



ENLARGED CITY SCHOOL DISTRICT OF

TROY

TODAY'S STUDENTS. TOMORROW'S LEADERS.

CODE
OF
CONDUCT
2016 - 2017

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ENLARGED CITY SCHOOL DISTRICT OF TROY

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CODE OF CONDUCT

I. INTRODUCTION

The Enlarged City School District of Troy's Board of Education ("Board") is committed to providing a safe, supportive and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, or district personnel, parent/guardians and other visitors is essential to achieving this goal.

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

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code").

This code is founded upon a firm belief that the best conduct always begins with strong, positive relationships between students, families and all people who work for the Troy City School District.

The purpose of this policy is to assist students to monitor their behavior. Discipline, in the school setting, should be supportive rather than punitive. In order to achieve these ends, it is important that the rules, and their application, be both consistent and flexible, so that all students feel they have been fairly treated, in view of the circumstances in each case.

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

No school district or individual building initiative will supersede or override any aspect of this Code of Conduct except where prescribed by law or regulations of the Commissioner of Education.

The last page of the Code of Conduct is a sign off sheet for students and parents/guardians to sign and return to your child's school. Your signature on this form acknowledges that you and your child have reviewed this document and are familiar with the content.

If you have any questions about this Code of Conduct, please contact your building principal.

II. DEFINITIONS

For purposes of this code, the following definitions apply:

Disruptive Student:

For the purposes of this code of conduct, a disruptive student is any elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's rules for classroom behavior.

Gender:

"Gender" means actual or perceived sex and shall include a person's gender identity or expression.

"Gender expression" is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

"Gender identity" is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

Violent Student:

A violent student means a student under the age of 21 who:

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

Weapon:

For the purposes of this code of conduct, weapon means a firearm as defined in 1 USC 8921 for purposes of the Gun-Free School Act. It also means **any** other gun (simulated or real), BB-Gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, pocket knife, switchblade, box cutter, noxious spray, black powder, explosive powder, explosive or incendiary bomb, ammunition or simulated (or real) fireworks, or other devices, instrument, material or substances that can cause physical injury or death. **Any bomb threat now made in New York State is a felony and will be treated accordingly.**

Parent:

means parent, guardian or person in parental relation to a student.

School Property:

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

School Function:

means any school-sponsored extracurricular event or activity.

Sexual Orientation:

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality.

Discrimination:

means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

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 well-being; or conduct, verbal threats, intimidation, bullying 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.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. General Principles

1. Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based on reason, judgment and the rights of others.
2. Ideally, discipline is self-directed and self-controlled. The school community and parent/guardians share the responsibility for helping students develop self-discipline.
3. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.
4. When self-control falters and self-discipline fails, disciplinary measures outside the individual must be imposed to protect the rights of others.
5. In the Troy City School District, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade 12. It is expected that the age, maturity, and developmental level of the student will be taken into account when enforcing this code. Parents/guardians, teachers and others responsible for the welfare and education of these students must cooperate to interpret and enforce these rules.
6. That parents/guardians will make themselves available in emergencies and contact the school when they have questions and concerns.
7. That parents/guardians will take an active interest in their children’s education by visiting the school and work for the success and improvement of the school program.

B. Expectations

The development of self-disciplined behavior must be a cooperative activity on the part of the student, parent/guardian and school staff. Each of these groups can expect certain things of the other, as set forth below.

What Students and Parents Can Expect of the School

1. That competent, well-prepared teachers will serve as positive role models.
2. Students will be familiar with and follow all district policies, rules and regulations dealing with student conduct.
3. That students and parents/guardians will be informed of the teachers’ and the schools’ academic and behavioral expectations.

4. That school personnel will communicate regularly with parents/guardians concerning their children's schooling.
5. That students will have the opportunity to attend school in a safe, *supportive*, well-controlled setting that is conducive to learning.
6. That students will be respected as individuals and be challenged to grow by experiencing a variety of interesting instructional activities or techniques.
7. That school personnel will respect the role of parents/guardians and appreciate the values being taught to children at home.
8. That parents/guardians will be welcome in school and will be provided with an opportunity to play a meaningful role in the schools.
9. That all students will have the opportunity to take part in all District activities and programs on an equal basis, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
10. That administrators, teachers and staff will promote and maintain a climate of mutual respect and dignity for all students.
11. That school personnel will address issues of harassment and discrimination or any situation that threatens the emotional or physical health or safety of any student.
12. That students will be prepared for competent adult life by being taught how to acquire and process information.
13. That students will be recognized for their contributions to the school and community.

What the Schools Expect of Parents

1. That parents/guardians recognize that the education of their child(ren) is a joint responsibility of parents and the school community.
2. That parent/guardians ensure their child(ren) attend school regularly, are on time and ready to participate and learn.
3. That parents/guardians ensure absences are for legal reasons.
4. That parents/guardians support and enforce the district's dress code.
5. That parents/guardians help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
6. That parents/guardians know school rules, help their children understand them, and understand the need to adhere to the policy.
7. That parents/guardians convey to their children a supportive attitude toward education and the school district.
8. That parents/guardians build good relationships with teachers, other parents, school staff and their children's friends, and that parent/guardians will treat school personnel with proper respect.
9. That parents/guardians help their children deal effectively with peer pressure.
10. That parents/guardians inform the school officials of changes in home situation that may affect student conduct or performance.
11. That parents/guardians provide a place for study and ensure homework assignments are completed.
12. That parents/guardians or persons in parental relationship with the student will report to the main office, and sign in at the main office identifying the purpose of their visit.

What the Schools Expect of Students

1. Students will contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and school property.
2. Students will attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
3. Students will work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

4. Students will follow directions given by teachers, administrators and other school personnel in a respectful, positive manner.
5. Students will develop skills to control their anger.
6. Students will ask questions when they do not understand and seek help in solving problems that might lead to referrals and discipline.
7. Students will follow the school dress code.
8. Students will accept responsibility for their actions.
9. Students will conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
10. Students will respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act.

IV. STUDENT DRESS CODE

1. Students' dress, grooming and appearance, including hair style/color, jewelry, make-up and nails will be safe, appropriate and not disrupt or interfere with the educational process.
2. Students will not wear brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments.
3. Students will ensure that any undergarment is completely covered with outer clothing.
4. Students will wear appropriate footwear at all times. It is strongly recommended that footwear that is a safety hazard will not be worn. This includes but is not limited to steel tip boots, slippers, and heels of an unsafe height.
5. Students will not wear headwear (including hoods) in school except for a medical or religious purpose.
6. Students will not wear items that are vulgar, obscene, and libelous or items that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Students will not wear clothing that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Students will not wear any clothing deemed to be gang related, included but not limited to bandanas, colors, flags or chains, jackets or related matter including (wallets with chains).
9. Students will not wear coats inside during the school day.
10. Students will wear appropriate protective gear in certain classes (e.g. Home & Careers, Shop, PE).
11. Students will not carry knapsacks, backpacks, book bags, etc., during school hours.
12. Students will not wear accessories that promote and/or endorse sexual activities.

V. PROHIBITED STUDENT CONDUCT

Because of the size of the student population and the fact that students attend instruction in five elementary schools, one middle school, and one high school, this section of the code has been divided into three sections:

- Behavior Expectations for Grades Pre-K through 5
- Behavior Expectations and Discipline for Grades 6, 7 & 8
- Behavior Expectations and Discipline for Grades 9 through 12 (complete copy of Code available in main office).

Students at all grade levels are prohibited from engaging in any form of discrimination, harassment, hazing and bullying, intimidation of any kind, aggressive by-standing or instigating a conflict on school property, on school buses and at all school sponsored events, activities, and functions. Such acts are prohibited, whether they are done directly or indirectly, in person (face-to-face), or remotely by use of electronic technology, either on school premises or off school premises, where the off-campus conduct substantially disrupts the school environment.

The underlying theme of the following two sections is that students of this district must conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, the general public and for the care of the school facilities and equipment.

The Board of Education is of the opinion that students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Given this duality of discipline, the following sections detail student behavior expectations and the consequences of that behavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Positive Behavioral Intervention Supports (PBIS)

The Troy City School District has committed to supporting a systems approach to the implementation of a school wide Positive Behavioral Intervention Support (PBIS) in all of our Elementary Schools and Troy Middle School. PBIS is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behaviors in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn. The building-based administrators provide active leadership and support for the overall implementation of the program.

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

BEHAVIOR EXPECTATIONS
GRADES PRE-K - 5

Good elementary schools are characterized by an appropriate atmosphere for learning. We are asking for the parents/guardians of our elementary school students to join in our efforts to establish a pleasant environment in our schools by reviewing these expectations for good behavior with your child(ren).

GENERAL RULES: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Please be responsible for each other's safety by never pushing, shoving, fighting, or throwing objects. 2. Please have respect for the personal property of others and for school property. 3. Please refrain from using bad language and verbal abuse (teasing, bullying, name calling or cyber-bullying) 4. Please keep our classrooms, hallways, restrooms, cafeteria and playground litter free to allow for learning to take place.. 5. Please do not chew gum while in school. 6. Move through the building quietly supporting learning. 7. Please arrive at school no later than 7:40 a.m. 8. Please dress in clothing that is supportive to the learning environment. 9. Please refrain from wearing coats inside the building and refrain from wearing hats during class and other instructional times. 10. Please respect the rights of all students and to learn in an environment that is free of all forms of discrimination, harassment (verbal, physical, sexual, racial), hazing or bullying. 11. Please be present and on time for school & class. 	<ul style="list-style-type: none"> • An individual conference with the teacher or building principal with the student for the purpose of identifying the misbehavior and developing a plan for correction. • A telephone call to the parent/guardian(s) by the teacher or building principal. • Temporary removal from class/school. • A conference with the parent/guardian(s) at school with the teacher or building principal. • A loss of student privileges. • Involve support personnel such as counselor, psychologist, etc., in developing plans for correction. • CPS referral and/or PINS complaint may be filed. • Possible Superintendent's Hearing.

IN THE CLASSROOM: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Obey teachers, monitors, and other adult supervisors. 2. Behave in a way that does not interfere with the learning of others. 3. Follow individual classroom rules. 	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parents/guardian(s) by the teacher or principal. • Temporary removal from class. Refer to Teacher Discipline Removal section VIII in this code. • A conference with the parents/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school • May result in a Superintendent’s Hearing.

WHEN USING COMPUTERS: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Use the computers for school work. 2. Treat equipment (and related components) with respect (no food or drinks near equipment). 3. Use appropriate language when using search strategies or the public access system. 4. Use only school materials and software with school equipment. 	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parent/guardian(s) by the teacher or principal. • Temporary removal from class. • A conference with the parent/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent’s Hearing

IN THE CAFETERIA: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Eat with good table manners. 2. Not throw food. 3. Remain seated unless given permission to leave. 4. Move through the lunch line in an orderly fashion. 5. Clean up their table area when finished eating. 6. Keep all food in the cafeteria. 7. Talk quietly. 	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parents/guardian(s) by the teacher or principal. • Temporary removal from cafeteria. • A conference with the parents/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent's Hearing.

IN THE CORRIDORS: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Respect the displays and hallway bulletin board work done by other students and teachers by being careful not to touch or brush against them. 2. Walk, not run, and to stay to the right while quietly walking through the hallways. 	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parents/guardian(s) by the teacher or principal. • Temporary removal from class. • A conference with the parents/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent's Hearing.

IN ASSEMBLIES: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Listen and watch attentively to the programs presented. 2. Show our appreciation in a polite manner. 	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parents/guardian(s) by the teacher or principal. • Temporary removal from the assembly. • A conference with the parents/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent's Hearing.

ON PLAYGROUND: <i>Students will:</i>	RANGE OF CONSEQUENCE:
<ol style="list-style-type: none"> 1. Include others in their games. 2. Share playground equipment. 3. Use it properly and safely. 4. Not interfere in the games of others. 	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parents/guardian(s) by the teacher or principal. • Temporary removal from playground. • A conference with the parents/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent's Hearing.

SEXUAL HARASSMENT:	RANGE OF CONSEQUENCE:
<p>Students will refrain from making any verbal or non-verbal comments/gestures that may be interpreted by an individual as sexual harassment. This applies for any place in school, on school property, including school buses.</p>	<ul style="list-style-type: none"> • An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parents/guardian(s) by the teacher or principal. • Temporary removal from class. • A conference with the parents/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent's Hearing.

THREATENING ANOTHER STUDENT OR EMPLOYEE OF THE SCHOOL DISTRICT:	RANGE OF CONSEQUENCE:
<p>Students will refrain from engaging in threatening language or behavior directed towards other students or employees of the school district.</p>	<ul style="list-style-type: none"> • A parent/guardian conference. • External suspension of 1-3 days. • May result in a Superintendent's Hearing.

FIGHTING (Physical Aggression)	RANGE OF CONSEQUENCE:
	<ul style="list-style-type: none"> • A parent/guardian conference • In-School Suspension • External suspension of 1-3 days • May result in a Superintendent's Hearing

POSSESSION OF ELECTRONIC DEVICES:	RANGE OF CONSEQUENCE:
<p>Students will refrain from having any possession and/or use of electronic devices (cell phones, I-pods, MP3 players, headphones, lasers etc.) either to or from school, or on school property.</p>	<ul style="list-style-type: none"> • Device confiscated. An individual conference with the student for purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parent/ guardian(s) by the teacher or principal. • Temporary removal from class. • A conference with the parent/ guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent’s Hearing.

POSSESSION OF FIREWORKS:	RANGE OF CONSEQUENCE:
<p>In the State of New York, it is illegal for students to have possession of fireworks.</p>	<ul style="list-style-type: none"> • Device(s) confiscated. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action appropriate to the misbehavior. • A telephone call to the parent/ guardian(s) by the teacher or principal. • Temporary removal from class. • A conference with the parent/ guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • May result in a Superintendent’s Hearing.

POSSESSION OF FIREARMS, WEAPONS, OR DESTRUCTIVE DEVICES:	RANGE OF CONSEQUENCE:
<p>It is illegal for a minor to be in possession of firearms.</p> <p><u>Weapon:</u> For the purpose of this code of conduct weapon means a firearm as defined in 1 USC 8921 for purposes of the Gun-Free School Act. It also means any other gun (simulated or real), BB-Gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, pocket knife, switchblade, box cutter, noxious spray, black powder, explosive powder, explosive or incendiary bomb, ammunition or simulated (or real) fireworks, or other devices, instrument, material or substances that can cause physical injury or death. Any bomb threat now made in New York State is a felony and will be treated accordingly.</p>	<ul style="list-style-type: none"> • Device(s) confiscated. An individual conference with the student for the purpose of identifying the misbehavior and developing a plan for correction. The conference shall be conducted with the teacher or principal. • A disciplinary action plan appropriate to the misbehavior. • A telephone call to the parent/guardian(s) by the teacher or principal. • Contact Troy Police Department. • Temporary removal from class. • A conference with the parent/guardian(s) at school. This conference shall be conducted with the teacher or principal or both. • A loss of student privileges. • Temporary removal from school. • Will result in a Superintendent’s Hearing • One-year suspension or less depending upon discretion of Superintendent, as required by 18 USC Section 924 and 20 USC Section 8921.

BOMB THREAT AND/OR FALSE ALARM	RANGE OF CONSEQUENCE
	<ul style="list-style-type: none"> • A parent/guardian conference • In-School Suspension • External suspension of 1-3 days • May result in a Superintendent's Hearing

BEHAVIOR EXPECTATIONS AND DISCIPLINE REGULATIONS
GRADES 6 - 7 - 8

- A. Student behavioral incidents should be handled first by the classroom teacher who is in the direct control of the situation, or if the event did not occur in the classroom by the district personnel observing the event.
- B. Follow-up action to all behavioral problems should include one or more of the following:
1. A conference with the student during the day or after school with remedial action where needed.
 2. A parental phone call/letter home.
 3. A conference with the student's counselor/grade level principal.
 4. A written Discipline Referral Report submitted to the grade-level principal.
 5. And/or written follow-up with the psychologist, guidance counselor, chairperson, or supervisor when the teacher's effort to resolve the behavioral problem has proven to be unsuccessful.
- C. A serious behavioral problem or repeated instances of a behavioral problem within a class period may result in an immediate written referral.
1. The Online Referral System shall indicate the nature of the follow-up action taken by the teacher. (See the Discipline Referral Guidelines)
 2. The type of student behavior indicated in writing on the referral form shall be keyed to the infractions listed below. (See the Discipline Referral Guidelines)
- D. Any infraction of the District's Networking Computing Policy, Bus Transportation Policy or Interscholastic Sports Policy (attached at the end of this Code of Conduct) will result in immediate administrative disciplinary action.

Guidelines for the administration and staff when handling a behavioral problem as reported on the Discipline Referral Report by the classroom teacher.

LEVEL I INFRACTIONS

Refers to those infractions for which the consequence may be external suspension and/or exclusion from school. All Level I infractions will result in a phone call to parent/guardian, a letter and the opportunity for a school/parent conference. Any suspensions will result in social probation for 30 days, and possible loss of other privileges – including “moving-up” ceremony.

INFRACTION	CONSEQUENCE
1. Use, possession, and/or distribution of marijuana, or a controlled substance, prescription medication without a doctor's note, and/or drug paraphernalia; inclusive of synthetic cannabinoids.	<ul style="list-style-type: none"> • Immediate external suspension of 3-5 days. Complaint may be filed with police immediately, confiscated material given to them for analysis. • Parent/guardian conference during the suspension a period. • Conference with counselor and/or substance abuse counselor. • May result in immediate Superintendent's Hearing • Second offense will result in immediate external suspension pending a Superintendent's Hearing.
2. Use, possession of firearms, weapons, and/or destructive devices (including bomb threats and/or false alarms).	<ul style="list-style-type: none"> • Immediate external suspension pending Superintendent's Hearing. • Police complaint may be filed

INFRACTION	CONSEQUENCE
3. Use, possession, and/or distribution of alcohol	<ul style="list-style-type: none"> • Immediate external suspension of 3-5 days. • Complaint may be filed with police immediately, confiscated material given to them for analysis. • Parent/guardian conference during the suspension a period. • Conference with counselor and/or substance abuse counselor. • May result in immediate Superintendent's Hearing • Second offense will result in immediate external Suspension pending a Superintendent's Hearing.
4. Tobacco possession, smoking and usage of other tobacco products or electronic cigarettes (Tobacco products or related products seen or found will be confiscated and letter to the Department of Health).	<ul style="list-style-type: none"> • Immediate external suspension of 3-5 days. • Complaint may be filed with police immediately, confiscated material given to them for analysis. • Parent/guardian conference during the suspension a period. • Conference with counselor and/or substance abuse counselor. • May result in immediate Superintendent's Hearing • Second offense will result in immediate external Suspension pending a Superintendent's Hearing.
5. Fighting (use of physical force or physical aggression)	<ul style="list-style-type: none"> • Immediate external suspension of 3-5 days. This applies to all parties involved in the fight. • Re-entry conference with parent/guardian, student, counselor and administrator. • Police complaint may be filed. • Depending on level of severity, first offense may result in a Superintendent's Hearing. • Second offense will result in a Superintendent's Hearing.
6. Vandalism including but not limited to the defacing of school property.	<ul style="list-style-type: none"> • For vandalism cases, the District may request cost for payment resulting in damage. • File vandalism report with the Superintendent of Building and Grounds (Also see Policy 5311.4) • In-school suspension • Out-of-school suspension • Vandalism may result in a Superintendent's Hearing.
7. Gang related activities and conduct.	<ul style="list-style-type: none"> • Immediate external suspension of 3-5 days. • Police complaint may be filed. • Second offense may result in a Superintendent's Hearing.
8. Defiance and disrespect to any member of the staff (including profanity).	<ul style="list-style-type: none"> • Depending on severity: conference with parent or guardian • May result in detention, in-school suspension, Saturday detention or out-of-school suspension.
9. Physical aggression toward a staff member	<ul style="list-style-type: none"> • Immediate external suspension may result in Superintendent's Hearing. • Police complaint may be filed
10. Theft of property.	<ul style="list-style-type: none"> • An act of theft may result in administrative action, or immediate suspension up to 5 days. • If appropriate, police may be notified and a complaint filed. • Parent/guardian conference during the suspension period. • Depending on severity it may result in a Superintendent's Hearing.

11. Recording of audio or video of any acts of vandalism, fighting or disorderly conduct.	<ul style="list-style-type: none"> • After-school detention • In-school suspension • Out-of-school suspension
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INFRACTION	CONSEQUENCE
12. Sexual harassment of a verbal or physical nature; possession and/or communication of pornographic material via the internet.	<ul style="list-style-type: none"> • Administrative conference in all cases • Conference with counselor if necessary. • Police complaint may be filed. • Depending on the level of severity, consequences may include in-school suspension, out-of-school suspension and/or Superintendent's Hearing.
13. Discrimination and harassment (e.g. racial, sexual or otherwise) includes, but is not limited to, all forms of electronic communication, intimidation, harassment, menacing, hazing or bullying.	<ul style="list-style-type: none"> • Administrative conference in all cases. • Conference with counselor if necessary. • Police complaint may be filed. • Depending on level of severity, consequences will include In-school suspension, out-of-school suspension and/or Superintendent's Hearing.
14. Threats against staff, students and/or District.	<ul style="list-style-type: none"> • Administrative conference. • May result in external suspension for 1-5 days. • Depending on level of severity, first offense may result in a Superintendent's Hearing. • Repeated offenses will result in Superintendent's Hearing
15. Assault (one person attacking another)	<ul style="list-style-type: none"> • Immediate 3-5 day external suspension • May result in a Superintendent's Hearing.
16. Bomb threat and/or false alarm	<ul style="list-style-type: none"> • Immediate external out-of-school suspension may result in a Superintendent's Hearing. • Police complaint may be filed.

LEVEL II INFRACTIONS

This section refers to those infractions for which the consequence may be internal suspension and/or loss of privilege.

INFRACTION	CONSEQUENCE
1. Unexcused Late to Class	<ul style="list-style-type: none"> • Every two lates to class will result in an after-school detention. • Chronic lateness will result in: <ul style="list-style-type: none"> - In-school suspension -Saturday detention - Out-of-school suspension
2. Unexcused Absence from Class (class cut or leaving class without permission)	<ul style="list-style-type: none"> • After-school detention • In-school suspension • Parent Conference • PINS Complaint/Petition may be filed.

INFRACTION	CONSEQUENCE
3. Unexcused late to school	<ul style="list-style-type: none"> • Every three lates to school will result in detention. • Chronic lateness will result in: <ul style="list-style-type: none"> -Parent contact - In-school Suspension - In-school Suspension & Saturday Detention - PINS Complaint/Petition may be filed
4. Truancy/Unexcused Absence from School	<ul style="list-style-type: none"> • May result in: Parent Conference or In-School Suspension • PINS Complaint/Petition may be filed
5. Leaving school grounds without permission	<ul style="list-style-type: none"> • Parent conference • In-school suspension • Out-of-school suspension • PINS Complaint/Petition may be filed
6. Failure to report to after school or Saturday detention	<ul style="list-style-type: none"> • Parent contact • Double after-school detentions • In-school suspension the following day • Assignment to additional Saturday detention • External suspension
7. Inappropriate language/behavior <ul style="list-style-type: none"> • Disruptive behavior • Disrespect for authority • Insubordination (refusal, etc.) • Inappropriate physical contact (i.e. horseplay) 	Depending on seriousness and frequency of offense, consequences will include: <ul style="list-style-type: none"> • Parent Conference • Saturday and/or after school detention • In-School Suspension • Out-of-School Suspension
8. Unauthorized use of electronic devices (cell phones, I-pods, MP3 players, headphones, etc.)	<ul style="list-style-type: none"> • First Offense: staff member will confiscate the electronic device until the end of the day. • Second Offense: the electronic device will be returned to parent/guardian only. • Third Offense: 2-3 days of after school detention at the Administrator's discretion.
9. Wearing of hats, hoods, bandanas, coats, Backpacks, inappropriate dress (low-hanging pants, overly revealing clothing – such as mid-drift showing, etc.) during the school day.	<ul style="list-style-type: none"> • First Offense: student will be asked to remove/replace article of clothing and place in locker. Refusal may result in In-School Suspension and/or Parent Conference. • Second Offense: Saturday and/or after school detention. • Third Offense: In-School Suspension. • Repeated offenses will result in administrative conference and Out-of-School Suspension.

BEHAVIOR EXPECTATIONS AND DISCIPLINE REGULATIONS
GRADES 9 - 12

- A. Student behavioral incidents should be handled first by the classroom teacher who is in the direct control of the situation, or if the event did not occur in the classroom by the district personnel observing the event.
- B. Follow-up action to all behavioral problems should include one or more of the following:
 - 1. A conference with the student during the day or after school with remedial action where needed.
 - 2. A parental phone call/letter home.
 - 3. A conference with the student’s counselor/grade level principal
 - 4. A written Discipline Referral Report submitted to the grade-level principal, or the psychologist, guidance counselor, chairperson, or supervisor when the teacher’s effort to resolve the behavioral problem has proven to be unsuccessful.
- C. A serious behavioral problem or repeated instances of a behavioral problem within a class period may result in an immediate written referral.
 - 1. The Discipline Referral Report shall indicate the nature of the follow-up action taken by the teacher. (See the Discipline Referral Guidelines)
 - 2. The type of student behavior indicated in writing on the referral form shall be keyed to the infractions listed below. (See the Discipline Referral Guidelines)
- D. Any infraction of the District's networking and computing policy, bus transportation policy or interscholastic sports policy (attached at the end of this code of conduct) will result in immediate administrative disciplinary action.

Guidelines for the administration and staff when handling a behavioral problem as reported on the Discipline Referral Report by the classroom teacher.

LEVEL I INFRACTIONS

Refers to those infractions for which the consequence may be external suspension and/or exclusion from school. All level I infractions will result in a phone call to parent/guardian, a letter and the opportunity for a school/parent conference. Any suspensions result in social probation for 30 days, and possible loss of other privileges. (i.e.: parking and senior privileges).

INFRACTION	CONSEQUENCE
1. Use, possession, and/or distribution of marijuana, or a controlled substance and/or drug paraphernalia; inclusive of synthetic cannabinoids.	<ul style="list-style-type: none"> • Immediate external suspension of 3-5 days. • Complaint filed with police immediately, confiscated material given to them for analysis. • Parent conference during the suspension a period. • Conference with counselor. • May result in Superintendent’s Hearing • Second offense may result in immediate external suspension pending a Superintendent’s Hearing.

INFRACTION	CONSEQUENCE
2. Use, possession of firearms, weapons, and/or destructive devices (including bomb threats).	<ul style="list-style-type: none"> • External suspension pending Superintendent’s Hearing. • Police complaint may be filed.
3. Use, possession, and/or distribution of alcohol	<ul style="list-style-type: none"> • External suspension of 3-5 days. • Parent/guardian conference during suspension period. • Police complaint may be filed. • May result in immediate Superintendent’s Hearing. • Second offense may result in immediate external suspension pending a Superintendent’s Hearing.
4. Tobacco possession, smoking and usage of other tobacco products or electronic cigarettes (Tobacco products or related products seen or found will be confiscated and letter to the Department of Health).	<ul style="list-style-type: none"> • Student conference will take place. • First offense will result in in-school suspension. • Parent/guardian conference during suspension period. • Possible conference with counselor. • Second offense will result in in-school suspension or Saturday detention. • Third offense may result in external suspension. • Fourth offense may result in Superintendent’s Hearing.
5. Fighting (use of physical force/physical aggression)	<ul style="list-style-type: none"> • External suspension for 3-5 days. This applies to all parties involved in the fight. • Re-entry conference with parent/guardian, student and Administrator. • Police complaint may be filed. • Depending on level of severity, first offense may result in a Superintendent's Hearing. • Second offense may result in a Superintendent’s Hearing.
6. Assault (one person attacking another)	<ul style="list-style-type: none"> • External suspension for 3-5 days. • May result in a Superintendent's Hearing.
7. Vandalism	<ul style="list-style-type: none"> • An act of vandalism may result in administrative action or suspension for 5 days. • If appropriate, police may be notified and complaint filed. • Parent/guardian conference during the suspension period. • For vandalism cases, district may request payment for costs resulting from damage. • File vandalism report with the Superintendent of Buildings and Grounds (Also see Policy 5311.4) • Vandalism may result in Superintendent’s Hearing.
8. Gang related activities and conduct	<ul style="list-style-type: none"> • External suspension may result in a Superintendent’s Hearing. • Police complaint may be filed.
9. Defiance and disrespect (including profanity) to any member of the staff	<ul style="list-style-type: none"> • Conference with parent or guardian • Depending on severity, consequences may include after-school detention, in-school suspension, and out-of-school suspension.
10. Theft of property	<ul style="list-style-type: none"> • An act of theft may result in administrative action, or suspension for 5 days. • If appropriate, police may be notified and complaint filed. • Parent/guardian conference during the suspension period. • Depending on severity it may result in a Superintendent’s Hearing.

INFRACTION	CONSEQUENCE
11. Physical aggression toward a staff member	<ul style="list-style-type: none"> • External suspension may result in a Superintendent's Hearing. • Police complaint may be filed
12. Sexual harassment and/or activity of a verbal or physical nature; possession and/or communication of pornographic material.	<ul style="list-style-type: none"> • Administrative conference in all cases. • Conference with counselor if necessary • Police complaint may be filed. • Depending on the level of severity, consequences may include in-school suspension, out-of-school suspension or Superintendent's Hearing.
13. Discrimination and harassment (e.g. racial, sexual or otherwise) includes, but is not limited to, all forms of electronic communication, intimidation, harassment, menacing, hazing or bullying.	<ul style="list-style-type: none"> • Administrative conference in all cases. • Conference with counselor if necessary. • Police complaint may be filed. • Depending on the level of severity, consequences may include in-school suspension, out-of-school suspension or Superintendent's Hearing.
14. Threats against staff, students and/or District, both directly and/or via any form of social media (i.e. Facebook, Twitter, e-mail, texting, etc.).	<ul style="list-style-type: none"> • Will result in administrative action or immediate Suspension up to five days. • May result in immediate Superintendent's hearing. • If appropriate, police may be notified and complaint filed
15. Bomb threat and/or false alarm	<ul style="list-style-type: none"> • Immediate out-of-school suspension pending a Superintendent's Hearing. • Police complaint may be filed.

LEVEL II INFRACTIONS

This section refers to those infractions for which the consequence may be internal suspension and/or loss of privilege.

INFRACTION	CONSEQUENCE
1. Unexcused Late to Class	<ul style="list-style-type: none"> • Conference with student • Every three lates to class will result in detention. • Chronic lateness will result in: <ul style="list-style-type: none"> - In-School Suspension -Social Probation
2. Unexcused late to school	<ul style="list-style-type: none"> • Conference with student • Every five lates to school will result in detention. • Chronic lateness will result in: <ul style="list-style-type: none"> - In-School Suspension -Social Probation
3. Unexcused absence from Class (class cut)	<p>Will result in the following:</p> <ul style="list-style-type: none"> • Conference with student • In-school suspension • In-school suspension and Saturday detention • PINS Complaint/Petition may be filed • Parent/guardians will be notified each time

INFRACTION	CONSEQUENCE
4. Truancy/Unexcused absence from school	Will result in the following: <ul style="list-style-type: none"> • Conference with student • In-school suspension • In-school suspension and Saturday detention • PINS Complaint/Petition may be filed • Parent/guardians will be notified each time
5. Failure to report to after school detention	Will result in the following: <ul style="list-style-type: none"> • In-school suspension the following day • Detention that afternoon
6. Leaving school grounds without permission	Will result in the following: <ul style="list-style-type: none"> • In-school suspension • In-school suspension and Saturday detention • Out-of-school suspension • Parent/guardians will be notified each time • Social Probation
7. Inappropriate language/behavior <ul style="list-style-type: none"> • Disruptive behavior • Disrespect for authority • Insubordination to staff member 	<ul style="list-style-type: none"> • Depending on seriousness and frequency offense, consequences will include: <ul style="list-style-type: none"> - Student conference - Detention - In-School Suspension - In-School Suspension & Saturday detention - Out-of-School Suspension
8. Possession and/or use of electronic devices (cell phones, I-pods, MP3 players, headphones)	<ul style="list-style-type: none"> • Student conference • Confiscate until the end of the day • Return to parent/guardian only • Chronic offenses may result in in-school suspension • Serious offenses (including but not limited to videotaping of altercations, faculty, staff, students, etc.) may result internal or external suspension up to five days.
9. Wearing of hats, hoods, head coverings, coats, back packs during the school day	<ul style="list-style-type: none"> • Student conference • Student will be asked to remove/replace article of clothing and place in locker. • Refusal may result in In-School Suspension or Saturday detention • Parent/guardians will be notified

Pre-K - Grade 12

Firearms in School:

No student shall bring a firearm on any portion of the premises of a school owned or controlled by this school district. A firearm is defined, consistent with §921 of Title 18 of the United States code, as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action or an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device. The term does not include antique firearms.

In accordance with the Gun-Free Schools Act of 1994, any student who after a hearing, held pursuant of Education Law §3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this school district will be subject to a penalty of at least one year suspension from school. However, in determining an appropriate penalty, the Superintendent of Schools may modify the suspension requirement on a case-by-case basis, considering, among other things, the totality of circumstances surrounding offense and the student's previous record.

Alternative Instruction:

Suspended students within the age of compulsory attendance as defined by Education Law S3205 will be immediately provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension.

Drug and Alcohol Policy:

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage or fortified wine or other intoxication liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.

This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or junction; or during any period of time when students are subject to the authority of school personnel.

This policy shall not apply to the proper possession and use of prescription medication.

3. REPORTING VIOLATIONS

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

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

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

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of the business day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

4. DISCIPLINARY PENALTIES

If the conduct of a student related to a disability or suspected disability occurs, 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 or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Students who are found to have violated the district's Code of Conduct may be subject to the penalties, outlined in the preceding sections, either alone or in combination. School personnel are authorized to impose that penalty, consistent with the student's right to due process as previously outlined.

5. TEACHER REMOVAL OF DISRUPTIVE STUDENT

A. Teacher Guidelines for Removal of a Disruptive Student

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

A student, who engages in disruptive behavior in the classroom, shall be notified by the teacher that his/her behavior does not comply with the district's Code of Conduct. The teacher will direct the student to cease the disruptive behavior. If the student continues disruptive behavior, the teacher will notify the student that his/her behavior continues to be disruptive and direct the student to leave the classroom and report to the appropriate administrator for the remainder of the period on the secondary level and forty-five minutes on the elementary level. The teacher will provide the administrator with a written referral that indicates the actions that constituted the exclusion of the student from class by the end of the school day. An Administrator will take appropriate actions based on the teacher's referral.

1. Upon student's return to the classroom, if the student engages in disruptive behavior again, the teacher will inform the student that their behavior is disruptive and to cease behavior. Should the student continue to be disruptive, the teacher will direct the student to leave the classroom and report to the appropriate administrator. The teacher may have the administrator take action on the matter or may inform the student that they are removed from class for the following day on the secondary level or for the remainder of the day on the elementary level. The teacher shall provide the student with an explanation of the basis for the removal, provide a referral for the administrator and allow the student to informally present the student's version of the relevant events at an appropriate time designated by the teacher within twenty-four hours of the student's removal. The teacher will also make a reasonable effort to inform the parents/guardians of the student's removal.

Should the student at any time in this process begin to shout, or use profanity not directed at any particular individual, the teacher should include these facts in the referral to the administrator. The teacher may have the administrator determine the appropriate action to be taken or the teacher may remove the student from class for two days on the secondary level or for the remainder of the day and half of the following day on the elementary level. The teacher shall provide the student with an explanation of the basis for the removal and allow the student to informally present the student's version of the relevant events at the appropriate time designated by the teacher within twenty-four hours of the student's removal. The teacher will make a reasonable effort to inform the parents/guardians of the events and the student's removal.

2. The teacher must complete a district-established disciplinary referral form and submit it to the appropriate school district administrator, no later than the end of the school day. If the principal or designee is not available by the end of the same school day, the teacher must leave the form in a designated location. Should the administrator need additional information, the administrator may request that they meet with him or her at a time convenient to both.

B. Administrative Guidelines for Teacher Removal of Disruptive Student

1. Within twenty-four hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents/guardians, in writing, or by telephone, that the student has been removed from class and why. The notice must also inform the parent/guardian that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.
2. The principal may require the teacher who ordered the removal to attend the informal conference.
3. If at the informal meeting the student denies the charges, the principal or the principal's designee and or the teacher, will explain why the student was removed and give the student and the student's parents/guardians a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent/guardian and principal.
4. The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:
 - a. The charges against the student are not supported by substantial evidence.
 - b. The student's removal is otherwise in violation of law, including the district's code of conduct.
 - c. The conduct warrants suspension from school pursuant to Education Law 3214 and suspension will be imposed.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming, with class work until he or she is permitted to return to class.

6. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

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

A. Authorized Suspensions or Removals of Students with Disabilities

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

A "suspension" means a suspension pursuant to Education Law §3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES)* ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES. Such placement enables the student to continue to progress in the general curriculum,

although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP). Services and modifications will also address the behavior which precipitated the IAES placement that is designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, the district (BOCES), Superintendent of Schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
 - b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student possesses or carries a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...{for} a pocket knife with a blade less than 2 1/2 inches in length".
 - 2) Illegal drug means "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substance Act specified in both federal and state law and regulations applicable to this policy.
 - 3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substance Act or any other federal law.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subject to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspensions or removals. However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The District's Committee on Special Education shall:
 - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability or more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because retaining the student in his current educational setting poses a risk of harm to the student or others or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents/guardians of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of

misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

- a. The Superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
- b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - 1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - 2) determined that an evaluation was not necessary and provided notice to the parents/guardians of such determination, in the manner required by applicable law and regulations. If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behavior.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents/guardians with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents/guardians of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for informal conference available to parents/guardians of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be divided into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into the code.

6. The removal of a student with disabilities other than a suspension or replacement in an IAES shall be conducted in accordance with the due process pros applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parents/guardians request such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES
 - 1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents/guardians and the district agree otherwise.
 - 2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parent/guardians within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities.

7. CORPORAL PUNISHMENT

The Board of Education asserts that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board prohibits the use of corporal punishment by district employees.

- A. No district teacher, administrator, officer, employee or agent shall use corporal punishment against a pupil.
- B. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a pupil, except as otherwise provided in subdivision "C," below.
- C. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
 1. to protect oneself from physical injury;
 2. to protect another pupil or teacher or any other person from physical injury;
 3. to protect district property or the property of others;
 4. to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of the district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- D. The parents/guardians of a student involved in any situation listed in "C" above will be contacted by phone (utilizing the most recent contact numbers provided to the school) on the same day the physical intervention/restraint was conducted.
- E. Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. This written complaint will be forwarded to the school attorney within 7 (seven) days. The Superintendent shall investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the school attorney upon completion of the investigation.
- F. Reports shall be submitted to the Commissioner of Education on or before January 15th and July 15th of each year concerning complaints about the use of corporal punishment during the six-month report period. Such reports shall set forth the substance of each complaint, the results of the investigation and the action, if any, by the district.

Cross-ref 5460, Suspected Child Abuse and Maltreatment
Ref: 8 NYCRR §100.2(1)(3)
Adoption date: July 2, 1991

8. STUDENT SEARCHES AND INTERROGATIONS

A. Searches

In recognition of certain societal problems which present themselves from time to time in our schools, the Board of Education authorizes the Superintendent of Schools, building principals and assistant principals to conduct searches of students and their possessions for illegal matter or matter which otherwise constitutes a threat of the health, safety, welfare or morals of students attending our schools.

In authorizing such searches, the Board acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions (e.g., pocket contents, book bags, handbags, etc.) Such searches shall not be conducted unless founded upon reasonable individualized suspicion.

Students shall be informed by the administration that school lockers are not their private property but the property of the district and that as such may be opened and subject to inspection from time to time by school officials. Recognizing the right to inspect student's school lockers without the necessity of obtaining students' consent is inherent in the authority granted school boards and administrators.

School officials will exercise every safeguard to:

- protect each student's constitutional right to personal privacy and protection from coercion;
- emphasize that schools are educational rather than penal institutions; and
- resolve any doubts in the student's favor.

Realizing the intrusive nature of a search, which requires a student to remove any clothing, the Board authorizes these searches following a review of the facts by the school attorney or the Superintendent or his/her designee in the absence of the school attorney. Such searches are to be conducted only in situations where an emergency exists or necessity of searching a particular student without delay exists. Prior to engaging in such search, the district will take into account the nature of the crime, the student's age, student's record, need for such a search, and a demonstration of individualized suspicion.

B. Interrogation of Students by Police

It is the policy of this district to cooperate with law enforcement agencies. While police do not have a general power to interview children in schools, or to use school facilities in connection with police department work, the police may enter the schools of the district if a crime has been committed on school property, if they have a warrant for arrest or search, or if they have been invited by school officials.

When police have properly entered the school and desire to interview students in the school, the students must be afforded the same rights they have outside the school. They must be informed of their legal rights, may remain silent if they so desire, may request the presence of an attorney and must be protected from coercion and illegal restraint. Within the framework of their legal rights, students have the responsibility to cooperate with the police.

C. Searches and Interrogations Regulations

1. Pursuant to Board policy, students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search.
2. Searches may be conducted by the Superintendent of Schools, a building principal, assistant building principal, principal's assistant or school nurse.

3. A search based upon the reasonable belief that the health or safety of those in schools is seriously and immediately threatened may be conducted with as much speed as is required to protect persons and property.
4. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon: the student's age; the student's history and record in school; the prevalence and seriousness of the problem to which the search is directed; the urgency necessitating an immediate search; and the probative value and reliability of information used as justification for the search.
5. The request for a search of a student or student's possession shall be directed to the building principal or assistant building principal, who shall attempt to obtain an admission from the student of possession of the illegal matter or a voluntary consent to the search.
6. Whenever practicable, the search should be conducted in the privacy of administrative offices and the student should be present when his/her possessions are being searched.
7. If school officials conclude that a more intrusive search is needed (i.e., a search which requires a student to remove any or all clothing, with the exception of a search of outer coats and jackets), they shall attempt to notify the parents/guardians of the students involved by telephone, or in writing after the fact if the parents/guardians could not be reached by telephone. Such searches will be conducted by school officials only after consultation with the school attorney and/or the Superintendent or another school official designated by the Superintendent, unless there is reasonable cause to believe that an emergency situation may exist (e.g., a dangerous weapon is being concealed by a student). Such searches shall be conducted by an administrator or nurse of the same gender as the student in the presence of another district professional employee who is also of the same gender.
8. The building principal or assistant building principal shall be responsible for the prompt recording in writing of each student search. Such writing should include the reasons for the search, information received that established the need for the search, and, where appropriate, the name of any informant(s) from whom information was received (informants other than the district's employees will be considered reliable if they have previously supplied information which was accurate and verified, if they make an admission against their own penal interest or if the same information is received independently from several informants). The written record of the student's search shall also contain the names of those persons who were present when the search was conducted, any substance or objects discovered, and the disposition of such matter.
9. The building principal or assistant building principal shall be responsible for the custody, control and disposition of any illegal or dangerous matter taken from a student. He or she will remain in control of such substance or objects unless the same are delivered to police authorities whereupon it shall be the responsibility of said building principal to personally deliver such matter to police authorities.
10. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places, and the school exercises overriding control over such school property. The building principal shall give notice to all students that lockers, desks and other school storage places may be subject to inspection at any time by school officials.
11. No police officer may enter the schools of the district for the purposes of interrogating, searching or conducting formal investigations of students unless he/she has a warrant for arrest or search, unless a crime has been committed on school property, or if he/she has been invited by school officials.

12. No police officer shall be allowed to perform a student search unless authorized by a search warrant or upon demonstrating probable cause to establish that the commission of an illegal act is occurring on school premises. In the case of a police officer presenting a search warrant, the building principal shall first attempt to inform the parent or guardian of the police demand to search in order to afford the parent or guardian an opportunity to be present at the search. In the event that the parent or guardian cannot be contacted prior to a police search, the parent or guardian shall be informed of the search in writing by the building principal as soon thereafter as is practicable.
13. When police have properly entered the school and desire to interrogate a student, the building principal shall first attempt to notify the parents/guardians of the student involved by telephone prior to any such interrogation or by telephone or in writing after the fact if the parent /guardian could not be reached beforehand. The student's parents /guardians should be present, if appropriate. The building principal or other designated administrator, as appropriate, should also be present during any interrogation of a student by police on school property.

D. Regulations Pertaining to Child Protective Services Investigations

From time to time, Child Protective Services may desire to conduct interviews of students on school property. Such interviews generally pertain to allegations of suspected child abuse and/or neglect. The following guidelines apply to all such interviews:

1. This regulation shall apply to all interviews requested by the Department of Social Services, Child Protective Services, as it pertains to that agency's investigations involving a student. Such investigation shall include, but shall not be limited to, suspected child abuse, suspected child neglect and custody investigation.
2. All requests by Child Protective Services to interview a student of the district on school property shall be made directly to the Superintendent.
3. The time and place of such interview shall be designated by the Superintendent in his/her absolute discretion.
4. Any such interview conducted by the Child Protective Services shall be made in the presence of the Superintendent, or, in the event that the Superintendent cannot be present, in the presence of a staff person designated by the Superintendent for that purpose. In the event that the Superintendent is not present within the district, then such interview shall not take place unless it is in the presence of the school nurse.
5. This regulation is for the protection and benefit of the students of the district and every reasonable effort shall be made to accommodate the request of the Department of Social Services, Child Protective Services, as it relates to the aforementioned investigations.

Adoption date: August 6, 1997

E. Child Protective Services Investigations

From time to time, Child Protective Services may desire to conduct interviews of students on school property. Such interviews generally pertain to allegations of suspected child abuse and/or neglect. The Board encourages cooperation with Child Protective Services in accordance with applicable Social Services Law.

The Superintendent shall establish regulations regarding personal searches and interrogations of students in accordance with this policy and the law.

Cross-ref: 5312.1, Drug and Alcohol Abuse
5312.2, Dangerous Weapons in School
8135, Safe Schools

Ref: *New Jersey v. TLO* 469 U.S. 325 (1985)
People v. Scott D., 34 NY2d 483 (1974)
Horton v. Goose Creek Independent District, 690 F 2d 470 (1982)
Doe v. Renfrow, 631 F2d 91, cert. den. 451 US 1022 (1981)
MM. V Anker, 477 F. Supp. 837, aff d. 607 F. 2d 589 (2d Cir. 1979)
Bellnier v Lund 438 F. Supp. 47 (1977)
Us v Albarado, 495 F 2d 799 (2d Cir. 1974)
In Re Rondald B., 61 AD2d 204 (1978)
People v. Haskins, 48 AD2d 480 (1975)
People v. Overton, 24 NY2d 522 (1967)
Opinion of Counsel, 1 EDR 800 (1959)
Opinion of Counsel, 1 EDR 766 (1952)

Adoption date: August 6, 1997

F. Documentation of Searches

The following factors should be considered in order to determine whether reasonable individualized suspicion exists with regard to a search of a student's person or his/her effects:

1. Eyewitness accounts:
 - Note: By Whom
 - Date/Time
 - Place
 - Detailed description of events/items witnessed

2. Information from a "reliable source":
 - Note: From Whom
 - Time Received
 - How information was received
 - Who received information
 - Complete summary of information

3. Suspicious behavior; describe behavior and explain suspicions. If a search is conducted, the following should be documented:
 - a. Time and location of search
 - b. Age of student
 - c. Circumstances contributing to exigency of search
 - d. Purpose of search: what item(s) were being searched for?
 - e. Type of search and scope thereof
 - f. Person conducting search and his/her title/position
 - g. Witnesses of search
 - h. Results of search; material(s) found, disposition of such material(s)
 - i. Results of parent/guardian notification

9. VISITORS TO THE SCHOOL

The Superintendent of Schools is directed to develop regulations to allow parents/guardians, members of the community, and other interested persons to visit the schools of the district under circumstances which will preserve the safety of students and staff, and will not disrupt classes or other educational activity in the schools. The regulations shall be conspicuously posted in all schools of the district.

Adoption date: July 2, 1991

Visitors to the schools of the district will be governed by the following rules:

1. Each building principal shall establish and maintain a safety plan outlining the process for registration, and authorization for visits to his or her school. Such plans shall be submitted to the Superintendent for approval, and thereafter be made available in the principal's office for anyone interested in visiting the school.
2. The principal of the school must be contacted by the person or group wishing to visit, and prior approval must be obtained for the visit.
3. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the school's principal.
4. All visitors must report to the main office, sign-in and will be issued a visitor's permit. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.
5. Registration shall not be required for school functions open to the public; whether or not admission is to be charged.
6. Parents/guardians are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parents/guardians may have regarding the student, whether school related or not.
7. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable board rules, regulations and policy. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.
8. The principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing if they refuse.

Adoption date: July 2, 1991

10. PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education recognizes that the primary purpose of the school district is to provide a superior atmosphere for learning and education. Any action by an individual or group which disrupts, interferes with or delays the educational process or have such effect, is hereby declared to be in violation of board policy. The Board shall approve rules and regulations to effect this policy as required by Education Law §2801.

The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of any person or persons who willfully damage school property.

It is not the intent of this policy to limit freedom of speech or peaceful assembly. The Board recognizes that free inquiry and free expression are indispensable to the objectives of a school district. The purpose of the rules and regulations is to prevent abuse of the rights of others and to maintain public order, not to prevent or restrain controversy or dissent.

Cross-ref: 1240, Visitors to the Schools
5300, Student conduct
5313.3 Suspension and Expulsion
Ref: Education. Law §§2801; 3214
Penal Law § §140.00; 140.10; 240.3 5

Adoption date: July 2, 1991

Public Conduct on School Property Regulation

A. Governing Policies

1. All policies must be interpreted and understood in light of the paramount rule of public order, that for every right exercised there is a corresponding duty to refrain from disruption of orderly classes, to refrain from willful interference with the lawful and authorized activity of others, to refrain from physical injury and damage to property, and to refrain from use or entry for other than authorized use.
2. All students, teachers and staff are guaranteed the constitutional right of free speech, peaceful assembly and just procedures for redress of grievance.
3. The right of peaceful demonstration of a non-disruptive nature is recognized as being within the constitutional privilege of freedom of speech.
4. Bigotry and racial discrimination have no place on school property.
5. The school is not a sanctuary from the law.

B. Prohibited Conduct

In accordance with its responsibilities under the law, the Board of Education declares that the conduct set forth below is prohibited conduct for all students, teachers, and other staff as well as visitors, licensees and invitees, acting either singly or in concert with others, on all school property, including buildings and grounds, except where otherwise stated:

1. No one shall willfully cause physical injury to any other person, nor threaten, harass or obstruct another for the purpose of compelling or inducing any other person to performing any act.
2. No one shall willfully damage or destroy property of the school district or property under its jurisdiction, nor remove or use such property without authorization.
3. No one shall engage in theft of or damage to or defacement of any property of the school district or any other person.
4. No one shall disrupt the orderly conduct of classes, the orderly movement of students between classes, the orderly conduct of cafeteria periods, the orderly conduct of other school activities or authorized extra-curricular activities, or the orderly coming and going of students to and from school property for daily classes.
5. No one shall disrupt or threaten to disrupt or interfere with the orderly functioning of the school (functioning means academic activity, administrative activity, and operation and maintenance of the physical plant and grounds).
6. No one shall willfully interfere with the lawful authorized activities of others on school property.
7. No one shall enter upon and remain in any building, facility, office or room for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
8. No one shall enter into a locked school building or gate or room without prior authorization.
9. No one shall, without authorization, remain in any building facility after it is normally closed.
10. No one shall refuse to leave any building or facility after being requested to do so by any person responsible for the maintenance of order in a building or facility.
11. No one shall loiter in school buildings or on school grounds (under §240.35 of the State Penal Law: a person is guilty of loitering when he/she loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of or responsibility for a student or any other specific legitimate reason for being there, and not having written permission from anyone authorized to grant the same).
12. No visitor shall visit or carry out any purpose on school property without first obtaining permission from the building principal, unless such visitor already has specific authorization for a specific purpose.
13. No one shall have access to or use school records without authorization.

14. No one shall willfully set fire to school district property, tamper with or obstruct any safety measures such as fire extinguishers, alarm systems, posted fire regulations, water sprinklers, fire doors, fail to conform to fire drill procedure, or tamper with any communications, heating, lighting, or power system.
15. No one shall make or cause to be made bomb threats, false alarms or false reports of school closings or cancellations of school events.
16. No one except law enforcement officers shall possess any firearms on school property, nor possess nor activate any firecrackers, blanks or caps, nor possess any cap gun or toy gun.
17. No one shall tamper with school telephones, nor remove or authorize posters.
18. No one shall use any profane or obscene language.
19. No one shall commit dishonesty or fraud on school property, including theft of public or personal property.
20. No one shall gamble on school district property.
21. No one shall use, possess, sell or transfer alcohol or controlled substances on district property (this should not be interpreted to prohibit the taking of medicinal drugs pursuant to a doctor's prescription for medicinal purposes only; if a student's such prescription shall be turned over to the building principal or school nurse upon arrival on school grounds and shall be kept in the custody of the principal or nurse until the user is in route off school grounds).
22. No one shall violate school district rules and regulations concerning the use of motor vehicles on school district property and school district parking regulations.
23. No one shall cause disruption on or interfere with the operation of school district buses.
24. No one shall fail to comply with directions of school district officials acting in the performance of their duties.
25. No one shall willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
26. No one from a community group having authorization to use school property for a specific purpose shall be exempt from the full equal application and enforcement of these regulations.
27. No one shall participate in action leading to a riotous disturbance. Inciting or encouraging action of a riotous nature by presence or leadership or by provocation either before or during the event shall be considered participation.
28. No one shall unlawfully intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Demonstrating groups must adhere to the following guidelines, which are reasonably calculated to prevent riots:

1. Participants must not be rude in any class, must not induce another student to skip class, must not disrupt nor threaten to disrupt any class or authorized activity.
2. Demonstrators may not have any object which could be used as a weapon, and the demonstration must be orderly, peaceful and physically confined to public areas on the grounds outside school buildings, except if, at the discretion of the Superintendent of Schools or building principal, it is permitted to take place in a designated area inside a school building. In such case, access to and exit from any office or building must be continuously maintained, and streets kept open for vehicular traffic.
3. Demonstrators must respect and allow for the privacy of non-demonstrators and non-participants, and must respect the rights of opposing demonstrators if any.
4. Physical harassment and verbal abuse are to be absolutely avoided.
5. Leaders of such demonstrations shall confer in advance with the Superintendent or principal to assure no rules will be broken, and to secure police attendance for safety supervision if deemed necessary.

C. Program of Enforcement

1. Discovery of violation shall be by direct observation by the building principal or other person reporting such violation to the principal, or shall be by reasonable evidence reported by any person to the principal or his/her designee. The violation shall also be reported to the Superintendent of Schools, depending on the nature and severity of the violation.
2. All building principals have been delegated by the Board, pursuant to §3214 (3X5) of the Education Law, the authority to suspend a minor student for a period not to exceed five school days without an advance hearing.
3. A person who shall violate any of the provisions of these rules and regulations shall:
 - a. If a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant including suspension, exclusion from extracurricular activities, reprimand or suspension proceedings shall be conducted in accordance with the requirements of §3214 of the Education Law.
 - b. If a licensee or invitee, have authorization to remain upon the school failure or refusal to do so, he/she shall be subject to ejection.
 - c. If a tenured teacher or professional staff member, be charged with conduct provided in §3020-a of the Education Law.
 - d. If a staff member in the classified service of the civil service, described in §75 of the Civil Service Law, be charged with misconduct, and be subject to the penalties prescribed in said section.
 - e. If a non-tenured teacher or professional staff member, or a staff member other than one described in subdivisions (c) and (d) above, be subject to dismissal, suspension without pay, fine or reprimand subject to any applicable law, rule, or regulation.
 - f. If a trespasser or visitor without specific license or invitation, be subject to ejection.

D. Procedure

1. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner provided in 5313.3, Suspension and Expulsion.
2. The Superintendent or his/her designee shall inform any licensee or invitee who shall violate any provisions of these rules that the license or invitation is withdrawn and shall direct him/her to leave the school property. In the event of failure or refusal to do so, such officer shall cause his/her ejection from such property.
3. In the case of a tenured teacher, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with §3020-a of the Education Law.
4. In case of any staff member who holds a position in the classified civil service, described in §75 of the Civil Service Law, charges of misconduct in violation of these rules shall be made, heard, and determined as prescribed in that section.
5. Any other employee, staff member, or administrator, who shall violate any provision of these rules shall be dismissed, suspended, fined or reprimanded by the Superintendent subject to any applicable law, rule, or regulation.
6. In the case of any other violator, who is neither a student nor teacher, other professional staff member, or other staff member, the Superintendent or his/her designee shall inform the violator that he/she is not authorized to remain on the property of the school and direct him/her to leave such premises. In the event of failure or refusal to do so, such officer shall cause ejection of the violator from such property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect liability to prosecution for trespass or loitering as prescribed in the Penal Law.

E. Responsibilities

1. The Superintendent shall be responsible for the enforcement of these rules and shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
2. It is not intended by any provision herein to curtail the right of students, teachers, or staff to be heard upon any matter affecting them in their relations with the school. In case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent or his/her designee does not pose any immediate threat of injury to person or property, such office may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any school premises where their continued presence and conduct is in violation of these rules.
3. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the Superintendent or his/her designee shall cause the ejection of the violator from any premises which he/she occupies in such violation and shall initiate disciplinary action as hereinbefore provided.
4. The Superintendent or his/her designee may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

F. Criminal Charges

Many of the acts prohibited by these rules and regulations also constitute violations of the Penal Law: In such cases, the Superintendent and his/her designee may initiate criminal charges in addition to initiating the disciplinary procedures provided for herein or in place of such disciplinary procedure. All school personnel shall cooperate with police authorities, public officials and the courts in the prosecution of offenders.

At the discretion of the Superintendent, immediate court action may be taken to obtain an appropriate court order or injunction.

Adoption date: July 2, 1991

11. DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

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

1. Providing copies of a summary of the Code, in an age-appropriate plain language version, at a school assembly to be held at the beginning of each school year.
2. Making copies of the Code available to all parent/guardians at the beginning of the school year and posting the complete code of conduct on the District's website.
3. Providing a summary of the Code written in plain language to all parents/guardians of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.

6. Making copies of the Code available for review by students, parents/guardians, and other community members.

B. Dissemination of Information for the Dignity Act Coordinator(s)

1. The Board will work to ensure that school personnel, students, parents and persons in parental relation will receive information about the District's Dignity Act Coordinator(s) by:
 - 1) Listing the name(s), designated school building, and contact information for the Dignity Act Coordinator(s) in the code of conduct and posting the same on the District's website. The Dignity Act Coordinator(s) designated for the 2012-2013 school year are as follows:

Elizabeth VonEitzen- School 12	Immaculine Jolivert - School 2
Lauren Reynolds - School 14	Laura Stukenborg - School 16
Isiah Joshua Vail- School 18	Lisa DiTroia - CHS
Sonya Shaw - TMS	
Christine Dauphinais - THS and District Coordinator	
 - 2) Including the name, designated school building, and contact information of each Dignity Act Coordinator in the plain language summary of the code of conduct.
 - 3) Including the name, designated school and contact information of each Dignity Act Coordinator in at least one district or school mailing per year to parents and persons of parental relation, and if such information changes in at least one subsequent district or school mailing as soon as practicable thereafter.
 - 4) Posting the name, designated school building and contact information of each Dignity Act Coordinator in highly visible areas of school buildings.
 - 5) Making the name, designated school, and contact information of each Dignity Act Coordinator available at the District and school-level administrative offices.

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

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

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

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

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



STUDENT TRANSPORTATION – POLICY REGULATION 8410-R

Troy City School District students (including resident pupils attending private, parochial and charter schools) shall receive district provided transportation:

- Resident pupils in **Grades K-5** to and from school in the morning and at the end of the school day provided that the distance from home to school is more than six – tenths (6/10) of a mile and the school is less than 15 miles from home
- Resident pupils **Grades 6- 12** who reside more than one (1) mile and less than fifteen (15) by contract transportation carrier. If, in the opinion of the Board of Education, it is more advantageous to provide portions of this transportation by private carrier or by a combination of private or public carrier, such method should be used.
- Resident pupils with handicapping conditions in accordance with State laws.
- Resident pupils residing within the walk zones listed above shall be considered “walkers” and will not be provided with transportation.

Policy on After School Activities Transportation:

- Transportation will be provided to students who engage in formal after school activities who reside within the Troy City School District and are otherwise eligible for transportation under the current policy. Such transportation shall be provided to those in Grades 6-12 on a daily basis during the regular school year when required by twenty or more students.

Bus Conduct Reports:

- Filed by the driver with the tape of the run at each occurrence no later than the next day, to the principal at the elementary level and security at the secondary level.
- Depending upon the seriousness of the problem, the student(s) must be transported until a reply is received from the principal of the building involved.
- The reply should take no more than 3 working days. Depending on the seriousness of the incident, it should be handled immediately.
- At the High School and Middle School level, the district’s security will return the bus conduct reports to the drivers from the principal. On the grade school level, the driver will deal directly with the building principal.

- In the event that troublesome students are unidentifiable, then the driver must get assistance from security or school administration.
- The principal is the sole person to determine the seriousness of the bus conduct report. The amount of time before the bus conduct report is returned and the disciplinary action taken will be determined by the principal.
- IF DRIVERS DO NOT WRITE UP STUDENTS OR A WRITE UP IS NOT DONE ON ANY OTHER BUS PROBLEM IN A TIMELY FASHION, NO DISCIPLINE CAN BE ISSUED.

The Driver\Principal Role:

- The ultimate responsibility for dealing with discipline problems rests with the building principal, therefore, it is at the principal's discretion to determine the manner in which disciplinary problems are dealt with while on school district property. The principal is in charge.

On the Road Problems:

- If a problem occurs, pull the bus over, and notify the base of the location, and the nature of the problem. The base will advise the driver of the action to follow.
- The bus driver does not have the right to put students off of the bus.

SERIOUS INCIDENTS, INCLUDING ALL WHICH RESULT IN A BUS TO RETURN TO CAMPUS WILL BE REPORTED BY THE PRINCIPAL TO THE SUPERINTENDENT AND COORDINATOR OF STUDENT TRANSPORTATION IMMEDIATELY.



SCHOOL BUS TRANSPORTATION PROCEDURES

- School buses will load and unload only at designated loading zones. School bus drivers are responsible for the safety of all students riding their buses. Bus drivers are instructed to pick up and deliver students ONLY to their assigned school bus stops and school.
- Kindergarten students are required to have a parent/guardian at pick up and drop off locations. Drivers are instructed to return any Kindergarten student to school if a parent/guardian is not present.
- ALL MAJOR OFFENSES WILL BE CAUSE FOR SUSPENSION FROM THE PRIVILEGE OF RIDING THE SCHOOL BUSES OR SUSPENSION FROM SCHOOL.
- The school bus driver has full authority and responsibility for maintaining order and discipline needed to assure the safe operation of the bus while driving on busy roads. Those riding the bus have an obligation to obey the posted rules and bus driver's orders.

TO ASSURE THE SAFETY OF ALL PASSENGERS **THE FOLLOWING STUDENT RESPONSIBILITIES** **WILL BE STRICTLY ENFORCED:**

1. Before boarding the bus, stand back until the bus comes to a complete stop and the driver opens the door. When leaving the bus, be careful, LOOK & LISTEN, for traffic and other hazards. Enter and exit the bus without pushing or shoving.
2. Remain in your seat while the bus is moving. Keep head, hands and feet (the entire body) inside the bus. When you are assigned a seat, you are REQUIRED to sit in it. If damage is done to a seat while assigned to it, the students sitting in that seat will be responsible for payment of vandalism costs for repairs.
3. Students are to keep books, body parts, back packs, etc. out of the aisles at all times. Other arrangements must be made to haul objects too large to be held on laps or placed between the student's legs. Large band instruments that cannot be placed between the students legs or lap and interfere with other students space assigned to the same seat will not be allowed on the school bus.
4. Talk must be kept at a conversational level. Loud talking or shouting will distract the driver and constitute a safety hazard.
5. When it is necessary for a pupil to cross the road at a bus stop, the crossing is required to be made in FRONT of the bus after looking both ways to make sure no traffic is approaching from either direction AND after the driver has signaled that it is safe to cross.
6. Permission to ride a different bus must be obtained in advance from the Principal. The only cases where students are allowed to ride a different bus is for baby-sitting purposes and emergency purposes. Students may not ride home for boy/girl scouts, sports, spending the night, etc. The student must first bring a note from home or a phone call to the school.

The school gets permission from the bus company. Bus drivers will not accept written notes from parents/guardians unless approved by the Principal. There must be space available on the bus.

7. Profane, foul, and disrespectful language or gestures are forbidden.
8. Possession or use of tobacco, alcohol, or other illegal drugs, weapons, or pornographic material is prohibited. Gum, food, and drinks **MUST** remain in backpacks or lunch boxes and not be eaten or taken out on the school bus. The driver may confiscate these items if they are out on the school bus! Eating food on the bus is with driver's permission only! Stereo/CD players, skateboards, scooters, etc. are **NOT** allowed at school and not allowed on the school buses except when cleared through the Bus Company and the school administration in advance.
9. Nothing is to be thrown at another person. If students open windows, they are required to close them before they get off the bus. Nothing may be thrown out the bus windows.
10. Fighting on the bus is absolutely prohibited and all students involved will be suspended from the buses and/or from school (*both AM and PM buses & fieldtrip buses*) A written warning of said suspension is not required.

Students are under the supervision of the school until they are at their own bus stop. Students are to maintain the same good manners and good discipline on the school bus as they are to at the school. *The school bus is considered to be an extension of the classroom.* Most students ride an average of about 30 minutes and we expect students to behave properly. We encourage parents/guardians, if possible, to maintain order at the bus stops prior to the bus arriving there to pickup students. If parents/guardians hear of any problems persisting please try to help with supervision at the bus stop. The bus driver will maintain order while children are on the bus.

11. Disruptive behavior or defiance of authority is forbidden and will not be tolerated.
12. Durham School Services and Star & Strand are contracted to transport students only (Grades K - 12). Parents/guardians are not authorized passengers and we cannot allow them on any of the school buses. The only adults that are permitted to ride the school buses are designated by the Troy City School District and Transportation Company as bus aides or monitors, typically on the handicapped bus. If one parent/guardian is allowed to ride, then we would be obligated to allow every other parent/guardian to ride the bus. The bus student counts are designed to transport as full a load of students to and from school as possible, leaving no room for parents/guardians.
13. All Students are required to be at their bus stop 5 minutes before scheduled leaving time in the AM. This will allow all the children in the district to be able to get to school on time. If a driver has to regularly wait for children it puts all stops behind time! Students will be warned and then issued a discipline slip if lateness becomes habitual.

Attention Parents and Guardians

Helping your child to be a responsible bus student helps keep everyone safe. Help them to be on time for their bus and to take the safest route to and from the bus stop.

Help them learn all the bus rules and explain the importance of following the instructions of their driver. All of our drivers are certified New York State School Bus Drivers. The safety of your child is their first and foremost responsibility. This requires their attention to be on the road at all times. Disruption by students distracts the drivers from this responsibility. Drivers are there to deliver your children safely to and from school. This is why all the rules must be followed.

SAMPLE BEHAVIOR NOT PERMITTED ON BUS

- Hanging out of windows
- Throwing/shooting of any object
- Bullying and/or fighting against any person
- Profanity/threats directed towards the bus driver
- Use of tobacco or any controlled substances
- Vandalism to the bus (restitution will be made)
- Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
- Possession, threat or use of weapons/explosives/ flammables
- Other offenses reported by the driver or principal
- Spitting
- Excessive noise
- Horseplay/Mischief
- Eating/drinking/littering on the bus
- Leaving seat/standing without permission from the driver
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
- False identification
- Disobedient to the driver
- Stealing
- Getting off at an unassigned stop.
- Other offenses as reported by the driver or principal.

DISCIPLINARY MATTERS WILL BE HANDLED BY THE SCHOOL PRINCIPAL.

IMPORTANT: FOR REPEATED OFFENSES STUDENTS MAY BE SUSPENDED FROM SCHOOL AND/OR FROM THE BUS RIDING. THE BUS AND THE BUS STOP ARE EXTENSIONS OF THE SCHOOL DAY.

BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT.
IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIANS TO PROVIDE TRANSPORTION FOR THE STUDENT IF THEIR CHILD'S PRIVILEGES ARE SUSPENDED.

Thank you for your cooperation!

BOE 8-31-16



Network Computing - Policy 4526

The Troy City School District is responsible for securing its network and computing systems in a reasonable degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users (users include students, faculty and staff). This responsibility includes informing users of expected standards of conduct and the consequences for non-adherence. Any attempt to violate the provisions of this policy will result in temporary revocation of user accounts. Permanent revocations can result after an investigation which produces evidence of network abuse. The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process and the eventual prosecution thereof.

Discipline Process for Non-Adherence to the District Policy:

First offense of any of these policies will result in the immediate suspension of network privileges by the user for three days. Restoration of these privileges will occur after three days and a three-page report addressing the ramifications of the infraction.

The second offense will result in the immediate suspension of network privileges by the user for 30 days. Privileges will be restored with the approval of the user's teacher in the case of a student's suspension and an administrator in case of a teacher's suspension.

The third offense will result in the immediate termination of network privileges by the user. Users may appeal that termination to the Superintendent of Schools who, in his/her discretion may restore user privileges.

SECTION 1: General Computing Policy

Once a user receives a user ID to access the network and computer systems on the network, they are solely responsible for all actions taken under that user ID. Therefore, the following are considered offenses in violation of this policy:

- 1.1 Applying for a user ID under false pretenses is a punishable disciplinary offense.

- 1.2 Sharing your user ID with any other person is prohibited. In the result that you do share your user ID with another person, you will be solely responsible for the actions that other person appropriated.
- 1.3 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- 1.4 Attempts to evade or change resource quotas are prohibited.
- 1.5 Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
- 1.6 Use of facilities and/or services for commercial purposes is prohibited.
- 1.7 Any unauthorized, deliberate action, which damages or disrupts a computing system, alters it normal performance, or causes it to malfunction, is a violation regardless of system location or time duration.
- 1.8 Computers will be used for educational purposes only as assigned by the instructor in charge.

SECTION 2: Electronic Mail Policy

Whenever you send electronic mail, your name and user ID are included in each mail message. You are responsible for all electronic mail originating from your user ID. Therefore:

- 2.1 Forgery (or attempted forgery) of electronic mail messages is prohibited.
- 2.2 Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- 2.3 Attempts at sending harassing, obscene and/or other threatening e-mail to another user are prohibited.
- 2.4 Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

SECTION 3: Network Security

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- 3.1 Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- 3.2 Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local is prohibited.

- 3.3 Decryption of system or user passwords is prohibited.
- 3.4 The copying of system files is prohibited.
- 3.5 The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- 3.6 Intentional attempts to “crash” Network systems or programs are punishable disciplinary offenses.
- 3.7 Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.
- 3.8 The willful introduction of computer “viruses” or other disruptive/destructive programs into the organization network or into external networks is prohibited.

SECTION 4: Internet Protocol

As a user of the network, you will be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- 4.1 Accessing or acquisition of pornographic materials is prohibited.
- 4.2 Distribution of pornographic materials is prohibited.
- 4.3 Participation in unauthorized newsgroups and “chat areas” is prohibited.
- 4.4 Permitting or providing access to obscene or pornographic areas is prohibited.
- 4.5 Communicating or accessing information that is unethical or inappropriate to a school district is prohibited.



Interscholastic Athletic Handbook

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Revised 4/22/14



August 2016

Dear Student/Athletes and Parents:

Welcome to interscholastic athletics for the Troy City School District. This is an exciting time for student athletes. This guide will help you understand the policies, rules, and expectations for our District.

Being an athlete in the Troy School District is an honor to be taken seriously. The rules and regulations of this code of conduct apply 24 hours a day, 7 days a week, 365 days a year and are not just limited to student behavior at school sponsored activities or on school property. This includes social media. Representing the Troy City School District comes with a great deal of responsibility and it is one that we hold dear. Wearing the purple and gold is truly something special!

To have the opportunity that thousands of previous Troy students have had in representing our school and local community is one that should make your family members, friends, and other supporters proud. The relationships and experiences that will be created participating in athletics will stay with you forever.

I wish you the best of luck for a healthy and successful season. If you have any questions, please call me any time.

Thank you,

Paul Reinisch

Paul Reinisch
Director of Physical Education, Health, and Athletics
Telephone: 518-328-5417
Email – reinischp@troycsd.org

Goals for the Interscholastic Program

It is important for us to recognize that we hold very high standards for our athletes at Troy. A Troy athlete understands the value of sportsmanship, respect, dedication, honesty, and loyalty. Success at Troy will not be gauged by the win/loss record, but by the growth of each and every one of our athletes in becoming people of great character.

Section II Sportsmanship Policy for Players

Any player on a varsity, junior varsity, freshman, or modified team in Section II shall be suspended for the next scheduled contest if he/she is ejected from a contest for unsportsmanlike behavior by an official. The next contest is defined as the next contest in which the disqualified athlete is eligible to play, whether it be that sport's season, the next sport's season, or the next year. A player who is injured (for example, during a fight for which he was ejected) would be ineligible for the first contest for which he/she is medically cleared. Sectional, regional, or state tournament games are NOT exempt from this rule.

Parental Involvement

The biggest fans and supporters of our athletes are the dedicated parents who support students involved in athletics at Troy. We can't thank you enough for the support that you give. We would ask that along with supporting our players, we would greatly appreciate support for our coaches. Coaching is a tough job and our staff is highly qualified and highly motivated. Coaches are asked to conduct themselves with the best interest of our school, their program, and their athletes in mind. I would respectfully ask that we allow the coaches to do their jobs. Unless there is an emergency situation, or an absolute necessity, please refrain from approaching the benches, sidelines, or dugouts during pre-game warm-ups, game play, and post-game wrap up. As we hold our athletes to a high standard, that standard applies to parents as well. Unacceptable behavior by parents and/or friends or other family members can result in removal from the facility for that individual game or permanent removal from any athletic event which includes any Troy team.

Dr. Darrell J. Burnett, PHD offers parents some advice:

Sideline Suggestions:

10 Things Kids Say They Don't Want Their Parents to Do

by Dr. Darrell J. Burnett

1. DON'T YELL OUT INSTRUCTIONS.

During the game I'm trying to concentrate on what the coach says and working on what I've been practicing. It's easier for me to do my best if you save instructions and reminders for practice or just before the game.

2. DON'T PUT DOWN THE OFFICIALS.

This embarrasses me and I sometimes wonder whether the official is going to be tougher on me because my parents yell.

3. DON'T YELL AT ME IN PUBLIC.

It will just make things worse because I'll be upset, embarrassed, or worried that you're going to yell at me the next time I do something "wrong."

4. DON'T YELL AT THE COACH.

When you yell about who gets to play what position, it just stirs things up and takes away from the fun.

5. DON'T PUT DOWN MY TEAMMATES.

Don't make put-down remarks about any of my teammates who make mistakes. It takes away from our team spirit.

6. DON'T PUT DOWN THE OTHER TEAM.

When you do this you're not giving us a very good example of sportsmanship so we get mixed messages about being "good sports."

7. DON'T LOSE YOUR COOL.

I love to see you excited about the game, but there's no reason to get so upset that you lose your temper! It's our game and all the attention is supposed to be on us.

8. DON'T LECTURE ME ABOUT MISTAKES AFTER THE GAME.

Those rides home in the car after the game are not a good time for lectures about how I messed up -- I already feel bad. We can talk later, but please stay calm, and don't forget to mention things I did well during the game!

9. DON'T FORGET HOW TO LAUGH AND HAVE FUN.

Sometimes it's hard for me to relax and have fun during the game when I look over and see you so tense and worried.

10. DON'T FORGET THAT IT'S JUST A GAME!

Odds are, I'm not going to make a career out of playing sports. I know I may get upset if we lose, but I also know that I'm usually feeling better after we go get a pizza. I need to be reminded sometimes that it's just a game.

Developmental Stages for Each Level

Here in the Troy Athletic Department, we take a very unique approach with our development of student/athletes. Our coaches are expected to maintain contact with their athletes throughout the year. That means building a strong working relationship, supporting them in their other interests, and creating opportunities for off-season training that will continue their development in that sport. At the modified level our goal is to introduce our athletes to interscholastic sports. The modified level offers its own unique rules regarding competition. We follow all rules and guidelines as laid out to us by the NYSPHSAA Handbook for modified sports. We hope to create an exciting, fun, and instructional environment to prepare our modified athletes for high school competition. The freshman and junior varsity levels continue to focus on skill development and prepare them for the varsity level. The varsity level comes with an entirely different focus. Varsity events are covered by local news and scouted by college recruiters. We try to create an environment that is fun and exciting for our athletes and spectators. There is nothing like being a varsity athlete and our coaching staff is committed to make the experience one they will never forget.

Player Code of Conduct

When accepting the honor and privilege of being an athlete at Troy, you also accept the responsibilities that go with being a member of a team. These responsibilities include:

1. During athletic events, conduct yourself with a high degree of sportsmanship and leadership. The behavior you display will be a direct reflection of you, your teammates, your family, school, and local community.
2. How you conduct yourself in school will reflect upon your program. You must be courteous and respectful when dealing with fellow students and district employees.
3. Being an athlete at Troy does not give you special treatment or privileges. Athletes abide by the same academic and behavioral rules set forth by teachers and school administration.
4. Troy athletes must demonstrate a positive image for younger Troy students to look up to.
5. Team members are required to attend all practices unless excused by the coach. This policy is still in effect if an injury occurs which removes that athlete from competition.
6. Social media such as Facebook, Instagram, and Twitter can be reviewed at anytime by school administration. Any violations to our code of conduct through social media outlets can and will be handled as if the situation happened in school.
7. Coaches also reserve the right to add additional team rules as they deem fit. Any of those additions need to be agreed upon by the Athletic Director.

Other Interscholastic Regulations

Equipment

- All issued equipment must be handed in at the end of the season. Any equipment turned in damaged may result in athlete being held financially responsible for damaged item.
- An athlete who does not turn in equipment will be held financially responsible for all equipment issued.
- Issued equipment shall not be worn outside of school or during physical education class.

- Uniforms may be worn to school on game days if it is a team rule approved by the coaching staff. Other than that, they are to be worn during athletic contests only.

Attendance in school – A student who is absent from school is not allowed to participate in practice or games that day. (This may exclude funeral, college visits, or other potential family emergencies).

Physical Examinations - All athletes must be approved by the health office in order to participate in athletics. This includes try-outs.

School Behavior – Good citizenship is expected of athletes at all times. Behaviors such as disrespect to staff, not completing homework assignments, use of tobacco (including electronic cigarettes), alcohol, or drugs, or any behavior that casts a negative reflection of our programs can result in varying degree of penalty. Penalties may range from a one-game suspension to removal for that season or school year. All suspensions can be appealed to the building principal or Superintendent of Schools.

Injury – Participating in athletics always carries risk of injury. Injuries must be reported immediately to your coach.

Quitting a Team – An athlete may not quit one team and join another team during that same season.

Physical Education Class – Any student/athlete that does not participate in physical education class may not participate in a practice or game that day.

It is expected of our students to attend classes, be on time, be respectful of all faculty and staff, and conduct themselves in a safe manner anywhere on school grounds. Athletes who do not conduct themselves in a respectful and responsible manner on school property shall be subject to disciplinary action from the athletic office as well as any possible sanctions set by the school administration.

Cut Policy

All cuts must be confirmed by a building administrator. Once a class cut is confirmed and processed by the assistant principal’s office, that player is ineligible for their team’s next athletic contest. Cuts acquired during the season shall result in the following consequences:

<u>Cut</u>	<u>Games Suspended</u>
#1	Warning
#2	1
#3	1
#4	Remainder of season
#5	Remainder of school year

Suspension from School

- 1) Any student who is externally suspended from school during their athletic season will be ineligible for one athletic contest upon their return. That athlete must sit out the next athletic contest upon their return to school.
- 2) Any student who is externally suspended from school out-of-season will be ineligible for one athletic contest during their next athletic season. This ruling also carries into the next school year. (Example: A sophomore student is a fall athlete and gets suspended in March. That athlete must sit-out the next available contest upon his/her return. In this case, that would be the fall of the student's junior year.)
- 3) Upon a student's second suspension during one school year, that student is immediately ineligible to play athletics at Troy for the remainder of the school year. He/she is allowed to sign-up the following school year.
- 4) Any student externally suspended may not participate in practice or games during the term of their suspension.
- 5) In-School Suspension. Once a student accumulates 3 days of internal suspension, they are ineligible to participate in their next athletic contest. That goes for out of season as well. After they return from that one game suspension, for every day of internal suspension they receive, they will receive a one game suspension.

Academic Policy

- 1- If a student fails a summer school course that they are repeating because of a prior failure, they are ineligible to participate in any athletic activity for the entire 1st marking period.
- 2- If a student has a cumulative average less than a 65% at the conclusion of a marking period, that student will be ineligible to participate in athletics for the next marking period.
- 3- If a student fails 2 courses during a marking period, they will be immediately placed on academic probation.

Athletic/Academic Probation:

Any student that fails two classes during a marking period will go on academic probation. During the probationary period they remain eligible to participate, however, at the next interim period they must have at least one of the failing grades above 65%. If that student fails to bring either failing course above the required 65%, they will be ineligible to participate in athletic activities for the remainder of that marking period. The probationary period begins the day report cards are distributed.

After the interim report is distributed, if a student is receiving a passing grade in at least one of the two failing classes, their probationary status is lifted and they will be eligible to participate for the remainder of the marking period.

4- If a student fails 3 or more classes during a marking period, they will be ineligible to participate in athletic activities for the next marking period.

Section II Sportsmanship Policy for Spectators

The following code of behavior shall be prominently displayed in all school buildings, gymnasiums, and outdoor facilities where contests are held.

- 1) Spectators are an important part of the games and are encouraged to conform to accepted standards of good sportsmanship and behavior.
- 2) Spectators should at all times respect officials, visiting coaches, players, and cheerleaders as guests in the community and extend all courtesies to them.
- 3) Enthusiastic cheering for one's own team is encouraged.
- 4) Booing, whistling, stamping of the feet and disrespectful remarks shall be avoided.
- 5) There will be no ringing of bells, sounding of horns, or other noisemakers at indoor contests during play. Anyone who does not abide by this rule will be asked to leave the premises.
- 6) Pep bands or school bands, under the supervision of school personnel, may play during time outs, between periods, or a half-time. Bands must coordinate their play so as not to interfere with a cheerleading squad on the floor or field.
- 7) The throwing of debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
- 8) During a free throw in basketball, all courtesies should be extended.
- 9) Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to the school authorities.
- 10) Spectators will observe the rules of the local school concerning smoking, food and drink consumption, littering, and parking procedures.
- 11) Spectators will respect and obey all school officials and supervisors at athletic contests.



ENLARGED CITY SCHOOL DISTRICT OF
TROY

TODAY'S STUDENTS. TOMORROW'S LEADERS.

Interscholastic Athletic Handbook
Parent and Student/Athlete Acknowledgement

Name of Athlete

Sport

Signature of Parent or Guardian

Signature of Player

***Please remove and return to head coach.**

****Student athletes may not participate in game play until this is signed and returned.**



ENLARGED CITY SCHOOL DISTRICT OF
TROY

TODAY'S STUDENTS. TOMORROW'S LEADERS.

2016-17
PARENT/GUARDIAN and STUDENT
ACKNOWLEDGEMENT

Must be returned to School Office

We/I have read the **Code of Conduct** of the Enlarged City School District of Troy. We/I are aware of the expectations of students while they are on and around the school buildings and grounds and using District transportation.

We/I will abide by these expectations which have been set forth in the following:

- Code of Conduct
- Transportation Policy
- Computer/Technology Policy
- Athletic Policy

Building _____

Student Name (please print) _____

Student Signature _____ Date _____

Parent/Guardian (please print) _____

Parent/Guardian Signature _____ Date _____