

CORINTH MIDDLE SCHOOL



STUDENT HANDBOOK

Brian Testani, Principal & DASA Coordinator

Eryn DuMoulin, Assistant Principal

Megan Hermann - Dean of Discipline

Matthew Weyer, School Counselor (A-L)

Cade LaGoy, School Counselor (M-Z)

Tanya Lewis, Administrative Assistant

Julie Haack, Grade 5 Team Leader

Penny Skinner, Grade 6 Team Leader

Kayla Butler, Grade 7 Team Leader

Patricia Siano, Grade 8 Team Leader

105 Oak Street

Corinth, NY 12822

Phone: (518) 654-9005 ext. 3412

Fax: (518) 654-2129

Table of Contents

WELCOME	Page 3
PBIS	Page 3
DIGNITY FOR ALL STUDENTS ACT(DASA)	Page 3
BELL SCHEDULE	Page 4
ACTIVITY PERIOD AND AFTER SCHOOL ACTIVITIES/ CLUBS	Page 4
ACADEMIC SUPPORT OPTIONS	Page 4
FUN NIGHTS AND DANCES	Page 4
SAFETY POLICY	Page 5
EMERGENCY CLOSINGS	Page 5
INSTRUCTIONAL PERIOD	Page 6
ACADEMIC ELIGIBILITY	Page 6
COMPREHENSIVE ATTENDANCE POLICY	Page 7
MIDDLE SCHOOL ATTENDANCE POLICY	Page 9
REPORT CARDS AND PROGRESS REPORTS	Page 10
HOMEWORK POLICY	Page 11
VISITORS	Page 11
LEAVING THE BUILDING	Page 11
LEGAL CUSTODY OF STUDENTS	Page 12
LOST AND FOUND	Page 12
COUNSELING DEPARTMENT	Page 12
NATIONAL JUNIOR HONOR SOCIETY	Page 12
HONOR ROLL	Page 13
ACCELERATED PROGRAM FOR GRADES 7 & 8	Page 13
AWARDS ASSEMBLIES	Page 13
PARENT/STUDENT SYSTEM MANAGEMENT INFORMATION	Page 13
PARENT CONFERENCES	Page 14
PROMOTION POLICY	Page 14
STUDENT HEALTH SERVICES	Page 14
BOOKS	Page 15
CHROMEBOOKS	Page 15
EVACUATION DRILLS	Page 16
BUS TRANSPORTATION	Page 16
CODE OF CONDUCT	Page 16
K-9 PATROLS & WALKTHROUGHS	Page 31
STUDENT CELL PHONE GUIDELINES	Page 31
DISTRICT GUIDELINES FOR BULLYING, HAZING, and HARASSMENT	Page 31
SEXUAL HARASSMENT POLICY	Page 33
SCHOOL VOLUNTEER FORM	Page 34

WELCOME TO THE MIDDLE SCHOOL

On behalf of the entire faculty and staff of the Corinth Middle School, we take this opportunity to welcome you. It is our hope that the school year will be one filled with happiness, personal accomplishments, and positive growth.

Seek help when there is a need, take advantage of all that is offered to you, and most importantly, give your best at all times. Success will be yours.

The information in this handbook is designed to answer questions you may have about our school. We hope you and your parents will read it carefully. We also encourage your parents to visit school or to call (518-654-9005) about any problems or questions related to school life. We hope keeping the lines of communication open will help to foster a spirit of cooperation that will make this school year a most memorable one for all of us.

Please visit our Website at corinthcsd.org for up to date information throughout the year.

PBIS

Our school uses a school-wide approach for positive behavioral support. One of the major emphasis in school-wide discipline is the focus on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. As such, the first two days of school are primarily designed for teaching and remembering the expected behaviors of our students.

DIGNITY FOR ALL STUDENTS ACT(DASA)

The Dignity for All Students Act (DASA) became effective on July 1, 2012. It was established with the broad legislative intent to provide a school environment free of discrimination and harassment. As a result, our Guidance and Administrative staff have helped the Board of Education develop policies and guidelines to create a school environment that is free from discrimination or harassment.

Effective July 1, 2013 the Amended Act includes cyberbullying as a form of bullying and harassment, including cyberbullying and harassment behavior that occurs off school property that has the potential of creating a risk of disruption on school property.

We will continue to raise awareness and sensitivity of our school employees and students to potential discrimination or harassment/bullying issues and to enable everyone to help prevent and properly respond to discrimination or harassment/bullying. (<http://www.p12.nysed.gov/dignityact/>).

If you need to report a possible DASA violation, please have you or your child speak to the Middle School DASA Coordinator , Mr. Brian Testani or you may also use our online “Report Bullying” form found on our school website to report any incident that needs follow up or investigation. This form can be found on our website www.corinthcsd.org under Reporting Bullying.

MIDDLE SCHOOL SCHEDULE

Breakfast	7:50 am
Front Doors Open	7:55 am
First Bell	7:59 am
First Class begins	8:02 am
Dismissal	2:44 pm
Buses Depart	2:49 pm

ACTIVITY PERIOD AND AFTER SCHOOL ACTIVITIES/CLUBS

Students are strongly encouraged to become involved in at least one of many after school activities and clubs at the Middle School.

Middle School Clubs: Drama Club, Junior Honor Society, Student Council, Library Club, Chess Club, Agriculture Club and Kindness Club

Modified Sports (7/8): Football, Soccer, Lacrosse, Cross-Country, Field Hockey, Volleyball, Basketball, Wrestling, Baseball, Track, Softball, and Tennis.

ACADEMIC SUPPORT OPTIONS

The Corinth Middle School Faculty and Staff are invested in providing support to students. The following academic support options are available for consideration as possible interventions for students:

Mentor – Identified students are assigned a Teacher Mentor for the school year to help provide social-emotional support to selected students.

Students may also be referred to guidance or team leaders for the consideration of the following options:

- Academic Intervention Services
- After School ELA/After School Math Sessions
- Project Success
- Student Mentor Program

FUN NIGHTS AND DANCES

Only Corinth Middle School students may attend fun nights and dances. These events are generally scheduled from 5:00 – 7:00 PM, unless otherwise noted. Students should not show up earlier than 5 minutes before the event starts.

Students are to enter and exit through the front doors by the middle school office.

No student is to enter the building half hour after the event starts unless accompanied by a parent. Students may not leave before the event is scheduled to end unless accompanied by a parent. Students involved in interscholastic sports may enter late with prior arrangements made with the principal.

Inappropriate types of dancing are prohibited. Improper dancing includes swinging around, any type of gymnastics such as forward rolls, getting on another's shoulders or lifting another into the air, or dancing that involves inappropriate physical demonstration of affection.

All refreshments are to be consumed in the lobby area.

The use of cell phones is **prohibited, except** in the lobby area near the front doors to call home for a ride.

Any student behavior that violates the school's code of conduct will be reported to a school administrator and their parent/guardian will be contacted.

Any student who is ejected from a fun night or dance must leave the building accompanied by a parent and may not be allowed to attend fun nights or dances for the remainder of the school year.

Students who are on the Academic Ineligibility List, ALE, out-of-school suspended, or who were absent that day are NOT permitted to attend the fun night or dance. Students may also be excluded at the discretion of the principal/assistant principal. Students should not be on school property, if they are not attending the fun night or dance.

All school rules as stated in the District Code of Conduct apply to fun nights and dances. Compliance with the dress code is expected. Students are expected to be respectful of others at all times.

SAFETY POLICY

Safety within our school system is of paramount importance to us all, particularly parents, teachers, administrators, and students. Consequently, violence and other criminal conduct cannot and will not be tolerated within our school districts. Anyone having knowledge of criminal conduct within our school has a responsibility to report the same. This action is consistent with our duty to protect the health, safety, and welfare of all students, teachers, and other employees of the school district and to hold accountable those individuals responsible for criminal conduct.

EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety. When school is closed all school activities are canceled.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closings and delayed start times will be announced via phone, TV, and radio. We also post closing information on our school website: [Corinth CSD Website](#).

Should the district be forced to close schools, all students may be instructed to transition to a virtual learning model. At the middle and high school levels the instructional day may be modified to the following schedule in the event of a complete shutdown of in-person instruction. Students should log into their classes at the times designated below:

Middle School Virtual Learning Schedule

Period 1:	8:30-9:00
Period 2:	9:10-9:40

Period 3:	9:50-10:20
Period 4:	10:20-10:50
Period 5:	11:00-11:30
Period 6/7(Lunch)	12:05-12:35
Period 8:	12:40-1:10
Period 9:	1:20-1:50
Period 10:	2:00-2:30

INSTRUCTIONAL PERIOD/ACADEMIC INTERVENTION SERVICES

Instructional Period and AIS are academic periods where teachers provide students with additional skills and content work primarily focusing on ELA and Math. Students will receive course credit for this class and will be graded on a scale from 1-4. Listed below are a set of grading bands that will be used for this course:

- 4 = Student demonstrates exemplary effort towards learning goals
- 3 = Student demonstrates adequate effort towards learning goals
- 2 = Student demonstrates minimal effort towards learning goals
- 1 = Student demonstrates no effort towards learning goals

ACADEMIC ELIGIBILITY

The Corinth School District believes academic success is of the utmost importance and that each student's primary responsibility is to give serious attention to his or her educational program. At the same time, the administration and staff recognize that participation in co-curricular activities is an integral part of the total education process.

Students who participate in co-curricular activities should recognize that they have an obligation to themselves, their co-participants and the school community to strive for excellence in all areas. It is hoped that participation in these programs will enable all students to value their learning experiences, instill self discipline and self control, and lead them to exercise mature behavior and judgment.

A student who is failing a core course at the interim period or marking period will follow the steps below in order to be eligible to participate in sports, clubs, and after school events:

- The student must complete an academic eligibility (pink) agreement for each core course failed (ELA, Math, Science, Social Studies, and World Language) with the teacher.
- The pink agreement serves as a plan to help the student improve and pass.
- The teacher will keep a copy. The student pink copy should be in the notebook/folder kept for that course and reviewed weekly by the student.
- In order to remain eligible, students must complete all of the mutually agreed-upon expectations.
- The pink agreement **may** include Project Success. All students who are failing will be invited to Project Success. The grade level team leader will notify parents of the invitation to attend and if Project Success is required by the pink agreement.
- Failure to complete the pink agreement with the teacher will result in immediate ineligibility.

Each week, teachers will monitor the progress of students who have completed the pink agreement. At the end of the day Thursday, students will be deemed eligible if all of the expectations have been met and can fully participate in and attend all school activities and events.

If a student has not complied with the pink agreement expectations, they will be deemed INELIGIBLE for the period of 1 week beginning on Friday (through the following Thursday). The teacher will inform the student and the team leader will notify the parent of the ineligibility. Students may not attend any extra-curricular activities during the week of ineligibility including but not limited to: athletic practices, clubs, Fun Nights, athletic events, etc.

The goal of our eligibility policy is to emphasize the importance of academics and striving to do one's best to learn. We value our partnership with families to help our students to succeed and to be involved in our many extracurricular activities at Corinth Middle School.

Note: Students may also be considered ineligible for behavioral infractions resulting in an office referral. Such students will be excluded at the discretion of the Principal or Assistant Principal and parents/guardians will be notified.

COMPREHENSIVE ATTENDANCE POLICY

The Board of Education of the Corinth Central School District recognizes that student attendance in school is an important component of student success. Numerous studies have shown the importance of the relationship between student attendance at school and academic achievement. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter. Daily attendance creates an environment, which fosters subject competency, continuity of learning, and responsibility, all of which are integral to the education process. It also fosters and helps to build a positive work ethic and attitude, which will serve the student well in future careers.

For these reasons, the Corinth Central School District's Attendance Policy takes into consideration class participation as a crucial component of the student's grade. It is the philosophy of the faculty and administration that active student participation is an integral part of every course offered in school. Class participation shall be evaluated according to guidelines that will be clearly stated to students by their teachers at the beginning of each course. It should be clearly understood that excessive absence might result in the loss of course credit.

In this regard and pursuant to Section 104.1 of the Regulations of the Commissioner of Education, the Board of Education adopts this comprehensive attendance policy. All staff will be provided with a copy of the comprehensive attendance policy and any amendment to such policy in September of each school year. New staff members shall receive a copy of the comprehensive attendance policy upon commencement of employment with the District.

The Board of Education shall promote community awareness of this District comprehensive attendance policy by providing a plain language summary of the policy to the parents or persons in parental relation to students at the beginning of each school year. The Board shall also take additional steps deemed necessary to promote the understanding of such policy by students and parents or persons in parental relations. Copies of the complete comprehensive attendance policy shall be published in the school handbook available in the District office and in each school building. It will also be provided to any member of the community upon request.

OVERALL GOALS AND OBJECTIVES OF CORINTH'S SCHOOL ATTENDANCE POLICY

The major objectives of the comprehensive attendance policy in the Corinth School District are to:

- a. ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law;
- b. establish a practical mechanism for each school in the District to account to the parents or persons in parental relation enrolled in the school for the whereabouts of such children throughout each school day;
- c. determine the district's average daily attendance for State aid purposes;
- d. ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit such pupils to succeed at meeting the State learning standards;
- e. identify attendance patterns of the children enrolled to design improvement efforts for the same.

Excused Absences and Tardies

The following reasons for pupil absences, tardies and early departure shall be considered by the Board of Education to be excused:

- a. illness;
- b. illness or death in the family;
- c. unsafe travel conditions;
- d. religious observance;
- e. medical appointments;
- f. quarantine;
- g. required court appearances;
- h. participation in a school-sponsored activity;
- i. approved college visits;
- j. approved cooperative work programs or job shadows;
- k. military obligations; and
- l. other reasons as may be approved by the Commissioner of Education and/or the building principal.

Any other student absence, tardiness, or early departure shall be considered to be unexcused.

Appeal Process

Any appeal of this policy can be made, in writing, to the building principal. If the need arises, the decision of the building principal can be appealed to the Superintendent of Schools.

MIDDLE SCHOOL ATTENDANCE POLICY

Excuse for Absences

It is the responsibility of the parents and persons in parental relation to the student to notify the attendance office by telephone on the morning of the absence or tardiness or at the time of early departure

as to the reason for such absence, tardiness, or early departure. As a follow-up to any oral notification, parents or persons in parental relation to the student shall provide a written excuse within 3 school days containing the date of the absence, tardiness, or early departure and reason for such. In certain situations, the building principal has the right and authority to request an additional note from the student's physician, substantiating the student's absence from class.

Suspensions from school may not be counted as absences unless the student is offered alternative instruction and fails to attend such instruction. Other school-inspired absences such as support group attendance, sectional, out-of-district athletic events, etc. will also be considered excused. Any other absence is considered unexcused. Excessive absences could result in referral to family court and/or Child Protective Services.

Tardiness

It is essential that students understand the necessity of arriving at school on time each morning. Many activities occur during the homeroom period including daily announcements, guidance activities and other student programs. The guidelines used to determine whether a tardy is excused or unexcused are the same guidelines used to determine whether an absence is excused or unexcused. A student whose late arrival to school is considered excused if they present a note from a parent/guardian to the attendance office within one (1) day of the late arrival. The faculty, staff and administration of Corinth Middle School believe that punctuality is an important quality for school and in the world of work.

Late to Homeroom or School

Students arriving after the homeroom bell has rung may be assigned detention for the fifth and subsequent tardy to homeroom. Constant tardiness will lead to detention/extended detention and parental contact as well as possible referral to family court.

Late to Class

Students arriving late to class within 5 minutes or less without a pass will be marked late for that particular class. Tardiness is a teacher managed MIR along with a retraining program. Students who are more than 5 minutes late to class without a pass will be considered truant. After 5 minutes, a student will be reported to the office as missing.

Early Dismissal

Early dismissal excuses are processed before school by the attendance clerk, located in the HS main office. If possible, students are strongly encouraged to arrange in advance of the actual day of early dismissal. No students may leave the building for early dismissal without written permission by a parent or guardian. Every effort should be made by students and parents to schedule doctor, dentist, and other appointments after school hours. If this is impossible, students must bring a note signed by their parent or guardian stating the date and time to be excused. (Note: In certain situations, the building principal has the right and authority to request an additional note, on the doctor's stationery, documenting the student's absence from class.)

Extra Curricular Participation

A student is considered absent if the student arrives after 4th period (11:14 am). All extracurricular activity participation requires students to be in school by the end of 4th period the day of the activity, or they will not be allowed to attend that activity. Students that have appointments only, and arrive at school after 4th period can participate if they provide a written excuse. All persons responsible for extra curricular

activities are required to take attendance and report any students in violation of the attendance policy to the middle school principal.

Tutoring

A student's parent(s) or guardian(s) should make arrangements with the main office for home tutoring once it is anticipated that the student's illness will cause him or her to be out of school for more than five consecutive days. For absences of less than five days, we urge a student's parent(s) or guardian(s) to contact the office to allow the student to make up the work so that he or she can earn a grade for work completed.

REPORT CARDS AND PROGRESS REPORTS

Student progress reports will be completed by their teachers approximately every 10 weeks. Interim reports will be issued at the 5-week interval between marking periods.

The progress reports will indicate the student's performance in subjects at that grade level using numerical grades and comments. The interim report will use descriptive comments and actual grades to indicate the student's performance of the mid-point of each marking period and make suggestions for improvements as necessary.

Interim reports are accessed through the parent portal of our website.

The numerical grades should be interpreted as follows:

90 – 100	Excellent	65 – 69	Poor
80 – 89	Above average	*0 – 64	Failing
70 – 79	Average		

A grade of 50 will be used for each subject, each marking period, to replace any grade from 0-49. "Teachers using a 100 point scale who do not replace a zero with a fifty to equalize the influence of all grades earned end up recording inaccurate grades" (Wormeli).

Interim/Grade Reporting Schedule 2025-2026 Middle School/High School

<u>Interim</u>	<u>End of Interim</u>	<u>Distribution of Interim Report</u>
1	October 3, 2025	October 8, 2025
2	December 12, 2025	December 17, 2025
3	February 27, 2026	March 4, 2026
4	May 15, 2026	May 20, 2026

<u>Marking Period</u>	<u>End of Quarter</u>	<u>Distribution of Report Cards</u>
1	November 7, 2025	November 13, 2025
2	January 23, 2026	January 28, 2026
3	April 13, 2026	April 16, 2026
4	June 26, 2026	<i>Prior to Graduation</i>

HOMEWORK POLICY

In an information-saturated society such as ours, homework is an essential practice in every student's educational experience. Our goal is to provide purposeful homework as a means of contributing to the educational advancement of our students.

To this end we have summarized the basic procedures, guidelines, and areas of responsibilities of the Corinth Middle School homework policy.

HOMEWORK POLICIES AND PROCEDURES

- All homework must be purposeful, and have a relationship to the subject matter as well as the grading system understood by the student and parent. Homework must not account for more than 10% of the grade average.
- The length of the assignments in each subject may vary from those which will take the average student a few minutes of concentrated study, to longer assignments for which several days or weeks are allowed for completion. The total amount of homework for each grade level should follow these guidelines::

Grades 5 & 6 - 20 minutes

Grades 7 & 8 - 30 minutes

- Homework must be considered practice.
- Although far from all-inclusive, the following are some of the acceptable purposes for homework:
 - As a recall drill or review of work previously covered.
 - As preparation for discussion of subsequent lessons.
 - To provide feedback for learning.
 - As make-up work in the event of extended absence or desire on the student's part to improve academic standing.
- No set days are established for assignment of homework in any given subject area.
- Correction of previous homework and study time may be considered as homework, as well as new material to be covered.
- There is an expectation that students will complete all work to the best of their abilities and with support from faculty and staff.

VISITORS

Anyone who is not a member of the Corinth Central School faculty/staff or student body is considered a visitor. All visitors must sign in at the Main Door/ High School entrance where a "Visitor's Pass" will be issued by security. A driver's license or other state issued ID will be needed to obtain a visitor's pass during the first visit on campus. Visitors are only allowed to travel to the approved destination. Visitors are not allowed in any other area of the building without permission from the office. **Visitors are required to contact the school and schedule a visitation.**

LEAVING THE BUILDING

No student may leave the building during the school day unless they have a written note from their parents giving permission to leave for an appointment or an emergency. Written excuses for early dismissal must be provided to the child's 1st period teacher by 8:20 AM. Parents must provide complete

information for the sign-out log when picking up their child. This log is located in the HS main office. If a student returns to the building, they must indicate the return time on the log sheet with the attendance clerk.

LEGAL CUSTODY OF STUDENTS

Occasionally domestic problems involving child custody are brought to the attention of the school. School officials do not pass judgment in these cases. The responsibility of legal guardianship rests with the family and courts. Legal documents must be on file with the middle school principal if any restrictions have been established regarding a child's custody.

LOST AND FOUND

THE SCHOOL IS NOT RESPONSIBLE FOR LOST ITEMS. Students finding books, clothing, or other items should turn in these items to the middle school office. Students looking for lost items should check the middle school office or the lost and found area near the cafeteria.

COUNSELING DEPARTMENT

School counseling programs are available for all students in the Middle School to ensure effective participation in their current and future educational programs.

The counseling department provides the following services:

- An annual review of each student's educational progress and career plans.
- Instruction to help students learn about curriculum options and careers.
- Individual and/or group counseling assistance to help students develop and implement postsecondary education and career plans.
- Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral, or adjustment problems.
- Assist students in resolving conflicts with friends, parents, and teachers.
- Assist students in making wise decisions and improve problem-solving skills.
- Provide an effective link between parents, students, and teachers.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Society is the leader among organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Schools are chartered and their chapters follow the national constitution.

National Junior Honor Society is open to 8th grade students. Students must have a cumulative middle school grade point average of 90 in order to be a candidate. An average of 85 or above should be maintained at all times. The candidates receive a letter of eligibility in the spring of their 7th grade year, including the organization's by-laws and surveys regarding student activities, leadership, and service that they have seen displayed by the candidates. These comments assist the faculty council in their formulation of questions for the candidates during their interviews. The faculty council is composed of five voting faculty members who are appointed by the principal.

Upon receipt of the student's information the faculty council selects candidates to invite for an interview. The personal interview is used to evaluate the candidate's performance in the areas of character, leadership, and service. After the interview a letter is sent to the parents or guardians stating the status of the candidate. The status can be selection, selection with probation, or non-selection. Candidates become members after signing the contract and being inducted at a special ceremony held in June each year.

HONOR ROLLS

An average of 85 to 92.49* qualifies a student for honor roll. An average of 92.5* and above qualifies a student for the principal's honor roll. *Average will be based on grades in all subjects except physical education. Grades below 65, in any class will disqualify a student from both honor rolls for that marking period. Incompletes must be made up within one week from the end of the marking period to qualify for either honor roll.

ACCELERATED PROGRAMS FOR GRADES 7 & 8

Entrance into all accelerated classes in grades 7 & 8 require at least two of the following: Teacher recommendation which focuses on attendance, attitude, motivation, as well as ability; A Level 4 on the NYS Assessment or a 93+ on a parallel local assessment and a final average of 93+ in the subject area.

Removal from accelerated class: Administration and guidance, in collaboration with a subject teacher, may meet to recommend a move if it is deemed in the best interest of the student.

AWARDS ASSEMBLIES

Awards assemblies will be held in June. Student recognition programs are held to reward the outstanding efforts made by our students during the year. Parents are strongly encouraged to attend these programs, whether they are virtual or in person.

PARENT/STUDENT SYSTEM MANAGEMENT INFORMATION

The eSchoolData Parent Portal is a communications tool designed to enhance and increase your involvement in your student's education using the power of information.

In our busy world, timely communication between parents and school districts is essential for optimal student achievement. The eSchoolData Parent Portal allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career. This is accessible through an eSchoolData secure password protected environment.

Instructions to Access the eSchoolData Parent Portal

1. Log onto the portal using the link from the district webpage under Parents; ESP Parent Portal.
2. To establish a parental/guardian portal account, click on the **Parent Portal Registration**.
3. Enter the required information on the Account Information Screen. You will need: mailing address, primary phone, student's name, student's grade for current year and student's ID number. **Data must be entered the way it appears on the child's records.**
4. Complete the required information on the Student Information Screen, click "**ADD student to above list**" and "**Finish Registration**" buttons.
5. A message will display confirming that the parent portal registration has been successful and an activation email will be sent from the school district to the parent/guardian's email. Please allow 3 - 5 business days for verification.

NOTE: When you login, you will have to agree to the Terms of Use each time. You will then be able to see your children registered in the district. Then, by clicking ON your child's name, you will be able to see district approved data relating to your child.

PARENT CONFERENCES

Parent-Team conferences are an important element in reporting student progress to parents. Meetings may be scheduled in advance by your child's team. If a parent cannot attend a scheduled conference, they should notify the school as far in advance as possible so that another conference time may be arranged.

Parents may initiate a conference by calling the counseling office and making an appointment with the teacher, counselor and/or principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

PROMOTION POLICY

The Middle School will have a student support team assess the record of any student who fails one or more courses. The team will consider the academic needs, age, maturity, work habits, and potential for success in making recommendations to the principal. The final decision rests with the principal regarding summer school, placement in the next grade, and retention.

STUDENT HEALTH SERVICES

Student Illness: If a student is injured or ill, he/she should tell a teacher and ask to go see the nurse in the Health Office. If the nurse deems it necessary for the student to leave school, the parent or designee will be notified. Students must sign-out through the attendance clerk. The school nurse is authorized to administer emergency first aid. If an injury appears serious, the parents are notified and transportation will be arranged. It is very important that the school be provided with a completed EMERGENCY INFORMATION AUTHORIZATION FORM for each student. This form must have all parent contact numbers as well as a parent designee in case the parent cannot be reached.

Medication: If a student needs to take any medication, PRESCRIPTION OR NON-PRESCRIPTION, during the school day, he/she must follow these rules: Obtain a medication authorization form from the health office; This form must be completed and signed by the parent and the physician; Return the form to the school nurse with the medication. NO student is permitted to carry medication on school grounds. Parents or parent designee MUST deliver and pick up any medication; There are special circumstances in which students are given permission to "self carry" medications to use as needed. Approval from the school nurse and written prescription are required to "self carry". Students carrying medications (prescription and non-prescription) without proper authorization as stated above are subject to disciplinary action.

Immunization Record: Students will not be allowed to attend school unless their immunization record is complete. This practice is mandated by the New York State Public Health Laws.

Student Physicals: Students are required to have a physical on file in the health office prior to entering the School District as a new student and upon entering 7th grade. If a physical is not obtained by a private physician then, a physical will be done by the school physician in the fall. Physicals are required for participation in all sports. Physicals are offered in the spring by the school physician to help students meet this requirement. To participate in a sport the student must have a physical within one year of try-outs/practice.

Concussion Management Policy: The Board of Education of the Corinth Central School District recognizes that concussions and head injuries are the most commonly reported injuries in children and

adolescents who participate in sports and recreational activity. Therefore, the District adopts the following policy and guidelines to assist in the proper evaluation and management of head injuries. Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and overexertion until fully recovered are the cornerstones of proper concussion management.

Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The District should notify the student's parents or guardian and recommend appropriate monitoring by parents or guardians. The student should not return to school or activity until released by an appropriate health care professional. The school's chief medical officer will make the final decision on return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

STUDENT HEALTH CENTER

Our district partners with Saratoga Hospital to offer Student Health Services. An advanced practice provider is available to offer FREE medical care for all students. Some of their services include: care for minor injuries and illnesses; mental health consultation; acute care, prescription medication; and sports physicals. These professionals share their time between the Elementary School and the Oak Street campus. In order for students to take advantage of this great opportunity, parents/guardians must sign and return the consent form to their building principal. If you would like to learn more about this service, please go to our website under "Menu">"Documents">"Support Services">"Health Office">"studentHealth Consent Form". Should you have questions regarding this service, please call 518-654-9005 or 518-654-2960 Extension, 3446.

BOOKS

All necessary textbooks and workbooks are loaned to students who assume responsibility for their care and safekeeping. Textbooks should be covered at all times. A fee will be charged for lost or damaged textbooks, workbooks, and library books and should be paid promptly by the student. Papers should not be stored in the textbooks, as this will damage the binding.

CHROMEBOOKS

Students will be issued a chromebook at the beginning of the school year and will be responsible for its care throughout the year. Students who damage or deface the chromebooks will be responsible to pay for the replacement/repair of the device. The following practices should be followed with school issued chromebooks.

- The provided case must remain on the device at all times and nothing should be stored in the case.
- Chromebooks must be closed with the case zipped when moving throughout the building.
- Chromebooks should not be used during lunch period or recess. In certain cases, a student may be granted approval to use their chromebook during lunch and/or recess.
- Any issues should be reported immediately (rattling sound, sticking keys, etc.).

In addition to the above restrictions, students must not share their personal electronic devices. As previously mentioned, students should use their Chromebooks to email parents as needed for school purposes.

FIRE AND EVACUATION DRILLS

The building principal is responsible for conducting evacuation drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Evacuation drills shall include instruction on fire drill exits and fire alarm boxes, as well as emergency drill procedures.

All students are expected to cooperate with staff members during all drills, and to leave the buildings in a quiet and orderly manner. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline. Emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everybody obeys orders promptly and SILENTLY and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions. WALK, DON'T RUN.

BUS TRANSPORTATION

School bus transportation will be provided to all students who live beyond 1.0 mile from school. **Students are not allowed to take a different bus to another location.** A written parental request is required prior to a change in transportation. The change in transportation must occur for at least five consecutive days in order to be approved.

Safety is the primary concern. Therefore, all students will conduct themselves on the bus in a way that does not distract the driver's attention from the road or jeopardize the safety and well being of themselves or others on the bus. In addition, all students will remain seated in their assigned seat.

The bus driver is in charge and their reasonable request will be followed immediately. The driver will notify parents of problems and/or fill out a misbehavior report to the principal which may result in detention or the loss of riding privileges for a period of time. Students are only allowed to ride their assigned bus. Changes in bus assignments should be requested by the parent through the transportation office.

CODE OF CONDUCT

INTRODUCTION

OVERVIEW

In every institution, it is necessary to have certain rules and regulations which ensure that it will function smoothly and productively. Moreover, it is felt that consistent standards of behavior and organization help to create an atmosphere of respect and courtesy between students and staff members.

It is important to outline certain rules which will govern the behavior of the school community. Each rule and disciplinary measure has been carefully designed in order to help the students understand their responsibilities during their years in Corinth Central School District.

The State Education Department requires that all school districts have written policies on school conduct and discipline. These documents must draw upon the consultation of teachers, administrators, students, and parents. The following represents our policy on school conduct and discipline.

NOTE: It is emphasized that the conduct described in this policy is required of all students in any district-related facility.

ROLES OF ESSENTIAL PARTNERS

It is the obligation of every student, staff member, and administrator in the Corinth School District to maintain an orderly environment, one which is conducive to learning, respectful of the rights of others, and mindful of the school's integrity. Every member of the school and community at large, therefore, has a role to play in carrying out that obligation.

A. STUDENTS

The Corinth School District shall afford its students all rights prescribed by State and Federal Law, Commissioner's Regulations, and Board Policy. No student shall be discriminated against because of race, creed, color, national origin, sex, or sexual orientation.

The process of educating students is based on the humane values of self-respect and respect for others. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the education process.

In order to function as an effective member of the school community, it is the obligation of each student to know the rules, adhere to them, and understand the consequences of his/her actions if the rules are violated.

B. TEACHERS

Teachers play a key role in the maintenance of a positive, orderly classroom and school atmosphere. First, by their own example, teachers provide models of exemplary school and community citizenship. Next, they have the responsibility for establishing and maintaining positive, effective and consistent classroom management techniques which result in engaging and motivating students.

Teachers have a day-to-day responsibility and authority for the maintenance of standards that are outlined in the Code of Conduct. They must work closely with each student to assure their understanding of rules and regulations and provide guidance to them in the efforts to comply.

Teachers must communicate to students and parents:

1. Course objective and requirements
2. Marking/grading procedures
3. Assignment deadlines
4. Expectations for students
5. Classroom discipline plan

The teacher will work in cooperation with the principal, school counselor, psychologist, social worker, or other pupil personnel workers to develop appropriate strategies for addressing the student's problems. In cases where discipline must be handled beyond the classroom, the teacher has the right to have a disruptive student removed from the classroom. Upon such removal, the student will be apprised of the reason for such removal and the teacher will complete a behavioral Referral Form which describes the inappropriate behavior. The "reported offense" will be forwarded to the school administrator. Appropriate action will be taken, if warranted, and notice will be provided to the parent/guardian in a timely fashion.

C. PARENTS

Parents play a key role in the establishment of a positive school environment. When parents maintain a home environment that is orderly and guided by positive but firm guidelines, their children will approach their school experience with an understanding of expectations which stress respect for the rights of others and positive, appropriate behavior. Parents also assist in the school's efforts to improve student conduct by being actively involved with school personnel should a problem arise. By working with the school staff on behalf of their children, parents assist in presenting a unified, well-thought-out course of action which will have maximum benefit for the students. A team (parent-student) approach will yield the most effective and worthwhile results. To achieve a cooperative, wholesome relationship between home and school, it is essential to each students' successful development and achievement, it shall be the responsibility of parents to:

1. Send their child to school as required by New York State Law.

2. Insist on prompt and regular attendance.
3. Make certain that all absences are properly excused.
4. Provide for their child's health, cleanliness, acceptable grooming, and suitable dress.
5. Guide their child from the earliest years, to develop socially acceptable standards of behavior, to exercise self-control and be accountable for his/her actions.
6. Teach their child respect for the laws, for the authority of the school and for the rights and property of others.
7. Know and understand the rules their child is expected to observe at school; be aware of the consequences for any violation of these rules, and accept legal responsibility for the child's actions.
8. Instill in their child a desire to learn. Provide a place conducive for study and ensure the completion of homework assignments.
9. Exemplify an enthusiastic and supportive attitude toward school and education by becoming acquainted with their child's school, its staff, curriculum and activities, and attending parent-teacher conferences and school functions.

D. VISITORS

The school community welcomes visitors. Parents and other citizens are encouraged to visit the school for a variety of reasons, a few of which are as follows: parent conferences, attendance at concerts, viewing sporting events, seeking information, payment of taxes, etc. Visitors are expected to display appropriate behavior while in attendance at school events and are subject to obey all rules pertaining to the respective events. All visitors will be required to show a photo ID upon entering the school.

E. ADMINISTRATORS

The administrators are responsible for all the activities that occur in and around the school building. The administration implements the policies established by the Board of Education. Administrators have the responsibility of assuring that students receive all due process provisions of Education Law 3214. In the case of a suspension by a principal, the student and the parent/guardian shall, upon request, be given an opportunity for an informal conference with the principal, at which time they shall be authorized to ask questions and review the pertinent evidence.

The administrators have the responsibility of receiving and acting on behavioral reports that may be submitted by staff members. In order that they may reach a decision with adequate due process, it may become necessary to gather additional facts or clarification from the teacher submitting the report, from the student, or from other individuals they deem appropriate. Upon reviewing relevant information, the administrator will determine an appropriate course of action based on the disciplinary measure outlined in the Code of Conduct and the student's past disciplinary history.

The administrators will be guided by the provisions of the Code of Conduct, as well as by their human and professional judgment, in reaching a determination of an appropriate disciplinary action. The resources of the counseling department, school psychologist, and other school personnel may also be considered in setting a course of action.

It will be the responsibility of the administrator to communicate his/her actions to the staff member completing the report, as well as to the student and parents, when appropriate. The principal will also be responsible for the maintenance of records regarding student discipline.

F. BOARD OF EDUCATION

As the policy making body of the Corinth Central School District, the Board of Education assures district students that they shall have all the rights afforded them by federal and state constitutions and statutes. The district recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights. The district's aim is to provide policies which provide an environment in which a students' rights and freedoms are respected, and to provide opportunities which stimulate and challenge the students' interests and abilities to his or her highest potential.

At the same time, the Board of Education reminds all students that they have a responsibility to contribute to the maintenance of a safe and orderly school environment.

STUDENT DRESS CODE

All students are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, hygiene and appearance, jewelry, makeup and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Items that are considered a dress code violation include: visible undergarments, halter dresses/tops, tube tops or strapless tops/dresses, plunging necklines, bare midriffs, short shorts and short dresses.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Footwear must provide the proper support necessary to prevent accidental tripping, slipping and/or falling. Roller sneakers will not be allowed.
5. Not include the wearing of hats, hoods and/or bandannas in the classroom, auditorium, cafeteria, or exam rooms except for a medical or religious purpose. Exceptions may be allowed at the discretion of the building administrator.
6. Not include items that are sexually explicit, vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, marijuana, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Require jackets and coats be secured in students' lockers during the day.

Each building principal, or his or her designees, shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The principal or his/her designee will be responsible for determining the appropriateness of dress in disputed cases.

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

The student dress code must be adhered to and will be enforced at all school functions, including sporting events, dances, awards programs and graduation. The only high school events where these guidelines will be relaxed are the Junior Prom, Senior Dinner Dance, Homecoming Dance, Senior Awards Night and Senior Picnic.

DEFINITION OF DISCIPLINARY MEASURES

While it is the intent of the school that satisfactory behavior be fostered by positive measures, it must be recognized that some student behavior will require the imposition of appropriate disciplinary measures or penalties.

The code of conduct which follows this introduction specifies and defines various areas of student involvement or behavior. These statements are followed by appropriate disciplinary measures listed from the least to the most severe which will result in the event that a student fails to adhere to any of the rules.

If an infraction is of a severe nature, it is possible that more severe disciplinary measures will be exacted which will be appropriate for the infraction.

A record will be kept of a student's infractions and the disciplinary measures incurred. Subsequent infractions of the same regulation will result in more severe penalties as stated.

A parental conference may be required at any step in the disciplinary process. This is a meeting of the person in a parental relationship, and other appropriate school personnel to discuss student behavior and expected conduct for the future.

Acts within the school which constitute a crime will be reported to the proper legal jurisdiction.

Progressive discipline is used to assure appropriate student behavior. The order of disciplinary procedures identified on the next few pages are intended to be in order of progression.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, other members of the school community, and for the care of school facilities and equipment.

A full copy of the district's code of conduct can be found on the Middle School website.

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

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

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways
2. Making unreasonable noise
3. Using language or gestures that are profane, lewd, vulgar, or abusive
4. Obstructing vehicular or pedestrian traffic, including bicycles
5. Engaging in any willful act which disrupts the normal operation of the school community
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building
7. Computer/electronic communications misuse, use of cell phones during instruction, including any unauthorized use of computers, software, or internal accounts; accessing inappropriate websites; or any other violation of the district's acceptable use policy
8. All electronic devices, excluding necessary educational tools, must remain off for the duration of the school day (*See Personal Electronic Equipment*)

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

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

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

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

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

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

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

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

14. Initiating a report warning of fire, bomb, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
15. Photographing, video or audio taping a student or staff member with or without their permission.

F. Engage in misconduct while on a school bus.

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

G. Engage in any form of academic misconduct.

Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or staff member. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

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

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary 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 school as soon as practical, but in the event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on 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.

Weapons Policy

No student shall have in his or her possession on school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

Any student found guilty of bringing a firearm, as defined in section 921 of Title 18 of the United States Code, onto school property after a hearing has been provided pursuant to section 3214 of Education Law will be subject to at least a one-year suspension from school. However, after this penalty has been

determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by case basis. If the Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on relevant criteria.

The Superintendent shall refer any student who has been determined to have brought a firearm to school to the appropriate law enforcement authorities.

Authorized law enforcement officers are the only people permitted on school property to have a weapon in their possession. Prior approval from the building principal must be granted before a prop resembling a weapon can be used in a drama production or before a weapon, without ammunition, can be used in a class demonstration.

*According to section 921, a firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive: The frame or receiver of any such weapon; and any explosive, incendiary, or poison gas including bombs, grenades, rockets or similar devices. Not included in this definition are antique firearms, knives, Class-C fireworks and rifles which are used as part of a school's hunting or rifle clubs or military education.

DISCIPLINARY PENALTIES

PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

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

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

All students are expected to follow the code of conduct. Our district recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. We also recognize that for students with disabilities that there are prescribed procedures whenever school authorities intend to impose discipline upon them. The district is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with Education Law and Part 201 of the Regulations of the Commissioner of Education. While the school has the authority to suspend or remove a child for violating the school's code of conduct, the parent and child have certain rights throughout the process, since students with handicapping conditions are protected by specific State Education Law. For more information, please contact the Director of Special Education at 654 – 9005.

DISCIPLINARY PROCEDURES IN ORDER OF PROGRESSION

Verbal Warning- Means a warning provided to students by an Administrator or Dean through a verbal discussion.

Restorative Practices- Means that students will work to repair the harm caused by their actions, build relationships and foster community after causing damage. This can include participating in mediation, written apologies, skill building, and learning to take accountability for one's actions and improve decision making in the future.

Lunch Detention- Means students will eat their lunch in a quiet area away from the typical lunch setting under the supervision of a staff member.

Recess Detention- Means students will lose their recess privilege and spend recess time in a quiet area under the supervision of a staff member.

Detention- Means students may be detained after school by teachers or at the direction of a principal. (Failure to report as assigned will result in additional consequences.) Detention will be held on Tuesdays and Thursdays from 2:45 - 3:30 PM.

Extended Detention- Means students may be detained into the evening hours. (Failure to report as assigned will result in additional consequences.) Transportation from extended detentions is the parent's responsibility. Extended detention will be held on Tuesdays and Thursdays from 2:45 - 5:00 PM.

Alternative Learning Environment (ALE)- Means a quiet supervised learning environment in which a student is not in contact with other students within the typical school setting. Students are prohibited from participating in any activities related to school or from appearing on school property at any time during the period of suspension.

Out-of-School Suspension (OSS)- Means removal from school with the cooperation of parents/guardians. The principal can suspend a student from one to five days. The Superintendent can suspend a student up to one calendar year. A parental conference may be required when a student returns to school after a suspension. Students who are suspended from school may be required to participate in our on campus Out of School Suspension Program. Students will attend school from 12:00 pm to 3:00 pm Monday through Friday. Students are responsible for making up work missed as a result of a suspension. Students are prohibited from participating in any activities related to school or from appearing on school property at any time during the period of suspension.

Referral to Law Enforcement- Means a student's behavior not only violated the Code of Conduct but was criminal in nature; therefore, the incident was reported to law enforcement to be handled through the criminal justice system in addition to necessary school consequences. (Not all law enforcement referrals will proceed to criminal charges which will be decided by appropriate law enforcement officials.)

Person in Need of Supervision (PINS) Referral- Means the student has violated the Code of Conduct consistently and will be referred to the Saratoga County Probation Department. A meeting will be scheduled for a "Pre PINS meeting" which includes a parent/guardian along with administration, the Probation Officer, and the student to discuss the challenges the student is facing which prevent the student from following the Code of Conduct. Should the student's behavior continue to violate the Code of Conduct after the meeting the referral will be made and the student will potentially work with the Probation Officer the remainder of the school year.

Superintendent's Hearing- Means hearing before the Superintendent or his appointed Hearing Officer. This is invoked as needed following flagrant or repeated violations of the Code of Conduct. The student has the right to be represented by an attorney or designee; the right to present witnesses and other evidence on his/her behalf, and the right to cross-examine opposing witnesses.

Riverhawk Middle School/High School Behavior Matrix

The administrators will be guided by the provisions of the Code of Conduct, as well as by their human and professional judgment, in reaching a determination of an appropriate disciplinary action. The resources of the counseling department, school psychologist, and other school personnel may also be considered in setting a course of action.

1st Offense is indicated by “x”; 2nd Offense is indicated by “xx”; 3rd+ Offense is indicated by “xxx.” Please be advised that all 2nd and 3rd+ offenses include the possibility of any and all consequences given for each of the preceding offenses.

Offense	Verbal Warning	Parent Contact	Restorative Practice	Lunch Detention	Detention	Extended Detention	ALE	OSS	Referral to Law Enforcement	Additional Explanation
Inappropriate Recess Behavior		x	x	x	xx					Student may be removed from recess for an extended amount of time
Cutting Lunch/Recess Detention		x		x	xx					1st offense - Student will receive two lunch detentions 2nd offense - Student will receive one lunch detention and one after school detention
Cutting Detention		x			x	xx				1st offense - Student will receive two after school detentions 2nd offense - Student will receive one after school detention and one extended detention
Refusal to Follow Reasonable Request		x	x	x	xx	xxx				
Truancy		x	x	x	xx	xxx				
Cutting Class	x	x	x	x	xx	xxx				
Being in Any Area of the School Without a Pass		x	x	x	xx	xxx				
Pass Misuse/Forgery		x	x	x	xx	xxx				High school students may be issued pass restrictions, lose access to open campus and/or the achievement zone

Offense	Verbal Warning	Parent Contact	Restorative Practice	Lunch Detention	Detention	Extended Detention	ALE	OSS	Referral to Law Enforcement	Additional Explanation
Assembly Disturbances		x	x	x	xx	xxx				Student may lose the privilege of attending future assemblies
Throwing items in the classroom, cafeteria or hallway		x	x	x	xx	xxx				
Dress Code Violation	x	x	x	xx	xx	xxx				Students will be required to change into clothing that meet dress code expectations.
Cell Phone Possession	x	x	x		xx	xxx				Parent/guardians are required to pick up cell phone from the office. After third offense, student may be required to lock up their phone in the main office
3 MIRs (MS Only)		x	x	x	xx	xxx				
Attending/ Participating in Unofficial Senior Skip Day		x	x				x			
Instigating (Purposely causing or promoting conflict between others)	x	x	x	x	x	xx	xxx			
Disrespectful Language/ Gesture		x	x	x	xx	xxx	xxx			
Disruptive Behavior in a classroom or hallway		x	x	x	xx	xxx	xxx			
Pushing/ Shoving other students		x	x	x	x	xx	xxx			
Bus Offense	x	x	x	x	x	xx	xxx	xxx		
Leaving School Without Permission		x	x		x	xx	xxx	xxx		

Offense	Verbal Warning	Parent Contact	Restorative Practice	Lunch Detention	Detention	Extended Detention	ALE	OSS	Referral to Law Enforcement	Additional Explanation
Racial or Homophobic Slurs toward a student or staff member		x	x				x	x		
Profanity directed at a staff member		x	x				x	xx		
Insubordination /Combative		x	x			x	xx	xxx		
Cutting Extended Detention		x				x	xx	xxx		- 1st offense - Student will receive two extended detentions - 2nd offense - Student will receive one extended detention and one day of ALE - 3rd or more offenses - Student will be suspended from school
Electronic Device Misuse/ Violation of Chromebook User Agreement	x	x	x	x	x	xx	xxx	xxx		Student may lose access to their chromebook and or the use of the school network
Possession of a Vape		x	x					x		For first time offenders, students will be offered an opportunity to complete an anti-vaping program in lieu of a suspension.
Taking Photo/Video of Students or Staff		x	x			x	xx	xxx		
Reporting a False Report	x	x	x	x	xx	xxx	xxx		x	
Verbal Threats Directed at Students or Staff		x	x			x	x	x	x	
Destruction of School Property		x	x			x	xx	xxx	x	
Endangering the Welfare of Others		x	x			x	x	xx	x	

Offense	Verbal Warning	Parent Contact	Restorative Practice	Lunch Detention	Detention	Extended Detention	ALE	OSS	Referral to Law Enforcement	Additional Explanation
Vandalism	x	x	x	x	xx	xxx	xxx		x	Student may be required to clean/repair school property under the supervision of school personnel
Theft		x	x			x	xx	xxx	x	Student may not be allowed on school property outside of school hours
Trespassing on school property during or after school hours	x	x	x	x	x	xx	xxx	xxx	x	Student may not be allowed on school property outside of school hours
Participating in a Potentially Dangerous/ Disruptive Senior Prank		x	x				x	x	x	
Motorized Vehicle Offense		x	x			x	xx	xxx	x	
Possession of Sexually Explicit Material on Personal or School Device		x	x				x	x	x	
Harassment/ Bullying/ Cyberbullying		x	x			x	xx	xxx	x	
Fighting or Recording a Fight		x	x					x	x	
Physical Assault		x	x					x	x	
Tampering with School Emergency Equipment		x	x				x	xx	x	
Calling in a bomb threat/pulling a fire alarm		x	x					x	x	

Offense	Verbal Warning	Parent Contact	Restorative Practice	Lunch Detention	Detention	Extended Detention	ALE	OSS	Referral to Law Enforcement	Additional Explanation
Threat of School Violence		x	x					x	x	
Possession of a Weapon/ Explosives		x	x					x	x	
Possession/Use of Drugs/Alcohol or Possession of Paraphernalia/ Vape Juice or the Sale of Drugs/Alcohol		x	x					x	x	

*Due process will be afforded to all students before any penalty is imposed.

The district has the right to use hand-held metal detectors, as well as drug and alcohol detection devices to ensure the safety of all students and staff.

K-9 PATROLS AND WALK THROUGHGS

Corinth Central School District believes safety is our top priority. At various times throughout the year, K-9 dogs will be invited on campus and will be allowed to conduct drug/bomb sweeps of the building. If the K-9 suspects an illegal situation, the administration and law enforcement will search for the item in question. Students and staff will be instructed to remain in their classes during the search and the building will be placed in lock-out, until the sweep is complete.

STUDENT CELL PHONE GUIDELINES

New York State's "Distraction-Free Schools" Law (S.3006 / A.3006) prohibits the use of internet enabled devices during the school day including during instructional time, passing periods, and lunch. These devices include but are not limited to cell phones, tablets, smartwatches, gaming systems, and ear buds. Students are encouraged to leave all personal electronic devices at home as the district is not responsible for any lost, stolen or damaged devices. If students choose to bring an electronic device to school it must be powered off and remain secured in their school issued locker for the duration of the day. Students will not be permitted to access their locker during class periods and should be prepared for each class prior to arriving. Any student caught in possession of an electronic device during the school day will need to bring it to the office where it will be stored until a parent or guardian is able to retrieve it. Students who refuse to turn in a device when asked will be considered insubordinate and disciplined according to the school's Code of Conduct. Students will also be subject to disciplinary action according to the discipline matrix outlined on pages 27 & 28 in this handbook.

DISTRICT GUIDELINES FOR BULLYING, HAZING AND HARASSMENT

The Board of Education recognizes that hazing, harassment, sexual or otherwise, and/or bullying of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying bullying, harassment and/or hazing is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment. To this end, the Board condemns and strictly prohibits all forms of hazing, harassment, and/or bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in bullying, harassment and/or hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall

- permit, condone or tolerate bullying, harassment and/or hazing.
- C. Apparent permission or consent by a person being bullied, harassed or hazed does not lessen the prohibitions contained in this policy or the enforcement of this policy.
 - D. This policy applies to behavior directly connected to school activities that occur on or off school property and before, during, and after school hours.
 - E. A person who engages in an act that violates school policy or law shall be subject to discipline for that act.

Harassment can occur employee to student, student to employee, employee to employee, student to student, male to female, female to male, male to male or female to female. It shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to harass any student or employee. Words alone can constitute harassment. Words can create an atmosphere that is so severe, pervasive, and offensive that it denies a victim equal access to educational or employment opportunities.

Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. Bullying, similar to all forms of harassment and hazing, are prohibited behaviors.

Bullying has three key components:

1. Rude and disrespectful behavior
2. Repeated harmful acts
3. An imbalance of power. (Real or Perceived)

It can involve repeated physical, verbal, or psychological attacks or intimidation directed against a victim (target) who cannot properly defend him or herself because of size, strength or because the victim is outnumbered or less psychologically resilient.

Not all taunting, teasing and fighting among schoolchildren constitutes bullying.

For example, two persons of approximately the same strength (physical or psychological) may constitute fighting or quarreling. This can be serious and needs to be addressed but it is not usually bullying. Rather, (as stated above) bullying entails repeated acts by someone who is or perceived to be physically or psychologically more powerful.

See <http://www.cops.usdoj.gov/files/RIC/Publications/e07063414-guide.pdf> for more information.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization*, or for any other purpose.

Additional guidelines are available in the main office and on the Middle School website. Students who feel they have been harassed, hazed or bullied, should report the incident to their principal, school counselor, school nurse or to the District Title IX officer. All complaints will be investigated. Complaints should be made immediately after the occurrence however each complaint will be dealt with when it is received.

NYSED has released updated guidance for transgender and gender nonconforming students. This information can be accessed at

<http://www.nysed.gov/Press/Transgender-and-Gender-Nonconforming-Students-Guidance-Document> .

“The document, which has been transmitted to every public school district in the state, is intended to help districts foster an educational environment safe and free from discrimination for transgender and gender nonconforming (GNC) students. It includes information to help districts comply with local, state,

and federal laws concerning bullying, harassment, discrimination, and student privacy, and meet schools' obligation to provide all students with a safe and inclusive environment."

SEXUAL HARASSMENT POLICY

A student cannot be subjected to sexual harassment by a student, employee, board member, or any individual who foreseeably might come in contact with the student on school grounds or at school activities.

Sexual harassment includes the making of unwanted verbal or physical sexual advances or sexually demeaning and derogatory statements in the classroom, to another individual in such a way as to cause that individual to feel discomfort, humiliation, or both. It also includes unwanted touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, cornering, or blocking a student's movements, pulling at clothes, attempted rape and rape.

Sexual harassment can also include the creation of a hostile environment where conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or creates a hostile environment if one has been created, and prevent harassment from occurring again.

REPORTING AN INCIDENT

A student who believes he/she has been subjected to sexual harassment are to report the incident to the Title IX Officer, Mr. Mike Varney. The student can pursue his/her complaint informally or file a formal complaint.

CONFIDENTIALITY OF COMPLAINTS

The School District will respect the rights to confidentiality of the complainant consistent with the School District's legal obligations and all applicable laws and any relevant provisions found in the district's policy manual and collective bargaining agreements.

INFORMAL COMPLAINTS

Students who believe they have been subjected to sexual harassment may request that their complaint be handled through informal conciliation the purpose of which is to discuss the allegations and remedial steps available. Students should confer with the Title IX Officer to achieve prompt resolution. Should the complainant feel that conciliation has not been reached; the complainant has the right to initiate the formal complaint procedure.

FORMAL COMPLAINTS

Formal complaints may be submitted either to initially report any incident of sexual harassment, or as a follow-up to an unsatisfactory conciliation of an informal complaint.

Students will be required to write and submit their complaint to the Title IX Officer. Forms are available from the Title IX Officer. The complaint form will solicit the specifics of the complaint, e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter. Upon receipt of a formal complaint a prompt, thorough, and impartial investigation of the allegations will follow. This investigation is to be conducted diligently and within ten (10) school days from the date the formal complaint is submitted to the Title IX Officer. The Title IX Officer will issue a determination within five (5) school days after the completion of the investigation. The Title IX Officer will notify the complainant and the accused of his/her determination.

REMEDIAL ACTION

Upon a determination of sexual harassment the Title IX Officer shall take immediate, appropriate, and corrective action. Appropriate sanctions will be imposed in a manner consistent with any applicable law, policies and regulations, and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including suspension of a student or dismissal of an employee.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's policy manual or collective bargaining agreements. The complainant or the accused may appeal the Title IX Officer's determination and remedial action to the Superintendent through regular district appeal processes.

POST REMEDIAL ACTION

Following a finding of sexual harassment, victims will be periodically interviewed by the Title IX Officer to ensure that the harassment has not resumed and that no retaliatory action has occurred. At the discretion of the district, these follow-up interviews will continue for an appropriate period of time.

INVESTIGATION IN THE ABSENCE OF A COMPLAINT

The Title IX Officer will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual harassment.

SCHOOL VOLUNTEERS

If you are interested in volunteering your time, please fill out the following form and send it in to the middle school main office. [School Volunteer Form](#) If you are approved to be a school volunteer, you will be notified by a school administrator.