher's directions during these drills. A fire evacuation plan is posted in each room. Students are responsible for becoming familiar with plans in each of their classrooms. When the fire alarm sounds, students are to file out of the room and walk quickly and quietly to the designated exit. Running or talking is not permitted. Distracting behavior will be subject to either teacher or administrative discipline. If a student is not directly with a teacher when the alarm sounds, he/she should go to the nearest exit and report to an adult. Students are to remain away from the building, out of traffic lanes, and away from parked cars.

### **FOOD & DRINKS:**

**Students should not possess or consume any food or drinks anywhere outside of the cafeteria. This includes buses.**

Exceptions:

There are only three exceptions to this rule:

1. "Bagged" lunches brought from home.
2. Food-related classroom activities may be conducted under the supervision of a teacher.
3. Students who have documentation from a physician indicating that they need to have food with them for medical reasons may carry and consume it as necessary.

**During the school day students may only purchase food from the Salem cafeteria. Students may not purchase food from outside vendors during the day, nor may they have other people buy it for them.**

**FOOD SERVICES:**

Breakfasts/Lunches may be purchased by the day, week or month. A monthly menu will be available that lists both breakfast and lunch choices. For those students who choose, breakfast is available in the cafeteria when they arrive at school. The cafeteria opens for breakfast at 7:45 AM. Students are expected to be on time for class from breakfast. The same behavior rules stated for lunch apply to the breakfast program.

Listed below are the existing lunch prices for the school year (subject to change):

|                                      | <u>Breakfast</u> | <u>Lunch</u> |
|--------------------------------------|------------------|--------------|
| Kindergarten-Grade 3.....            | \$ 1.00          | \$1.70       |
| Grades 4-6.....                      | 1.00             | 1.90         |
| Grades 7-12.....                     | 1.00             | 2.25         |
| Grades K-12 Reduced Price Lunch..... | .25              | .25          |
| Milk/Juice.....                      | .55              | .55          |

Free and reduced lunch:

The Free Lunch Program, a federal and state supported program, will be available to those students whose parents complete the application form from the district. Qualifications are based on family income and number of children in the home. For further information, please contact the cafeteria manager at 854-6040.

Lunch Rules:

- Charge slips may be obtained in the cafeteria from an aide. A student may not charge again until the charge slip is paid in full.
- Dangerous or disorderly conduct will result in consequences as per the discipline schedule.
- No food or beverages are to leave the cafeteria.
- Students may remain either in the cafeteria or go to the other inside or outside area designated for their use.
- Students must have prior permission to be anywhere else during their lunch periods.
- Students should use the bathrooms closest to the cafeteria during lunch.

Our cafeteria belongs to all of us and all students will be expected to follow the outlined cafeteria procedures. Students who do not follow these procedures will be expected to take responsibility for their actions and may be assigned after school detention/or may be required to eat lunch in the office.

**HALL PASSES/AGENDAS (7<sup>th</sup>-12<sup>th</sup> grade only):**

### Purpose:

In order to maintain order, ensure student safety, and adequately supervise students at all times of the day; while at the same time maintaining a student's right to move around the building independently; hall pass procedures have been instituted.

### Procedures:

At the beginning of the year each student will be issued a student agenda which contains all the hall passes. Students are expected to have these with them at all times during the regular day. Teachers are not allowed to issue paper passes; therefore any student who does not have his/her agenda will not be allowed to leave the room. Any student found outside of the classroom without an agenda may be disciplined for abusing pass privileges (*see: Discipline schedule.*).

Any student who loses his/her agenda may purchase a replacement at the high school office. The replacement book costs \$5.00. This procedure is not meant to burden students and parents financially, it is meant to encourage responsible conduct on the part of students.

There are four types of passes, each is explained below. Passes are only valid if they are intact **in** the passbook with the student's name clearly written on them.

#### 1. Hall pass

These passes are used for general **student-initiated** trips out of the classroom with a teacher's consent. Each student has a limited number of passes for each month. Once a student uses all of his/her hall passes for the month, he/she may no longer leave the classroom. (*Bathroom emergencies are an exception however; emergencies will be reported to the office where they will be recorded to ensure that no student is taking advantage of the pass system.*)

#### 2. Teacher pass:

These passes are used for **teacher-initiated** trips out of the classroom. This means that if a teacher needs the student to go somewhere, the teacher will fill out a teacher pass rather than a hall pass. The main reason for this differentiation is to ensure that each student has an equal amount of hall passes regardless of how often he/she is sent out by a teacher.

A teacher pass is also used to excuse a student who has been kept after class by a teacher. Presenting a signed teacher's pass to the teacher of the following class effectively excuses a student for coming in late.

#### 3. Pre-signed pass:

These passes are used when a student makes prior arrangements to visit a teacher during a study hall or during another class. The visit should be strictly for academic reasons or to make up missed class time. **Students should never be sent to another teacher's room unless that teacher has consented by signing a pre-signed pass.** Also, the teacher releasing the student must sign-off on the pass indicating the time the student left. This then becomes the student's hall pass.

#### 4. Office pass:

This pass is given to students by office personnel only. These passes are used when students are late to school in order to enter their class. In addition, when a student is called down to any office this pass must be completed in order for the student to return to class.

## HEALTH SERVICES FOR STUDENTS:

Salem Central School employs a full-time school nurse who provides health appraisal and supervision, health counseling, emergency and first aid care, control of contagious illness and serves as an advocate for students. The school nurse is available for consultation with parents on health issues, and serves as a resource person for faculty and staff.

The nurse is always interested in parents' concerns and students' health. She can be reached in the Health Office at 854-6023 each day from 7:45 AM until 3:12 PM.

### Injury or accident procedure:

Any person recognizing a medical emergency must report it immediately to the faculty member in charge of the activity. The adult in charge shall carry out emergency care procedures to the best of his/her ability, until relieved by school or medical authority.

Transportation of the ill or injured student will be provided by parents unless the illness or injury is such that the use of an emergency vehicle is required or the parent is unavailable.

After every injury, an official accident report form must be completed by the faculty or staff member and turned in to the Nurse's Office. Forms are available at the Nurse's Office.

When a student athlete receives an injury serious enough to miss several practices or a game, he/she must have a doctor's written permission to re-enter participation.

### Medication:

**STUDENTS ARE NOT ALLOWED TO CARRY AND/OR SELF-ADMINISTER ANY MEDICATION AT SCHOOL.** Medication should be given at home whenever possible. If it must be given during school hours, the following regulations apply:

- Medication must be brought to the school nurse in a container labeled by the pharmacy or physician, with the name of the student, name of the medicine and the prescription number, dosage and time of necessary administration. All prescription medications must be brought in by the parent/guardian – not the student.
- Any medication must be accompanied by a doctor's written instruction. Written permission from a parent or guardian is also necessary. Appropriate forms may be requested that the nurse's office.

The medication will be kept in a locked cabinet in the health office and will be given by the school nurse at the proper time.

### Illness at school:

In case of illness at school, parents will be notified and requested to provide transportation to the student's home. When parents are contacted, they assume responsibility for the student's leaving school. If a parent is not available, the high school office should be informed.

**Students who are sick will not be dismissed from school unless they are picked up by a parent.** Any student who leaves without notification to the nurse or principal will be considered truant.

Parental permission after the fact does not constitute an excused absence. The high school office and the guidance department should be notified if a student will be absent from school for an extended period of time.

### Reporting New Illness:

It is helpful for parents and students to participate regularly in healthy habits through out the year: Plenty of rest each night, healthy eating, good exercise, keeping immunizations up to date, and good hand-washing. But no matter how hard you try, outbreaks of illness occur. Please monitor your child's health and keep him/her home when they are experiencing diarrhea, vomiting, fevers, productive coughs, and open weeping rashes. This will minimize the spread of illness in school, while helping a quicker recovery.

Students or their parents should report any new illness, including allergies, to the school nurse as they develop. Students must also inform the school nurse of any physical disability or chronic illness that requires daily medication.

### School and Sports Physicals:

The State Education Department requires a yearly health screening be done on each student. Height, weight, vision, hearing, blood pressure and scoliosis are routinely screened in every grade. Any abnormalities are then reported to the parents for further follow-up. In addition, when students enter kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grade, they are required to have a physical. This can be done by your own physician or at school by the school doctor.

An annual physical is required for all 7<sup>th</sup>-12<sup>th</sup> grade students before participating in a sport. Forms are available in the Health Office. The school provides free physicals each spring. If the physical is not done when offered by the school, it becomes the responsibility of the parents.

### Immunizations:

Immunizations must be up to date or students may not be allowed to attend school. Transfer students will be given reasonable time to provide proof of immunization. Immunizations against Hepatitis-B are required by law for all in coming 7th graders.

### Insurance for students:

As a service to our students Salem carries a student insurance policy. The student insurance plan is considered a secondary insurance plan. Any serious injuries must be reported to the school nurse as soon as possible after the injury. More detailed information with regard to student insurance can be obtained from the school nurse.

## **High School Graduation Requirements Policy:**

All children need strong skills and knowledge to grow into competent, caring, productive adults and citizens in a free society. With this in mind, the New York State Board of Regents has set high expectations for what students should know and be able to do by defining standards. They have decided that all students must pass a minimum of five Regents examinations to graduate from high school. These examinations make the standards very concrete.

Elementary, middle, and high schools across New York State are now in the process of reviewing course and program options so that students will meet the statewide standards and pass the examinations at the high school level. The purpose of graduation requirements is

- To ensure that students get the quality education they are entitled to; and
- At the same time, to enable all students to learn to the best of their abilities.

The requirements are intended to help make sure that all youngsters get the content-rich and engaging school curriculum that they will need to succeed.

It is the intent of this policy that the requirements listed on the following pages take effect with the Class of 2013 and thereafter.

**Diploma requirements for the Class of 2013 and thereafter.**  
(Section 100.5 of NYCRR)

| <b>UNITS OF CREDIT:</b>      | <b>REGENTS</b> | <b>ADVANCED REGENTS</b> |
|------------------------------|----------------|-------------------------|
| English Language Arts        | 4              | 4                       |
| Social Studies               | 4(a)           | 4(a)                    |
| Mathematics                  | 3(b)           | 3(b)                    |
| Science                      | 3(b)           | 3(b)                    |
| Health                       | 0.5            | 0.5                     |
| The Arts(c)                  | 1              | 1                       |
| Languages other than English | 1(d)           | 1(e)                    |
| Physical Education           | 2              | 2                       |
| Sequence Courses, Electives  | 3.5            | 3.5(f)                  |
| <b>TOTAL REQUIRED</b>        | <b>22</b>      | <b>22</b>               |

| <b>EXAMINATIONS:</b>         | <b>REGENTS</b> | <b>ADVANCED REGENTS</b> |
|------------------------------|----------------|-------------------------|
| Comprehensive English        | 1              | 1                       |
| Global History & Geography   | 1              | 1                       |
| US History & Government      | 1              | 1                       |
| Mathematics                  | 1              | 3(g)                    |
| Science                      | 1              | 2(h)                    |
| Languages other than English |                | 1(e)                    |
| <b>TOTAL REQUIRED</b>        | <b>5</b>       | <b>8 or 9</b>           |

**LOCAL DIPLOMA (i),(j),(k)**

**NOTES FOR DIPLOMA REQUIREMENT CHART:**  
(Section 100.5 of NYCRR)

- (a) Four credits required, including 1 unit in American History and ½ unit each in Participation in Government and economics.
- (b) Students may meet the learning standards in technology either in a course in technology education or through an integrated course combining technology with math and/or science. A commencement-level course in technology education may be used as the third unit of credit in science or math, but not both.
- (c) The Arts is defined as dance, music, theatre, and visual arts.
- (d) Students with a disability may be excused from the requirement for 1 unit of LOTE if so indicated in the IEP.
- (e) To earn the advanced designation a student must complete one of the following: two additional units in LOTE (3 LOTE credits total); career and technical education (5 credit CTE sequence); or the Arts (5 credit sequence). Students with disabilities who are exempt from the LOTE requirements as indicated on the IEP may earn the advanced designation as long as the required number of credits to graduate is met.
- (f) Sequence courses and/or electives may include LOTE, CTE, and the Arts.
- (g) Students must pass three commencement level Regents Examinations in mathematics, Integrated Algebra, Geometry and Algebra 2/Trigonometry.
- (h) A total of two Regents examinations in science, with at least one in life science (biology) and at least one in physical science (earth, chemistry or physics).
- (i) Students who successfully appeal two Regents Examinations scores within 3 points of the 65 passing score and who meet the other requirements of the appeal process specified in CR 100.5(d)(7) will earn a local diploma.
- (j) For students with disabilities who first enter grade 9 in September 2005 and thereafter, a score by the student of 55-64 may be considered as a passing score on any Regents Examination required for graduation with a local diploma.
- (k) Students with disabilities who fail one or more Regents Examinations and who pass the corresponding Regents Competency Test (RCT) will receive a local diploma.

## SEQUENCE OPTIONS

Students pursuing the Regents Diploma with Advanced Designation who choose not to complete a LOTE sequence have the option, in accordance with Section 100.5 of NYCRR, to earn a 5-unit sequence in a CTE or the Arts. Students choosing to exercise this option are subject to course availability. There are no guarantees that the District will be able meet the needs of students selecting this sequence option.

### MINIMUM CREDIT REQUIREMENTS

All students are required to take five courses plus physical education, in each school year ( grades 9,10,11, and 12).

|                     | <b>GRADE 9</b>   | <b>GRADE 10</b>  | <b>GRADE 11</b>  | <b>GRADE 12</b> |
|---------------------|------------------|------------------|------------------|-----------------|
| 1.                  | English I        | English II       | English III      | English IV      |
| 2.                  | Global I         | Global II        | US History       | Gov't/Econ      |
| 3.                  | Math             | Math             | Math             | Elective        |
| 4.                  | Science          | Science          | Science          | Elective        |
| 5.                  | LOTE or Elective | LOTE or Elective | LOTE or Elective | Elective        |
| 6.                  | Phys Ed          | Phys Ed          | Phys Ed          | Phys Ed         |
| 7.                  | Lunch            | Lunch            | Lunch            | Lunch           |
| 8.                  |                  |                  |                  |                 |
| 9.                  |                  |                  |                  |                 |
| <b>UNITS / YEAR</b> | <b>5.5</b>       | <b>5.5</b>       | <b>5.5</b>       | <b>5.5</b>      |
| <b>TOTAL UNITS</b>  | <b>5.5</b>       | <b>11</b>        | <b>16.5</b>      | <b>22</b>       |

### HOMEWORK:

Homework is defined as the out-of-class tasks that students are assigned as an extension of the classroom. Homework is a necessary and valuable part of school life, if properly designed, carefully planned, and geared to the development of the individual student's educational program.

The purpose of assigning homework is to:

- Encourage development of independent study habits, skills and responsibilities.
- Reinforce, enrich and extend learning by providing additional educational opportunities outside the classroom.
- Prepare students for learning by providing background knowledge.
- Help students to complete certain projects such as reading of worthwhile books and the preparation of research papers.
- Afford an opportunity for parents to acquaint themselves with the school program and their children's educational process.

### Parents' role

Parents should expect that their children will have homework and should consider it an important part of the school's requirements. To support this, parents are encouraged to:

- Provide for their children an adequate work space with good lighting; tools and supplies they need to do their work; and a quiet, uninterrupted study time, preferably on a regular schedule.
- Understand, accept, and support the idea that their child may be required to stay 10<sup>th</sup> period (2:28 - 3:12 PM) in order to make up work.



- Show interest in their child's homework by monitoring it on a regular basis to see if it is complete.
- Contact school personnel as soon as possible if the need arises.

### Students' role

- Keep a written record of the assignments and their due dates.
- Plan adequate time to complete the assignments.
- Strive for neat, accurate and complete homework.
- Ask questions in class or seek help immediately after class or after school if the assignment is not understood.
- Work independently (that is to say, no copying) or work cooperatively with others as indicated by your teacher.

### Teachers' role

Teachers will strive to assign regularly, homework that is clear, meaningful and varied. To make homework an effective learning tool, it is suggested those teachers:

- Define and communicate expectations for homework to students and parents early in the school year (and repeat periodically).
- Regularly provide feedback to the students on the quality of the work they are doing.
- Be available for students to seek extra help.
- Inform parents as early as possible if homework difficulties occur.
- Individualize assignments, taking into account the ability level and interest of the students.
- Ensure that students thoroughly understand what the homework assignment entails.

### Guidelines for Elementary Homework Assignments

The general guideline for elementary homework is 10 minutes per grade level – 1<sup>st</sup> grade 10 minutes, 2<sup>nd</sup> grade 20 minutes, 3<sup>rd</sup> grade 30 minutes, 4<sup>th</sup> grade 40 minutes, 5<sup>th</sup> grade 50 minutes, and 6<sup>th</sup> grade 60 minutes.

There will be nights on which the time required to complete the homework will exceed these guidelines. If a student is experiencing great difficulty in completing their homework and has spent a significant amount of time on it, the parent should send a note to the classroom teacher describing the difficulty the student is experiencing and the amount of time the student spent on it. We would never expect a student to spend an excessive amount of time (i.e. 2 hrs.) completing an assignment. Students who do not complete assigned homework and do not have a parent note, may be assigned an after school detention to complete the assignment(s).

### **HONOR ROLL (7<sup>th</sup>-12<sup>th</sup> Grades):**

The honor roll is determined one week after each school quarter. Students with an 84.5%-89.4% average will be listed on the honor roll. Students with an average of 89.5%-or higher will be listed on the high honor roll. Classes are "weighted" so that a full year course has a value of 1.0, while a half-year course equals 0.5 and a quarter year course is .25. *Please note: students who have an "incomplete" as a grade may not be listed on any honor roll.*

## **LATE TO CLASS (7<sup>th</sup>-12<sup>th</sup> grade):**

### Purpose:

Students have ample time between classes to visit their lockers and be on time for their next class. Coming into class late not only hurts the student who is coming in late, but also negatively affects the teacher and the rest of the class.

### Expectations:

All students are expected to be in their classrooms and in their seats ready to work when the bell rings.

### Procedures:

In order to minimize students coming in late to class the following discipline will be issued:

- **A late student will always be admitted into class.**
- 1st offense = verbal warning from the teacher.
- 2nd offense = referral to principal and office detention.
- 3<sup>rd</sup> & 4<sup>th</sup> offense = office detention; 5<sup>th</sup> offense = ALE;  
6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> offense = office detention; 9<sup>th</sup> offense = ALE; and so on...

## **LOCKERS & DESKS:**

Students have no reasonable expectation of privacy with respect to their lockers, desks and other school storage spaces. School officials retain complete control over them. This means that student lockers, desks and other school storage spaces may be subject to search at any time by school officials, without prior notice to students and without their consent.

7<sup>th</sup>-12<sup>th</sup> grade students are assigned lockers and are responsible for the security of their lockers. Locker combinations should not be revealed to anyone. Students should not permit others to use their lockers. Lockers are to be kept locked. Students are not to deface or damage lockers or use magic markers, paint or stickers inside or outside their lockers. All lockers need to be emptied and cleaned before final exams in June. They will be inspected. Any damage, graffiti or stickers that require repair or removal will be **billed to the parent/guardian of the student assigned to the locker**. If someone damages or defaces your locker during the year – report it at once.

Students are encouraged not to leave any valuables in their lockers or desks. ***The school is not responsible for lost or stolen items.***

## **MAKING UP MISSED WORK:**

All tests, quizzes, homework or other work missed due to absence from school is to be made up. The student, parent or guardian must check with the teachers for missed tests or assignments. The deadline for completion of work will be at the discretion of the teacher, but the general rule is that missed work should be completed in the amount of time equal to the time missed plus one day.

### Procedure:

- Requests for homework must be made by 8:30 AM to the appropriate office. For elementary students please call 854-9505 and for high school students please call

854-7600. This is the only time during the school day that homework may be requested. Gathering homework for absent students is a courtesy offered by the school offices and does not guarantee delivery of all assignments.

- Teachers are asked to deliver assignments to their respective office no later than 2:00 PM.
- Homework is available for pickup in the office between 2:00 PM and 3:30 PM.

Any long-term (5 days or more) absences due to illness should be reported to your child's office as well as the guidance office as soon as possible so that alternate educational services may be arranged if appropriate.

### **NATIONAL HONOR SOCIETY (7<sup>th</sup>-12<sup>th</sup> grade only):**

To be eligible for the National Honor Society, a student must maintain an 87.5 GPA through his/her junior year. Students then receive points for extracurricular activities such as sports, clubs, community and church activities and service learning. Members of the faculty rate each student on character, leadership and service. A meeting of a faculty council determines the students that will be inducted based on the above criteria. Any inquiries regarding the National Honor Society may be addressed to Mrs. Carol McPhee or Mrs. Vicki Perkins (SS).

### **PARENT-TEACHER ASSOCIATION:**

The Salem Central School PTA is comprised of individuals who are dedicated and interested in our educational program. Members of the association meet to discuss educational matters and plan various functions for students, faculty and association volunteers. We welcome your involvement in our PTA.

### **PARENT-TEACHER CONFERENCES:**

Elementary student regular Parent-Teacher conferences are scheduled during the months of October and November. You will receive notification and schedules from your child's elementary teacher for these conferences. Conferences with your child's 7<sup>th</sup>-12<sup>th</sup> grade teacher(s) may be scheduled during the high school Open House in October. However, if at any other times throughout the school year you would like a conference with any of your child's teachers, please do not hesitate to contact the appropriate office to arrange this.

### **PHYSICAL EDUCATION PARTICIPATION:**

The following guidelines have been set forth as a basic for physical education participation:

1. Physical education is a required subject, therefore all students must participate in some manner according to their physical abilities.
2. Students who are unable to participate in the entire program will have his/her activities modified to meet and/or improve his/her condition.
3. Legal excuses from gym participation must be secured from a physician. A physical activity form may be obtained from the school nurse which the physician completes and returns to the school.
4. Physician's orders will always be followed for students with injuries and limitations, however the students must report to the physical education teacher at their assigned class period for alternate assignment.

## **POSTER POLICY:**

Posters and announcements displayed in any area of the school (K-12) must be approved by the principal prior to being displayed. Posters lacking approval will be removed. These items will be placed on bulletin boards and ceramic tile walls only and may not be placed on painted walls or windows. The principal may grant exceptions.

## **PLACEMENT PROCEDURE for ELEMENTARY STUDENTS:**

Salem Elementary School holds the philosophy that students in the elementary grades benefit educationally and socially by being grouped in heterogeneous classes. For this reason the process of developing class lists each year is a deliberate and careful one during which many factors are considered, such as:

- ... total number of students
- ... the number of boys and girls
- ... interpersonal relationships
- ... academic, social and emotional differences
- ... the number of students in need of remediation or special education services
- ... learning styles

Class lists are developed by the teacher and principal. Parents wishing to add further information which might be relevant to making placement decisions should meet with their child's current teacher and or the principal in early April to share this information.

You may not request a specific teacher. The written information you provide should describe the needs of your child and should not be a request for a specific teacher. The final decision for a class placement rests with the principal.

Ultimately, all individual class placements will be made in accordance with Salem Central School's desire to create the best educational environment for all students.

**This information should also be put in writing and submitted to the principal prior to April 15<sup>th</sup>.**

## **PROGRESS REPORTS:**

### Interim Reports:

Interim reports are generated at the 5-week point during each marking period. Interim reports are given directly to the student to take home. Interim reports are not mailed home.

### Weekly progress reports (optional):

Weekly progress reports are an option that parents or the guidance counselor may request. The student picks up a progress report form on Friday morning and takes it to each of his/her teachers so that they may note that week's performance or progress. The student takes the report home over the weekend for review. The parent signs the report and the student discusses the report with the guidance counselor Monday morning before first period.

### Additional concerns:

If parents have any concerns at all, they are encouraged to contact the guidance office directly. In the case of serious academic difficulties, parents should call to schedule a meeting. At a parent's request or at the request of the teacher, guidance will schedule a meeting with the student, parents and all teachers to discuss the student's progress.

### **RECESS/PLAYGROUND RULES K-6:**

The following is a list of acceptable and expected behaviors for students during recess:

- The teacher aides are in charge of all activities during recess. All directions must be followed immediately and without question.
- Students must notify the aide immediately when they are injured, regardless of how minor the injury is. They must also notify the aide if they arrive late or have to leave early.
- Appropriate language and tone of voice (no screaming) must be used at all times.
- Food and candy are not allowed at recess.
- All equipment must be used for its intended purpose. If an item leaves the playground (i.e., goes into the parking lot or on the roof) the aide must be notified to make arrangements to have the item retrieved.
- Throwing items not intended to be thrown is prohibited, i.e., pinecones, snowballs, rocks, wood chips, ice, etc.
- During certain seasons (mud, ice, snow/wet conditions) only students with appropriate footwear will be allowed off the paved area.
- All students must line up quickly and quietly when the signal is given.

The following actions are seen as dangerous and are not allowed on the playground:

- Pushing, pulling, or picking up other children.
- Jumping off swings, slides, and/or monkey bars; having more than one person at a time on the swings as well as running too closely to the swings or other equipment.
- Climbing up the slides as well as walking and/or sitting on tunnels and railings.
- Playing too close to the school building.

***Your elementary child will have recess daily.*** Weather permitting, your child will go outside for recess; therefore, appropriate outdoor clothes should be worn for outdoor play at all times during the year. Please be sure to send your child to school with proper outdoor clothing such as mittens/gloves, hat, warm coat, and boots. Labeling clothing helps to identify lost items. In the event of severe weather, recess is conducted indoors.

### **RETENTION PROCEDURE for ELEMENTARY STUDENTS:**

It is essential that each child experience both challenge and success from school activities. Grade placement should enhance this goal. The concept of grade placement is based on the premise that appropriate experiences will be provided for children at particular stages of physical, emotional, and academic growth.

State curriculum guides indicate goals and standards for achievement by the "average" student at each grade level. However, academic growth does not take place at the same pace for all children. Certain students may achieve mastery in a shorter period, while others need additional time. Promotion and retention are methods of meeting the needs of all children.

### **The decision to promote or retain will be based on several factors:**

- Academic achievement compared to the state curriculum guides and benchmarks. Priority will be placed on language arts and mathematics.
- The social and emotional development of the child.
- The age of the child.
- The continual lack of work completion.
- The disabilities and special needs of the child.
- The teacher's professional judgment and recommendation.

### **Other Procedures:**

- All recommendations concerning grade placement must be referred to the Child Study Team. Final authority for grade placement rests with the building principal.
- The parents will be notified by the end of the third quarter of the consideration of retention by the classroom teacher.
- As appropriate, a meeting to inform the child will be scheduled with the teacher, student, and parent.
- No child shall be retained more than once in the primary level and once in the intermediate level in the elementary school.

### **SAFE SCHOOL PLAN:**

Salem Central School places a high emphasis on maintaining a safe environment in which all students can feel secure and learn to their maximum ability. Maintenance of this environment requires a cooperative effort between parents, students, school staff, and community members. Our district has developed a safe school plan which establishes procedures that deal with all potential situations. A copy of the school safety plan is on file in the District Office. If at any time you have safety concerns, we encourage you to please share them with us.

### **SEXUAL HARASSMENT:**

Title IX of the Education Amendments of 1972: The Salem Central School District does not discriminate on the basis of race, religion, color, or national origin in the employment and education opportunities it offers, including vocational educational opportunities.

Also, as required by title IX of the Education Amendments of 1972, the Salem Central School District does not discriminate on the basis of gender in educational programs or appointments of employees, employee pay and benefits, counseling services for students, access by students to educational programs, course offerings, textbooks, and student activities.

The Superintendent of Schools will provide information upon request, including information on complaint procedures, to any student or employee who feels that his or her rights under title IX may have been violated by the district or its officials. In addition, any student or employee may make an inquiry or a complaint directly to the Federal Office for Civil Rights. The address and phone number of this office may be obtained from the Superintendent's office, 854-7855.

#### Students and sexual harassment:

The school is committed to safeguarding the rights of all students to work and learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when a student perceives such behavior as unwelcome, such as inappropriate touching, verbal or written comments, sexual name-calling, gestures, jokes and pictures.

Students who believe that they have been subjected to sexual harassment by any individual on school grounds or at school activities, should report the alleged misconduct immediately to their bus driver, school nurse, teacher, counselor, principal or superintendent.

Reports of sexual harassment will be thoroughly investigated. Violation of this policy will be treated as a serious disciplinary infraction. No student shall be subjected to adverse retaliation for any good-faith report of harassment or for participating in an investigation about harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. A person who is found, after an appropriate investigation, to have engaged in the sexual harassment of a student or a school employee will be subject to appropriate disciplinary action.

#### **SKATEBOARDS AND RECREATIONAL VEHICLES:**

Due to the risk of injury and school insurance restrictions, skateboards, roller blades, snowmobiles, ATV's or any other recreational vehicles are not allowed on school property. Bicycles may only be used as commuting vehicles.

#### **SMOKING AND USE OF TOBACCO SCHOOL POLICY:**

Board of Education regulations prohibit a student from using any form of tobacco, including smokeless tobacco, in the school building, on campus, or on the school buses. Students found using or possessing tobacco substances are subject to suspension from school. All tobacco substances will be confiscated. Salem Central School has been designated by the Board of Education as a "Smoke Free Zone". **Smoking at any time by anyone on school property is prohibited.**

#### **SPECIAL EDUCATION:**

Special Education means specially designed individualized or group instruction or special services or programs to meet the unique needs of any students with disabilities. Special education services and programs are provided at no cost to the parent.

Students suspected of having a disability are referred to a multidisciplinary team called the Child Study Team. For more specific questions, or if you feel your child might be a child with a disability, call Mr. Richard Phaneuf, Coordinator of Special Education, at 854-6020.

#### **STUDENT PARKING:**

##### Purpose:

In order to give students the opportunity and privilege of driving to school, while maintaining safety and fairness in the process, the following student parking procedures have been established:

##### Procedures:

*Sec. 1670 of the Vehicle and Traffic Law authorizes school districts to regulate, restrict or prohibit parking or standing, and to regulate the direction and speed of traffic and otherwise to regulate, restrict or prohibit the movement of motor traffic on any parking fields, driveways, or public ways accessory to any school, playground or facility under the jurisdiction of the school district. Under the law, a violation of any such rule or regulation will be a traffic infraction subject to full penalty of the law.*

The limited number of student parking spaces will be given to the senior class first. A student must be a licensed driver in order to apply for parking privileges. Students will receive a numbered parking tag. Tag numbers are assigned to each student as a reference for identifying the student and the vehicle that he/she will be driving to school. Tag numbers **do not** designate a parking spot number. Students are to park in any available spot in the student parking lot by the tennis courts. Students are not allowed to park on the high school circle, the paved lot by the primary building/playground area, the dirt parking lot by the bus garage, Warren Street, or East Broadway. Any vehicle parked on school grounds without a parking tag displayed will lose parking privileges and may face additional disciplinary consequences.

#### Rules:

- No student is to enter any vehicle during the school hours of 8:05 - 2:25 unless authorized to do so by the principal.
- Vehicular speed on school property must never exceed 10 miles per hour.
- Vehicles may not pass occupied buses on school property.
- Buses will always have the right away.
- Vehicles must first stop when executing turns into areas where vision is partially or completely obstructed.
- By signing and registering a vehicle to be parked on school property, the student grants school and law enforcement officials the right to search said vehicle for contraband with probable cause.
- Cars will be parked only in designated student parking areas with the tag prominently displayed on the rear view mirror.

#### **STUDY HALLS (7<sup>th</sup>-12<sup>th</sup> grade only):**

Seating Chart - The teacher in charge will make a seating chart in his/her plan book and arrange students in the position where they will be subjected to the least disturbing factors. The seating chart should be kept accurately and up to date. Students will be given definite seat assignments.

Attendance - Attendance will be checked carefully every period. A sign-in sheet from the library will be delivered to all study hall teachers each period to let them know which students are in the library.

Study Habits - The teacher will see that every pupil makes an honest effort to complete work. In other words, a study hall is a supervised study period, and it will be kept quiet and orderly at all times.

Discipline - Students are not to leave their seats without permission. Students should not socialize. All other classroom rules apply to study halls.

Sign-out - Agendas are to be used at all times. **NO AGENDA, NO PASS!** Students must come prepared to work. Locker trips will be kept to an absolute minimum. Students are not allowed to go to other classrooms without a pre-signed pass secured beforehand from the teacher involved.

Study Hall Privileges - Study hall privileges, passes, sign out, etc. may be taken away from any student if the student abuses them. High school students will not be sent to a study hall, the library, or the computer lab for disciplinary purposes.



## TELEPHONES/MESSAGES:

Students may use the office phone for school-related matters only. Students will not be called out of class to take a telephone call except in an emergency. In the event of extra-curricular event cancellations or emergencies, students will be allowed to call home from a classroom or the office to notify parents.

**Students are not permitted to carry cell phones on their person, whether turned on or off, at any time during regular school hours: 8:00 AM – 2:30 PM. Cell phones are to be turned off and kept in the student's locker for the entire school day. Students found in possession of a cell phone at any time between the hours of 8:00 AM and 2:30 PM will have the phone immediately confiscated and turned into the office where it will be held until a parent/guardian picks it up. *The school is not responsible for lost or stolen cell phones.***

*Please remember that the office secretaries assist the administrators, the faculty, and the staff. As a result of increasing responsibilities, passing on non-emergency messages between parents and students can only be done on a limited basis. Parents and students - please plan ahead!*

## TENTH PERIOD K-12:

**10<sup>th</sup> period is from 2:28 – 3:12 PM Tuesdays, Wednesdays, and Thursdays only.**

Beginning with this school year (2012 - 2013), there will only be one bus run in the afternoon. Bus transportation will be provided on Mondays and Fridays at 2:30 PM and Tuesdays, Wednesdays, and Thursdays at 3:12 PM. Students who have all of their work completed and have not been detained by faculty or administrators are excused at 2:20 PM (K-6 students) and 2:25 PM (7-12 students) provided that they have their own transportation home. Students who stay until 3:15 PM will have the following options:

- K-2 students will be able to stay for extra help with their teacher, if available, or will be able to take part in a supervised after-school activity group.
- 3-6 students will be able to stay for extra help with their teacher, if available, or will be able to work on their homework in the Homework Heroes room.
- 7-12 students will be able to stay for extra help with their teacher, if available, or will be able to stay in the 10th period activity room.

To avoid scheduling conflicts students should make prior arrangements with the teacher to stay during 10<sup>th</sup> period. If a conflict should arise, the following list should be used to prioritize what to do during 10<sup>th</sup> period:

1. Administrative detention  
*May be served with a teacher (see: administrative detention)*
2. Teacher detention
3. Making up missed class time
4. Getting extra help
5. Extracurricular activities and athletics

## TOP 10 SENIORS:

Each year, the ten seniors with the highest cumulative grade point average are announced as the **Top 10 Seniors**. This is a great academic honor at Salem Washington Academy.

All courses are used in the ranking, each being weighted according to its credit and honors/AP status. Final rank is calculated after the end of the 3<sup>rd</sup> marking period. Information is shared with students, parents, and then the media.

## TRANSPORTATION TO SCHOOL SPONSORED EVENTS:

Transportation that is sponsored by the school or by a school sponsored organization is under the jurisdiction of the school. Conduct shall be in accordance with existing standards (*See: Bus conduct.*) Teachers, coaches, and chaperones will be in charge.

Students participating in off campus functions are not permitted to drive to those functions.

According to the school District Policy Manual, Section 5730, "...Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in such event has provided the District with written notice...authorizing an alternative form of return transportation for such student..."

Therefore, a parent or legal guardian may write a note indicating that his/her child may ride home with someone else from a school sponsored event. **Notes must be brought to the appropriate coach, advisor, staff member, or the high school office prior to the event. Permission via a phone call will not be accepted.**

## TRUANCY:

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. (*See: discipline schedule.*)

Chronic truancy of a student below the compulsory education age will result in the filing of a Truancy Prevention Referral and/or a PINS (Person in Need of Supervision) petition.

## VISITORS:

### General:

A visitor is anyone who is not a regular staff member or a student of the school. The school policy is to accept any visitors who have legitimate business at the school. All visitors must sign in and out at the office and wear a visitor badge at all times.

Visitors are expected to follow all school rules and conduct themselves in an appropriate manner. Any failure to meet this expectation may result in a visitor being asked to leave the premises. Any individual on school grounds without legitimate school business may be considered a "criminal trespasser" and may be reported to the local authorities as such.

Parental visits to the classroom:

Parents are generally welcome to visit and observe their child's classroom. However it is vital that any parent interested in doing so make arrangements with the classroom teacher at least 48 hours in advance and be willing to schedule the visit on a day on which the visit will be minimally disruptive to the instructional process.

**VOLUNTEER RESCUE/FIRE:**

Students who are on volunteer squads may not leave during the school day. Volunteering for the rescue squad or fire department is a very positive and worthy endeavor. However, it is not recognized by the state of New York nor the Salem Board of Education as a legal reason to miss classes. Emergency pagers may not be worn at any time during the school day. Pagers must be left in the student's locker and be kept off. ***The school is not responsible for lost or stolen pagers.***

**2012-2013 DISCIPLINE SCHEDULE for Grades K-6**

| <b><u>Student Behavior</u></b>  | <b><u>Possible Consequences</u></b>                             |  |   |
|---|---|--|---|
|   | <b><u>1st Referral</u></b>                                      | <b><u>2nd Referral</u></b>                                   | <b><u>3rd Referral</u></b>                              |
| Illegal Absence/<br>Tardiness   | Parent Contact<br>Warning                                       | Parent Contact<br>Warning                                    | Parent Contact<br>Warning                               |
| Cheating  | Parent Contact<br>Zero Grade                                    | Parent Contact<br>Zero Grade<br>Detention                    | Parent Contact<br>Zero Grade<br>Detention<br>Suspension |
| Destruction of School<br>Property   | Parent Contact<br>Restitution*<br>Detention                     | Parent Contact<br>Restitution*<br>Suspension                 | Parent Contact<br>Restitution*<br>Supt. Hearing         |
| Disruptive Action Which<br>Interferes with Learning   | Parent Contact<br>Warning<br>Detention                          | Parent Contact<br>Restricted from<br>activities<br>Detention | Parent Contact<br>Suspension                            |
| False Alarms  | Parent Contact<br>Police Contact<br>Suspension<br>Supt. Hearing | Parent Contact<br>Police Contact<br>Supt. Hearing            |   |
| Fighting  | Parent Contact<br>Detention and/or<br>Suspension                | Parent Contact<br>Suspension                                 | Parent Contact<br>Suspension<br>Supt. Hearing           |
| Inappropriate Dress   | Warning<br>Change of Clothing                                   | Parent Contact<br>Change of Clothing<br>Detention            | Parent Contact<br>Suspension                            |
| Insubordination   | Parent Contact<br>Detention                                     | Parent Contact<br>Detention or<br>Suspension                 | Parent Contact<br>Suspension<br>and/or Supt.<br>Hearing |
| Lying   | Parent Contact<br>Detention                                     | Parent Contact<br>Detention                                  | Parent Contact<br>Suspension                            |
| Running   | Warning   | Parent Contact<br>Detention                                  | Parent Contact<br>Detention                             |
| Spitting  | Parent Contact<br>Detention                                     | Parent Contact<br>Detention                                  | Parent Contact<br>Suspension                            |
| Skateboards, radios,<br>walkmans, pagers, cellular<br>phones, laser lights, and other<br>electronic devices | Confiscation<br>Parent Contact                                  | Confiscation<br>Parent Contact<br>Detention                  | Confiscation<br>Parent Conf.<br>Detention               |
| Cigarette Use   | Parent Contact<br>Detention/or<br>Suspension                    | Parent Contact<br>Suspension                                 | Parent Contact<br>Suspension                            |

**Student Behavior****Possible Consequences**

|   | <b><u>1st Referral</u></b>  | <b><u>2nd Referral</u></b>   | <b><u>3rd Referral</u></b>                                    |
|---|---|--|---|
| Cigarette Possession                        | Parent Contact<br>Confiscation<br>Detention   | Parent Contact<br>Confiscation<br>Suspension   | Parent Contact<br>Confiscation<br>Suspension<br>Supt. Hearing |
| Alcohol Use                                 | Parent Contact<br>Suspension<br>Probation/ Family<br>Court<br>Police Contact                  | Parent Contact<br>Suspension<br>Probation/Family<br>Court<br>Police Contact                  | Parent Contact<br>Supt. Hearing                               |
| Alcohol Possession                          | Parent Contact<br>Confiscation<br>Suspension<br>Police Contact                                | Parent Contact<br>Confiscation<br>Supt. Hearing  |   |
| Drug Use                                    | Parent Contact<br>Probation/ Family<br>Court<br>Suspension<br>Police Contact<br>Supt. Hearing | Parent Contact<br>Probation/Family<br>Court<br>Suspension<br>Police Contact<br>Supt. Hearing | Parent Contact<br>Supt. Hearing                               |
| Drug Possession                             | Parent Contact<br>Probation/ Family<br>Court<br>Suspension<br>Police Contact                  | Parent Contact<br>Probation/Family<br>Court<br>Suspension<br>Police Contact                  | Parent Contact<br>Supt. Hearing                               |
| Theft                                       | Parent Contact<br>Restitution<br>Detention  | Parent Contact<br>Restitution<br>Suspension<br>Possible Police<br>Contact                    | Supt. Hearing   |
| Threat of School Personnel                  | Parent Contact<br>Suspension<br>Possible Supt.<br>Hearing                                     | Supt. Hearing  |   |
| Threat of a Student                         | Parent Contact<br>Detention and/or<br>Suspension  | Parent Contact<br>Suspension<br>Possible Supt.<br>Hearing                                    | Supt. Hearing   |
| Assault of School<br>Personnel and Students | Parent Contact<br>Detention and/or<br>Suspension<br>Possible Police<br>Contact                | Supt. Hearing  |   |
| Verbal Abuse/Harassment<br>of Students      | Parent Contact<br>Detention   | Parent Contact<br>Suspension   | Parent Contact<br>Suspension<br>Supt. Hearing                 |

**Student Behavior****Possible Consequences**

|                          | <b><u>1st Referral</u></b>   | <b><u>2nd Referral</u></b>   | <b><u>3rd Referral</u></b>  |
|--------------------------|--|--|---|
| Verbal Abuse/Harassment  | Parent Contact<br>Suspension   | Parent Contact<br>Suspension   | Supt. Hearing   |
| Vulgar Language/Gestures | Detention  | Parent Contact<br>Detention  | Parent Contact<br>Suspension  |
| Weapons                  | Parent Contact<br>Suspension<br>Supt. Hearing<br>Police Contact<br>Probation/Family<br>Court | Parent Contact<br>Suspension<br>Supt. Hearing<br>Police Contact<br>Probation/Family<br>Court | Parent Contact<br>Suspension<br>Supt. Hearing<br>Police Contact<br>Probation/<br>Family Court |

\* The Principal may withhold the report card if restitution is not made.  
Depending on the severity of the offense, the school reserves the right to bypass any step.

**2012-2013 DISCIPLINE SCHEDULE for Grades 7-12**

|                  | <b>1<sup>st</sup> offense</b>                          | <b>2<sup>nd</sup> offense</b>       | <b>3<sup>rd</sup> offense</b>       | <b>4<sup>th</sup> offense</b>              |
|------------------|--|-------------------------------------|-------------------------------------|--|
| <b>LEVEL I</b>   | <b>Warning or Detention</b>                            | <b>Detention or ALE</b>             | <b>ALE or Suspension</b>            | <b>ALE or Suspension</b>                   |
| <b>LEVEL II</b>  | <b>Det, ALE, or Suspension (1-3 days)</b>              | <b>ALE or Suspension (2-5 days)</b> | <b>ALE or Suspension (3-5 days)</b> | <b>ALE or Susp. (5 days) Supt. Hearing</b> |
| <b>LEVEL III</b> | <b>ALE or Suspension (1-5 days)</b>                    | <b>Suspension (3-5 days)</b>        | <b>Superintendent Hearing</b>       | <b>Superintendent Hearing</b>              |
| <b>LEVEL IV</b>  | <b>Suspension (3-5 days)</b>                           | <b>Suspension (5 days)</b>          | <b>Superintendent Hearing</b>       | <b>Superintendent Hearing</b>              |
| <b>LEVEL V</b>   | <b>5 days suspension and superintendent's hearing.</b> |                                     |                                     |  |

**LEVEL I offenses:** Generally minor infractions such as:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Cell phones, I-pods, pagers, gaming systems or any other electronic devices will be confiscated and brought to the high school office.</li> <li>▪ Food or drinks out of the cafeteria</li> <li>▪ Littering</li> <li>▪ Hallway with no passbook</li> </ul> | <ul style="list-style-type: none"> <li>▪ Excessive show of affection</li> <li>▪ Parking violation</li> <li>▪ Running in halls</li> <li>▪ Skateboarding/rollerblading on school grounds</li> <li>▪ Making unreasonable noise</li> </ul> |
|--|--|

**LEVEL II offenses:** More serious infractions and disruption:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Abusing pass privileges</li> <li>▪ Dress code violation</li> <li>▪ Failure to stay after for a teacher</li> <li>▪ Rude or discourteous behavior</li> <li>▪ Cutting class</li> </ul> | <ul style="list-style-type: none"> <li>▪ Removal from class for disruption</li> <li>▪ Speaking/gesturing in vulgar or profane manner</li> <li>▪ Cafeteria disruption</li> </ul> |
|--|---|

**LEVEL III offenses:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Disruption during detention</li> <li>▪ Disruption or inappropriate behavior during a field-trip or assembly</li> <li>▪ Excessive horseplay</li> <li>▪ Forgery or alteration of pass</li> <li>▪ Tobacco use or possession</li> <li>▪ Leaving school grounds without permission</li> </ul> | <ul style="list-style-type: none"> <li>▪ Forgery of early dismissal or absentee excuse</li> <li>▪ Insubordination</li> <li>▪ Lateness to class, chronic</li> <li>▪ Throwing objects</li> <li>▪ Truancy</li> <li>▪ Verbally or physically harassing another student</li> </ul> |
|---|---|

**LEVEL IV offenses:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Disruption or insubordination in ALE room</li> <li>▪ Fighting</li> <li>▪ Assaulting a student</li> <li>▪ Damaging/defacing school property</li> </ul> | <ul style="list-style-type: none"> <li>▪ Leaving ALE room w/o permission</li> <li>▪ Stealing/possession of stolen property</li> <li>▪ Swearing at a teacher or staff</li> <li>▪ Dangerous vehicle misuse on school grounds</li> </ul> |
|--|---|

**LEVEL V offenses:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Assaulting faculty/staff member</li> <li>▪ Bomb threats or false alarms</li> <li>▪ Drugs or alcohol – use or possession on school grounds</li> <li>▪ Damaging private property</li> <li>▪ Damaging school property</li> </ul> | <ul style="list-style-type: none"> <li>▪ Extortion</li> <li>▪ Threatening a faculty or staff member</li> <li>▪ Threatening to use a weapon</li> <li>▪ Weapon (actual or apparent) - possession on school grounds</li> </ul> |
|--|---|

Please note -- **The school administration has full discretion over the nature and scope of all disciplinary consequences.** The aforementioned schedule is intended as a general guide in determining the likely penalty for some offenses. Administration reserves the right to increase or decrease penalties based on the following: the student's grade in school, the student's prior disciplinary record, the severity of the offense along with the circumstances that led to it, the effectiveness of other forms of discipline, information from concerned parties as well as other extenuating circumstances.

### **Administration's Discretion:**

The following offenses are deemed unacceptable at Salem Central School and will be dealt with on an individual basis by Administration. In all cases emphasis will be put on students' welfare and a prompt and fair resolution of the situation. All violations are explained in greater detail in the Salem Code of Conduct.

- Defamation
- Discrimination
- Intimidation/bullying
- Harassment
- Hazing
- Indecent exposure
- Possession of obscene materials

### **Other offenses:**

- At the beginning of each semester unexcused tardies to school will result in the following: 1<sup>st</sup> three tardies = warning. Tardies #4 through #7 = office detention each time. Tardy #8 = ALE. Tardies #9 through #11 = warning. Tardies #12 through #15 = office detention each time. Tardy #16 = ALE, etc.
- Skipping an office or teacher detention (10<sup>th</sup> period) will result in the student having to serve the missed detention plus an additional office detention.
- Skipping an office detention or teacher detention (10<sup>th</sup> period) a second time will result in a 1-day out of school suspension plus an additional office detention. **(Missing a 10<sup>th</sup> period assignment is the same as leaving school grounds without permission. The regular school day ends at 3:12 PM)**
- Generally, bus misconduct will result in temporary loss of bus privileges.
- A parking violation may result in loss of parking privileges.
- Computer-violation of acceptable use policy: 1<sup>st</sup> offense = loss of computer privileges for 10 days; 2<sup>nd</sup> offense = loss of privileges for 30 days; the 3<sup>rd</sup> offense will result in a loss of privileges for the remainder of the school year.

### Procedures:

The amount of due process the student is entitled to receive before a penalty is imposed depends on the penalty. 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.

### **Alternative Learning Environment (ALE):**

#### Definition

The Alternative Learning Environment (In-School-Suspension) is a disciplinary consequence for disorderly, disruptive or insubordinate students or for students who engage in "avoidance" behavior such as truancy and/or cutting class. **Students spend the entire day - from 8:00 AM to 3:12 PM** in the ALE room working on assignments provided by their classroom teachers. Lunch is eaten in the ALE room.

#### Purpose

The main purpose of ALE is to provide students with a disciplinary alternative to out-of-school-suspension while providing them with an equivalent educational experience outside of the classroom. Students are supervised by a staff member who monitors student behavior and works in accordance with classroom teachers to ensure that students are receiving meaningful instruction.

#### Procedure

- After a student is referred to the office for violating the disciplinary code, he/she will be provided with a due-process meeting with Administration.
- If it is determined that the student's behavior is serious or chronic enough, Administration will assign the student ALE as soon as practical.



- Administration will attempt to contact the student's parent by telephone and will also notify them, in writing, of the day of and reason for the ALE.
- Parents have a right to request an informal conference with Administration.
- The ALE teacher will contact all of the student's classroom teachers as soon as possible to notify them that the student will be serving ALE.
- In turn, the student's classroom teachers will prepare relevant and meaningful assignments and deliver them to the ALE room as soon as possible.
- The ALE teacher will collect assignments and administer them to the students during the day, helping where necessary.
- The ALE teacher will return the assignments to each individual teacher's mailbox.
- **Students who complete their assignments in ALE will be recorded by individual classroom teachers as "present" on the day of the ALE.**
- **However, students who do not complete their assigned work in ALE will be marked "absent-excused" for the day of the ALE. Failure to complete assigned work in the ALE room may have serious consequences on the student's attendance record.**
- **Students who are disruptive, disorderly, and insubordinate or who leave the ALE room without permission will be subject to out-of-school-suspension.**

### **BUS CONDUCT:**

It is important to understand that students are under the authority of the school bus driver while being transported to and from school. The lives of students and driver cannot be put at risk. Therefore, no misconduct can be tolerated that may jeopardize safe travel. Students who do not follow all the bus safety rules will receive a discipline referral. ***Riding a bus is a privilege, not a right, therefore all students must comply with the rules.***

The following is a list of acceptable and expected behavior for students on buses:

- The driver is in full charge of the bus and all of its riders.
- Unless parents make a special request in writing to the high school office and have it approved by the principal, students must ride their assigned bus and get on and off at their assigned stop.
- Students are to be at their school bus stop on time and are to stay off the road at all times while waiting for the bus.
- Students are to board the bus in a single file, move quickly to their seats and are to remain seated at all times while the bus is in motion.
- Students are forbidden to extend any portion of their body or any item out the bus windows.
- Students may talk in a normal tone of voice, but yelling or unnecessary confusion is prohibited since it diverts the driver's attention from traffic and road hazards.
- Students are not permitted to eat or drink on the bus.
- No paper or rubbish is to be thrown on the floor or out the window.
- NO PETS or animals may be transported on the bus.
- Students will be held responsible for any deliberate damage they may cause on the bus.
- In case of emergency, students are to stay on the bus and follow the driver's instructions.
- Students are not to loiter around the bus loading and unloading zones.
- When leaving the bus, students must cross (if appropriate) the road ten feet in front of the bus.

### Bus Misconduct Reporting Procedure:

*NOTE: Depending on the severity of the incident, a student may be suspended from riding the bus, as well as from school, without having received a prior misconduct report.*

## CHEATING AND PLAGIARISM:

Both of these infractions involve taking another person's work or ideas and claiming them to be one's own. Students who show intent to, or actually practice cheating or plagiarism will receive a zero on the assignment in question. Additional penalties may be imposed at the discretion of the teacher and administrators.

## DETENTIONS:

### Teacher Detention:

A teacher detention may be assigned by a teacher or an Administrator. It may be assigned for disciplinary reasons, but it is most often used to remedy academic problems.

Students are to report to a location as designated by the assigning individual and are expected to stay for the duration of 10<sup>th</sup> period - 2:28 PM to 3:12 PM Students are closely supervised by the teacher and must spend their time working on making up missed work or completing relevant assignments.

Failure to show for a teacher detention will result in the student having to serve the missed teacher detention plus one additional office detention. (See: *Discipline schedule*).

### Office Detention:

An office detention may be assigned by Administration as outlined by the code of conduct. (See: *Discipline schedule*).

Students report to the detention room and are expected to stay for the duration of 10<sup>th</sup> period - 2:28 PM to 3:12 PM Students must spend their time in office detention doing schoolwork or reading. Students who do not bring work with them to detention will be made to copy a verbatim text at the discretion of the detention supervisor.

Failure to show for an office detention will result in two additional office detentions being assigned. (See: *Discipline schedule*).

### Additional procedures:

Any student who accumulates more than three office detentions will be assigned one day of ALE instead of the detentions.

If a student's teacher deems it appropriate, a student may serve his/her office detention with that teacher. This option is to be exercised only when a student's academic performance will greatly benefit from spending additional instructional time with the teacher. The student reports to the detention room and presents a teacher's pass from the teacher with whom the student will be serving the detention. That teacher is then responsible for the student until 3:12 PM

Valid reasons for missing a detention are listed in the attendance policy with the exception of # 8 (see: *Attendance policy: Excused absences*.) Additionally, the pre-arranged care of a sibling will be considered a valid excuse for the purpose of rescheduling a detention provided that is documented by a note on the following day. (See: *Discipline schedule*).

**Employment, rides, senior privileges or extra-curricular activities, including practices and games, do not excuse a student from attending either teacher detentions or office detentions as assigned; nor are they to be used as a reason to reschedule.**

If a student misses a detention he/she must bring a signed note from his/her parent on the following day citing a valid excuse. Failure to produce a written parental excuse for missing a detention will result in disciplinary consequences as per the discipline schedule. (*See: Discipline schedule*). All notes are subject to phone verification.

### **OUT OF SCHOOL SUSPENSION (OSS):**

Continuous and willful refusal to accomplish school tasks though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, use or possession of alcoholic beverages or tobacco, hazardous or unauthorized use of automobiles, use or possession of weapons or fireworks, or violation of any local, state or federal laws.

Parents or persons in parental relation to the student will be notified in writing of actions taken and will have complete custody and jurisdiction of their child during the suspension.

#### Procedure

- After a student is referred to the office for violating the disciplinary code, he/she will be provided with a due-process meeting with Administration.
- If it is determined that the student's behavior is serious or chronic enough, Administration will assign the student one (1) to five (5) days of OSS, effective immediately or for the following day (depending on the offense).
- The length of suspension will be determined by Administration and will reflect the offense committed.
- For chronic or serious offenses, an Administrator may request a superintendent's hearing to determine if a longer suspension is warranted.
- An Administrator will contact the student's parents by telephone and also notify them in writing of the dates, duration and reason for the OSS.
- Parents have a right to request an informal conference with Administration before the OSS takes effect.
- Students under the age of 16 have a right to be tutored after school during their suspension. ***It is up to the parent/guardian to call the guidance office to make arrangements for tutoring.***
- **For attendance purposes, an OSS is considered an "excused" absence. However, if a student takes advantage of district-provided tutoring, he/she should be considered "present" as far as determining course credit is concerned. (*See: Attendance policy.*)**
- A student may not loiter or appear on school property or at any school-sponsored activity at or away from school – except for tutoring – while he/she is suspended.
- The principal may request a conference with the student and a parent before the student returns to school.
- Homework, tests and class time may be made up at the discretion of the classroom teacher, but must be initiated by the student.

#### **Computer Use Policy:**

*Please note that the following is only a summary of the actual policy.*

With access to computers and people within the Salem Central School System and all over the world also comes the availability to information of little educational value in the context of the school setting. However, on a global network it is impossible to monitor all access. An industrious user may discover information and material that is inappropriate for our school setting. We (Salem Central School District) firmly believe that the valuable educational and/or instructionally focused information and interaction available on this network far outweighs the

possibility that users may procure material that is not consistent with the educational goals of the District. Salem Central School bears the responsibility to educate its users on the appropriate use of campus systems within the context of proper and ethical use of the District's technology.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities when you use the school district pathways to the Internet and the school district intranet. In general, this requires efficient, ethical and legal utilization of the network resources. If a Salem Central School District user violates any of these provisions, his or her account will be terminated and future access could be denied.

### **Internet - Terms and Conditions of Use**

1. **Acceptable Use** - The purpose of Salem Central School District provided access to its own internal network and to the Internet is to support research for approved users by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Salem Central School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state or Salem Central School District regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** - The use of the Salem Central School District provided computer systems is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The building administrators and/or superintendent of schools will deem what is inappropriate use by a student. Also, the school district administrators may close a student account at any time as required.
3. It is the responsibility of a user to obtain the prior consent of the technology facilitator before any software is installed or used on school district owned and operated computer equipment (or the like).
4. **Sanctions**
  - a. Violations may result in the loss of access. Users involved will be informed of the nature of alleged violations, and they will have the opportunity to respond to them.
  - b. Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language or behavior.
  - c. Users may be required to make full financial restitution for any damage they cause when using school district equipment.
  - d. When applicable, law enforcement agencies may be involved when violations occur.
5. **Network Etiquette** – Each user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Be polite. Use no abusive language when communicating with others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone number, or addresses and phone numbers of students or colleagues.

- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) Information obtained via the network is assumed to be copyrighted unless otherwise noted.
6. Salem Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Salem Central School District will not be responsible for any damages suffered. These damages may include but not be limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at one's own risk. The Salem Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. **Security** - Security on any computer system is a high priority, especially when the system involves many users.
- a) If a user can identify a security problem on the Internet, he/she should notify whoever is supervising the activity. The supervisor should make the building principal aware of the problem. Do not demonstrate the problem to other users.
  - b) No user may use another individual's account.
  - c) Attempts to log-on to the Internet as a system administrator or as another user will result in cancellation of user privileges.
  - d) any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's system.
8. **Students in grades 7-12** may be granted access to an account for up to one academic year at a time when they:
- a) Read and agree to follow the Acceptable Use Agreement. This agreement is formalized through one's signature on the application form; and
  - b) If a student is under the age of 18, obtain the signature of a parent/guardian on the application form.
9. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to damage equipment, or to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms or other such malicious programs.

## Salem Central School District Code of Conduct

### I. Introduction:

The Salem Central School District Board of Education is committed to providing a safe and orderly 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 based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The Board of Education 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.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors of Salem Central School District. **There shall be civil and respectful treatment of teachers, school administrators, other school personnel, students, and visitors on school property and at school functions. Disciplinary measures may be imposed for violations of this code.**

In accordance with the **Dignity for All Students Act**, no persons will be subject to discrimination or harassment, based on but not limited to a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, by school employees or students on school property, on a school bus, or at a school function.

**II. A bill of rights and responsibilities of students focusing on positive student behavior will be publicized and explained to all students on an annual basis.**

### STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

**With every right comes a responsibility.**

*It is the student's right:*

- 1) To attend school in the district in which one's parent or legal guardian resides. →
- 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly. →
- 3) To be respected as an individual. →

*It is the student's responsibility:*

- To attend school daily, regularly and on time perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
- To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
- To respect one another and to treat others in the manner that one would want to be treated.

- |   |   |   |
|---|---|---|
| 4) To express one's opinions verbally or writing.   | → | To express opinions and ideas in a in respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.   |
| 5) To dress in such a way as to express one's personality.  | → | To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.   |
| 6) To be afforded equal and appropriate educational opportunities.  | → | To be aware of available educational programs in order to use and develop one's capabilities to their maximum.  |
| 7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.  | → | To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.  |
| 8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.  | → | To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.   |
| 9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity. | → | To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination. |

### **III. Expectations for All Stakeholders of The Salem Central School District**

All stakeholders must immediately report and refer a violent student to the Principal or Superintendent. Any student or staff member observing a student with a weapon, alcohol or illegal substance on school property or at a school function shall report immediately to the Building Principal or other responsible adult. Any weapons, alcohol or illegal substances shall be confiscated immediately, followed by parent notification of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

#### **Expectations for Parents**

- 1) Recognize that the education of their children is a joint responsibility of the parents or guardians and school community.

- 2) Send their children to school ready to participate and learn as required by New York State Education Law and in accordance with the Salem Central School Student Attendance Policy (#7110). Ensure that children attend school regularly and on time. Ensure absences are excused.
- 3) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- 4) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- 5) Know school rules and help their children understand them to maintain a safe, orderly environment in accordance with the Salem Central School District Code of Conduct.
- 6) Convey to their children a supportive attitude towards education and the Salem Central School District.
- 7) Build good relationships with teachers, and other school personnel.
- 8) Work with our schools to maintain open and respectful communication.
- 9) Help their children deal effectively with peer pressure.
- 10) Inform school officials of changes in the home situation that may affect student conduct or performance.
- 11) Provide a place for study and ensure homework assignments are completed.
- 12) 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 and the Salem Central School Code of Conduct.

### **Expectations for Teachers**

- 1) Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 2) Be prepared to teach.
- 3) Demonstrate interest in teaching and concern for student achievement.
- 4) Know school policies and rules, and enforce them in a fair and consistent manner.
- 5) Communicate to students and parents:
  - a. Course objectives and requirements.
  - b. Marking/grading procedures.
  - c. Assignment deadlines.



- d. Expectations for students.
  - e. Classroom discipline plan.
- 6) Communicate regularly with students, parents and other teachers concerning growth and achievement.
  - 7) Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
  - 8) Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
  - 9) Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for Pupil Personnel**

- 1) Support educational and academic goals.
- 2) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 3) Initiate and appropriately document teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- 4) Maintain confidentiality about all personal information and educational records concerning students and their families.
- 5) Regularly review with the students their educational progress, career plans and graduation requirements.
- 6) Encourage students to benefit from the curriculum and extracurricular programs.
- 7) Coordinate Academic Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
- 8) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 9) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for Other School Staff**

- 1) Follow the Salem Central School Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.

- 2) Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
- 3) Assist in promoting a safe, orderly and stimulating school environment.
- 4) Maintain confidentiality about all personal information and educational records concerning students and their families.
- 5) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 6) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for Principals**

- 1) Promote a safe, orderly, respectful 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 the effective safety, behavioral and school management issues related to all instructional programs.
- 4) Support the development of and student participation in appropriate extracurricular activities.
- 5) Be responsible for enforcing the Salem Central School Code of Conduct, ensuring that all cases are resolved promptly and fairly and, when necessary, appropriately documenting actions.
- 6) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 7) Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

### **Expectations for the Superintendent**

- 1) Promote a safe, orderly, respectful 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 School Board about educational trends, including 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 Salem Central School Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- 6) Address all areas of school-related safety concerns.
- 7) Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Superintendent's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

### **Board of Education**

- 1) Collaborate with students, teachers, administrators 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) Approve and review at least annually the Salem Central School District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- 3) Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
- 4) Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

### **IV. PROHIBITED STUDENT CONDUCT**

The Salem Central School District Board expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment. These expectations also apply to internships and student work experience.

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 develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on District property or engaged in a District function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program,

when they engage in conduct that is disorderly, insubordinate, disruptive, and violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

#### **A. Conduct That Is Disorderly**

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

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, skateboarding, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- 6) Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.
- 7) Engaging in any willful act that disrupts normal operation of the school.

#### **B. 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 District employees or otherwise demonstrating disrespect.
- 2) Tardiness, missing or leaving school or class without permission.
- 3) Skipping detention.
- 4) Being unprepared for class.

#### **C. Conduct That Is Disruptive**

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

- 1) Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.

- 2) Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per Salem Central School District Code of Conduct.

#### **D. Conduct That Is Violent**

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

- 1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student, teacher, administrator or other District employee, or any other person lawfully on school property.
- 2) Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student or any other individual, to fear for his or her physical well-being.
- 3) Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- 5) Displaying what appears to be a weapon.
- 6) Threatening to use any weapon(s).
- 7) Using weapon(s).
- 8) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
- 9) Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

#### **E. Conduct That Endangers the Safety, Morals, Health or Welfare of Others**

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

- 1) Lying, deceiving or giving false information to school personnel.
- 2) Stealing District property or the property of other students, school personnel or any other person lawfully on school property or while 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. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- 4) 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.

- 5) Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical 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.
- 6) Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- 7) "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.
- 8) Sexual harassment, 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.
- 9) Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- 10) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- 11) Selling, using, possessing or distributing obscene material.
- 12) Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
- 13) Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
- 14) Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
- 15) Gambling and gaming.
- 16) Inappropriate touching and/or indecent exposure.

- 17) Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 18) Violating gender privacy when using school restroom facilities.

#### **F. Misconduct While on a School Bus**

It is crucial for students to behave appropriately while riding on Salem Central School District buses or other vehicles to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on these vehicles in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated. Students waiting for buses when not on school property shall conduct themselves in accordance with the district's code of conduct.

#### **G. Academic Misconduct**

Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism, Cheating, Altering records
- 2) Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
- 3) Violation of the District Acceptable Use Policy for technology.
- 4) Assisting another student in any of the above actions.

#### **H. Student Use of Electronic Communication Devices**

Students are prohibited from using or having in their possession any paging device, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. Students are prohibited from using electronic communication devices in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the Salem Central School District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is not to be in a student's possession between 8:00AM and 2:30PM.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

#### **V. Students with Disabilities**

A student identified, or suspected, as having a disability shall not be disciplined for behavior related to the disability. The student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. Removal from class of a student with a disability may constitute a change in his/her placement. No teacher may remove such a

student until verifying with the Principal that removal will not violate the student's rights under state/federal law or regulation. The specific rules and regulations pertaining to students with disabilities are available upon request to the Building Principal.

## **VI. DISSEMINATION AND REVIEW**

### **Dissemination of Code of Conduct**

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

- 1) Providing a public hearing prior to Board approval.
- 2) Providing copies of a summary of the Code to all students, in an age-appropriate, plain-language version, at a general school assembly held at the beginning of each school year.
- 3) Making copies of the Code available to all parents at the beginning of the school year.
- 4) Providing a summary of the Code of Conduct written in plain language to all parents of Salem Central School District students before the beginning of the school year and making this summary available later upon request.
- 5) 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.
- 6) Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- 7) Making copies of the Code available for review by students, parents and other community members and provide opportunities to review and discuss this Code with the appropriate personnel.
- 8) Sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct.

The Board of Education, via a committee of representative stakeholders, 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 Salem Central School District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.



## **VII. Disciplinary Consequences/Remediation**

While the focus of this policy is on prevention, misconduct may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the district's code of conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the Salem Central School District's Code of Conduct.

## **VIII. Safety and Security Assurance Standards**

Discipline is most effective when a problem is addressed promptly, and in a way that students view as fair and impartial. Disciplinary action will be firm, fair and consistent. In determining the appropriate action, school personnel authorized to impose disciplinary penalties will consider the following:

### **A. Disciplinary Procedures and Penalties**

Provisions for detention, suspension, and removal from the classroom of students shall be consistent with Education Law §3214 and other laws, including provisions for school authorities to establish policies and procedures to ensure continued educational program activities. No such pupil shall return to the classroom until the principal makes a final determination under Ed. Law §3214 (3-a) I, or the period of removal expires, whichever is less. Detailed information is available for review upon request. Students who violate this code of conduct may be subject to one or more of the following penalties. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning – Any member of the district staff
2. Written warning – Bus drivers, hall and lunch monitors, teachers, principal, superintendent
3. Written notification to parent – Bus drivers, hall and lunch monitors, teachers, Principal, or Superintendent
4. Detention – Teachers, Principal, Superintendent
5. Suspension from transportation – Principal, Superintendent
6. Suspension from athletic participation – Principal, Superintendent
7. Suspension from social or extracurricular activities – Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom – Teachers, Principal, Superintendent
11. Short- or long-term suspension from school – Principal, Superintendent, Board of Education
12. Permanent suspension from school – Superintendent, Board of Education.

### **B. Detention**

After school detention may be used when removal from the classroom or suspension would not be appropriate. Detention will be imposed only after the student's parent has been notified and the student has transportation home following detention.

### **C. Suspension from Transportation**

Students who are serious disciplinary problems may have their riding privileges suspended. In such cases, the student's parent will be responsible for transportation to and from school. If suspension from transportation amounts to a suspension from attendance, the district will provide for the student's education. A student subject to this penalty is not entitled to a full hearing; however, the student and parent will be provided a reasonable opportunity for an informal conference with the Building Principal to discuss the conduct and the penalty involved.

### **D. Suspension from Athletic Participation, Extra Curricular Activities and Other Privileges**

A student subject to this provision is not entitled to a full hearing; however, the student and parent will be provided a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty.

### **E. In-School Suspension**

This is the temporary removal of a student from the classroom and his/her placement in a designated area of the school building where they will receive an alternative education. A student subject to in-school suspension is not entitled to a full hearing; however, the student and parent will be provided a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and penalty.

### **F. Teacher Removal of Disruptive Students**

This means a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A disruptive student can affect a teacher's ability to teach and make it difficult to learn for other students. Occasionally, it may be necessary to remove a student from the classroom to ensure that other students may continue to learn.

A teacher may remove a student from his/her class only for up to two days. If the student is not a danger or on-going threat of disruption, before removal, the teacher must explain to the student why he/she is being removed. If the student is a danger or ongoing threat of disruption, the teacher may order the student removed immediately. Any student removed from the classroom shall be offered continued educational programming and activities until he/she is permitted to return to the classroom.

### **G. Suspension from School**

This penalty 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 with the Superintendent and the Building Principals.

#### **Short term (five days or less) Suspension**

When suspension is proposed, the suspending authority must immediately notify the student orally, explaining the basis for the proposed suspension, and must notify the student's parent in writing that the student may be suspended from school.

#### **Long term (more than five days) Suspension**

When a suspension for more than five days is warranted, the suspending authority shall give reasonable notice to the student and his/her parent of their right to a fair hearing.

## **Permanent Suspension**

Permanent suspension may be imposed when 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.

## **IX. Due Process**

Due process procedures depend on the penalty being imposed. In all cases, the person authorized to impose the penalty must explain to the student what misconduct is alleged, and must investigate the facts of the alleged misconduct. All students will have an opportunity to present their version of the facts to the individual imposing the disciplinary action.

Students to be given penalties other than a verbal warning, written warning, written notification to their parents or detention, are entitled to additional rights before the penalty is imposed. Detailed information will be provided to the student/parent when disciplinary action is proposed. This information also will be available for review by any interested party upon request to the Building Principal.

## **X. Alternative Instruction**

When a student is removed from class, or a student of compulsory attendance age is suspended from school, the District will provide equivalent alternative instruction. Alternative instruction also will be available to any student over the compulsory attendance age who presents a sincere desire to complete his/her high school education.

## **XI. Minimum Periods of Suspension**

### **A. Students who bring a weapon to school.**

Any student found guilty of bringing a weapon onto school property is subject to suspension for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing. The Superintendent may modify the suspension on a case-by-case basis. (For students with disabilities, see Section VI.)

The Superintendent is required to refer the following students to the County Attorney (or the county presentment agency, as appropriate) for a juvenile delinquency proceeding before the Family Court:

1. Any student under the age of 16 who is found to have brought a weapon to school, or
2. Any 14 or 15 year old student who qualifies for juvenile offender status under the Criminal Procedure Law.

The Superintendent is required to refer students over the age of 16 or any student 14 or 15 years of age who qualify for juvenile offender status to the appropriate law enforcement authorities. A student 14 or 15 years old who possesses a firearm, machine-gun or loaded firearm (as defined in section 265.00 of the Penal Law) on school grounds (as defined in section 220.00 (14) of the Penal Law) qualifies for juvenile offender status under section 1.20 of the Criminal Procedure Law.

### **B. Students who commit violent acts other than bringing a weapon to school.**

Any student who commits 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 parent will be given the same notice and

opportunity for a hearing as for a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and parent will be given the same notice and opportunity for a hearing as for a long-term suspension. The Superintendent may modify the minimum five-day suspension on a case-by-case basis. (For students with disabilities, see Section VI.)

**C. Students who are repeatedly substantially disruptive or repeatedly substantially interfere with the teacher's authority over the classroom.**

Any student who engages in conduct resulting in his/her removal from class on four or more occasions during a semester will be suspended for at least five days. If the proposed penalty is the minimum five-day suspension, the student and parent will be given the same notice and opportunity for a hearing as for a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and parent will be given the same notice and opportunity for a hearing as for a long-term suspension. The Superintendent may modify the minimum five-day suspension on a case-by-case basis. Students with disabilities are referred to the Committee on Special Education (see Section VI).

**Detailed information on the following provisions of the Code of Conduct will be available for review by any interested party upon request to the Building Principal:**

- XII. Procedures by which violations are reported, determined, and disciplinary measures imposed and carried out.**
- XIII. Provisions ensuring that the code is in compliance with state and federal laws relating to students with disabilities.**
- XIV. Procedures for notifying local law enforcement agencies of code violations, which constitutes a crime.**
- XIV. Provisions detailing how complaints to criminal courts, juvenile delinquency petitions, or persons in need of supervision petitions will be filed with the court.**
- XV. Circumstances and procedures by which referrals are made to human services agencies.**
- XVI. Guidelines and programs for in-service education for all district staff.**

**Definitions**

In accordance with the **Dignity for All Students Act**, Salem Central School District's policy and practice ensures that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, by school employees or students on school property, on a school bus, or at a school function.

**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 (Education Law Section 11[1]).

**School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from

school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

**School Function** means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

**Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

**Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section s11[4] and 1125[3]).

**Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

**Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

**Discrimination** means treating people differently through prejudice or unfair treatment of one person or group, usually because of race, ethnicity, social class, age, religion or gender or other personal characteristics.

**Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or 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 safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).

***Under the Dignity Act, there are currently 11 protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Definitions of the 11 protected areas are as follows:***

**Race** means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

**Color** means the apparent pigmentation of the skin, especially as an indication or possible indication of race.

**Weight** means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

**National Origin** means a person's country of birth or ancestor's country of birth.

**Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

**Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

**Religious Practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

**Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".)

**Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender".)

**Sexual orientation** means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

**Disability** means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.