

## **Welcome to AAK**

Dear Students:

Welcome to A.A. Kingston Middle School. Your middle school years promise growth, change, and many opportunities for learning. You will have more participation in the decisions that affect your life. With this freedom, you must accept the responsibility of good school citizenship.

This school year will be filled with rigorous academic instruction and high expectations. We expect you to do your part in maintaining high standards for yourself, act responsibly, and strive to be a role-model for others.

Welcome,

Mr. Daniel Cook,  
Principal

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This handbook belongs to: \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

This handbook is designed to assist AAK students by encouraging and developing good study and work habits so they can experience success this year.

Please review the handbook.

## **Introduction**

Read through this booklet carefully. It answers many routine questions which arise during the course of the school year. If you have other questions, don't hesitate to ask any member of the staff.

## **Mission Statement**

*Inspire, prepare and empower our students to lead fulfilled lives as compassionate, productive and engaged citizens.*

## **Potsdam Central School Vision**

*We aspire to be a leader in PK-12 education by offering innovative, diverse and challenging opportunities that foster every student's success.*

## **Core Values and Beliefs**

- *Students are our first priority.*
- *All students are capable of learning and experiencing success.*
- *We commit to provide a safe, respectful environment.*
- *We embrace diversity, act with kindness and preserve the dignity of each person.*
- *We promote teamwork and value all voices in decision-making.*
- *We treat all with fairness and equity.*
- *We encourage and support creativity.*
- *We build strong relationships and instill good character through modeling and teaching.*
- *We cultivate gratitude and are thankful for the gifts and talents of all.*
- *Partnerships with our families and community are essential to our success.*

## **General Information**

All school rules apply to busing, school buildings, school grounds, and school functions.

## **People to assist you**

School Phone Number 265-2000

Principal Ext. 36513

School Secretary Ext. 36513

School Nurse Ext. 36522

Guidance Sec. Ext. 36517

Transportation Ext. 36350

**General School Administrative Policies:** Students are to be in homeroom by 7:28 a.m., seated and ready for class. Students will be dismissed at 2:05 p.m. Students staying after for detention, extra help, or extra-curricular activities will be dismissed at 3:05 p.m. Teachers responsible for students from 2:05- 3:05 will issue bus passes for the 3:10 bus run. Students not under the supervision of a teacher from 2:05-3:05 must leave the building and school grounds at dismissal. Students may not enter the Lawrence Avenue Elementary School without permission. Those waiting for parents must do so in the lobby area in front of the office.

**Attendance:** Regular attendance is essential to the learning process. If you are not legitimately ill or have another valid excuse, you are expected to be at school on time each day.

**Absences:** If a student is absent from school, the parent should telephone Mrs. Shelly the school nurse, at 265-2000, ext. 36522 to explain the absence. **Upon their return, it is required that they present a written and signed excuse for each absence indicating the reason for absence. A student participating in after school activities, such as sporting events, musical events, field trips, may not miss more than two hours of school on the day of the event to be eligible to participate that day. Exceptions may be made by the building principal, for students presenting with a doctor's note.** Mrs. Shelly will contact parents after three consecutive days absent, if there is no previous contact with the nurse or other staff members. (See the A.A. Kingston Attendance Policy, Appendix A)

**Homework:** Homework may be found online or requested by calling the school secretary before 9:00 a.m. Assignments may be picked up in the main office after 2:05 p.m. Repeated failure to complete these assignments may result in future requests not being honored. At the discretion of the teacher, students are responsible for making up missed work.

**Tardies:** Students arriving at school after the 7:28 am homeroom bell are considered tardy and must report to the Main Office to sign in. The second time a student is tardy the student will receive a warning. The third time tardy, and each time thereafter, one night of after school will be assigned.

Students late for class because they have been detained in the previous class by a teacher will be provided with a late pass by the teacher, not the office.

**Excused:** Students who are to be excused during the school day for a legitimate reason must bring a note from home to the main office before homeroom indicating the time and reason. Students are responsible for missed work. Missed assignments should be requested in advance.

**Moving:** Please notify the Main Office and/or Guidance Office of a new address or telephone number. If a student is moving out of the district, all school owned items need to be returned to respective teachers, return all library books, and clean out lockers.

**Health Office:** New York State Education Law requires all students who will receive medication in school to have a written note from both the physician and the parent on file in the health office. This is required for all prescription and over-the-counter medications. The medication must be in the original container. The school nurse must administer all medications, unless indicated otherwise by the physician. Medications must be brought to school by an adult.

Please encourage your child to report all accidents to the school nurse when they occur. After appropriate medical attention is given, an accident report will be filled out and kept on file.

**Physicals:** New York State Education Law requires physicals to be on file in the school health office for all new students, students in seventh grade, students referred to the Committee on Special Education, students participating in interscholastic sports, and those students with working papers. A student may also be required to have a school physical if the school authorities deem it necessary to help determine their education program.

Physicals are routinely completed by our school doctor or his designee. Parents may choose to have their own physician complete the required physical at their own expense. Please contact the school nurse and the appropriate forms will be given for you to have completed by your physician.

**Guidance Office:** The guidance office is available for all middle school students to assist with academic and social-emotional needs. Each student will be assigned a guidance counselor based on their grade level. The guidance counselor is available to help with, but not limited to, the following:

**Academic Counseling:**

Scheduling  
Academic planning  
Career Planning  
Interest Inventories  
Parent/teacher conferences  
Extra-curricular activities  
Attendance related concerns  
School transfer and transitions

**Personal Counseling:**

Individual counseling  
Group counseling  
Goal setting  
Conflict resolution  
Grief counseling  
Crisis intervention  
Referrals to outside agencies

All students and families are encouraged to provide the guidance office with the most updated records in order to best support their needs and requests.

**Physical Education:** All students are required to take physical education. The curriculum is designed to teach a wide variety of physical skills, assist students in increasing their fitness level, as well as develop a healthy lifestyle. Sneakers are required and students must be appropriately dressed for class (no jewelry). A student needing to be excused for medical reasons needs a written excuse from a parent to be excused for one day or from a doctor for two or more days. Please contact the school nurse at 265-2000, ext. 36522 for further assistance in dealing with a medical excuse. Students who are excused from physical education may be required to complete an alternate activity arranged by the Physical Education teacher.

**Music:** Students who elect to play a musical instrument or sing have the opportunity to participate in Band, Chorus, Orchestra, (Grades 5-8) or Modern Band (Grades 7-8). These performance ensembles are academic classes which meet every other day. In addition to their ensemble rehearsals, music students participate in individual or small group lessons during the school day. Band and Orchestra students have one lesson per week while Chorus and Modern Band students have lessons on an as-needed basis. Lessons are scheduled on a rotating basis throughout the day. Students are responsible for making up any classwork that was missed.

**Library:** The library is available to all students for reference, required class assignments, and personal reading for enjoyment. Books may be taken out for two weeks but must be returned or renewed after that. The librarian will be happy to assist students in any way. **Students will be required to pay for any lost or damaged library books.**

**Chromebooks/Textbooks:** All Chromebooks/textbooks are issued to students by number for their use during the school year. Students are responsible for all Chromebooks/textbooks that are loaned to them. **Students will be required to pay for lost or damaged Chromebooks/textbooks.**

**Agendas:** Students are provided an agenda free of charge at the beginning of each school year. If the agenda is lost or damaged, a new agenda may be purchased for \$5.00.

**Lost and Found:** If items are lost, please check the lost and found. Most teachers also have lost and found bins in their individual classrooms. Periodically all unclaimed items are donated.

**Telephone:** Since it is sometimes important for you to be able to contact your parents during the school day, there are phones available for your use in the main office with the assistance of a staff member. DO NOT CALL HOME FOR ILLNESS. You must see the nurse who will make the call for you.

**Food and Drink:** No food or drinks are allowed outside of the cafeteria. Water is the only acceptable beverage outside of the cafeteria during the school day. Soda is not an acceptable drink at A.A.K.

**Locks and Lockers:** Students will be provided two lockers, a hall locker and a gym locker. Only school locks may be used. **School lockers are the property of the Potsdam School District and under law are subject to control and inspection. The building principal may access all lockers to ensure that users are complying with school requirements. Students should NOT expect that lockers will be private.**

Make sure your lockers are securely locked at all times. Students are responsible for school items issued to them. You will not lose them if they are in your locker and your locker is locked. DO NOT GIVE OTHER STUDENTS YOUR COMBINATION FOR ANY REASON. YOU MAY NOT SHARE LOCKERS. Do not leave money or other valuables in your locker under any circumstances. **The school district does not assume any responsibility for objects or valuables stolen from your locker.** If for any reason money is brought to school, it may be left in the office for safe keeping. Lockers should be cleaned out periodically.

**Backpacks, Book Bags, and Sports Bags:** Students are prohibited from having backpacks, book bags, sports bags during the school day (7:28 am - 2:05 pm)

Backpacks, book bags, and sports bags are to be used by students only for carrying books and personal items to and from school. These bags are to be stored in the student's locker, and will not be permitted in classrooms. However, students who are in extra-curricular activities may store their bags in a designated place with the approval of the supervisor of the activity, i.e. locker room, band room, etc.

**Title IX Statement:** It is the policy of the Board of Education of the Potsdam Central School District to abide fully by the requirements of Title IX of the Educational Amendments of 1972 that no person within its jurisdiction will, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination in any education program, athletics, and employment activities operated by the Board of Education.

## **Academic Information**

### **Academic Honors**

#### **Grade Point Average (GPA) - See Appendix E**

1. Students are eligible for Honor Roll if they have an overall average (GPA) of 85 or better and have no incompletes or failing grades (below 65).
  2. Students are eligible for High Honor Roll if they have an average of 90-94.
  3. Students are eligible for Principal's Scholars if they have an average of 95-100.
- An Incomplete will be viewed as a failing grade until at which time enough evidence is presented to assign an academic grade.

### **Academic Course Load**

#### **Grade 5**

English Language Arts – 40 weeks  
Math-40 weeks  
Reading - 40 weeks  
Science-40 weeks  
Social-20 weeks  
Music-10 weeks  
Art-10 weeks  
Physical Education-20 weeks

#### **Grade 6**

English Language Arts – 40 weeks  
Math-40 weeks  
Reading – 40 weeks  
Science-40 weeks  
Social-40 weeks  
Music-10 weeks  
Art-10 weeks  
Physical Education-20 weeks  
Computer Technology- 10 weeks (Ungraded)

#### **Grade 7**

English Language Arts – 40 weeks  
Math-40 weeks  
Science-40 weeks  
Social-40 weeks  
Home & Careers - 20 weeks  
Health - 20 weeks  
Physical Education - 20 weeks  
Music - 10 weeks  
Art - 10 weeks

#### **Grade 8**

English Language Arts – 40 weeks  
Math-40 weeks  
Science-40 weeks  
Social-40 weeks  
Technology-40 weeks  
Foreign Language-40 weeks (French or Spanish)  
Music-10 weeks  
Art-10 weeks  
Physical Education-20 weeks

#### **7 and 8 Electives**

Modern Band - 10/20 weeks (Ungraded)  
Cooking 101 - 10 weeks (Ungraded)  
Babysitting & Childcare - 10 weeks (Ungraded)  
STEM Enrichment - 10 weeks (Ungraded)  
Studio Art - 40 weeks (Grade 8 Only)  
Robotics - 10 weeks (Ungraded)

### **Promotion Policy**

1. Students who fail two or more core subjects fail for the year. Failed subjects may be made up by successfully completing summer school if available. Students who attend summer school will be considered for promotion on an individual basis, through a case conference approach, involving the teacher, the guidance counselor, the principal, the student, and parent(s).
2. Student promotion is discussed through a team approach.

### **Dances and Fun Nights**

As part of our program, student council and other school organizations sponsor dances and fun nights, supervised by AAK teachers. Expectations are as follows:

- 1) These occasions are limited to students who attend AAK unless special permission is given. Sign-up sheets are in the office.

- 2) Students are expected to remain for the entire event. Students are to be picked up within 15 minutes of the conclusion of the event.
- 3) Any student not acting acceptably may be suspended from attending further activities, and the parent(s) will be notified.
- 4) A student who is absent, misses assigned after school, or is suspended from school on the day of the activity is not permitted to attend the activity.
- 5) A student failing three or more subjects is not permitted to attend the activity.

### **Dance and Fun Night Rules**

1. Socially responsible behavior only. This means no slamming, “moshing”, pushing, or other physical behavior, which could harm others.
2. Acceptable language only. No putdowns, ridiculing others, swearing, etc.
3. Stay in the cafeteria, hallway and other teacher-designated areas. All other areas are off-limits.
4. Stay off the stage.
5. Food and drink are allowed in the hallway only.
6. No illegal substances/toys. This includes any contraband not allowed in school normally. (E.g. chew, cigarettes, squirt guns, laser lights, etc.)
7. The use of electronic devices for taking photos or video recording is prohibited.
8. No student may leave the building unless a parent/guardian picks him or her up.
9. Respect the requests of the chaperones. Insubordination and disrespect will not be tolerated. Expulsion from the dance will result.
10. Guidelines for dress in school apply to dances.
11. Students who wish to bring a guest must request permission from Mr. Cook. This must be done 48 hours in advance of the activity to allow for a phone conversation with the guests' school.

### **Clubs, Sports and Activities:**

Talent Show	Ski Club
National Jr. Honors Society	National Jr. Art Honors Society
Student Council	Activity nights
Drama Club	Select Choir
Yearbook	Robotics
Stage Band	Intramural activities
Chess Club	Modified Soccer
Modified Football	Modified Cross Country Track
Modified Swimming	Modified Baseball
Modified Basketball	Modified track and field
Modified Softball	
Modified Lacrosse	

### **See Appendix B – Extra Curricular Eligibility Standards**

#### **Standards of Conduct**

#### **Student Behavior Expectations**

Your AAK experience is only as good as you make it. Teachers, students, and administrators all work together to make our school a place where we like to spend our time. Everyone has a responsibility to assume that a pleasant and positive learning environment is maintained. Success is the key word and we can be more successful if you understand and meet your responsibilities as a middle school student.

#### **Students are expected to:**

#### **Be Ready \* Be Responsible \* Be Respectful**

- Have good attendance and be on time
- Complete assignments on time
- Show polite and respectful behavior to other students and adults.

- Respect others' rights and feelings.
- Leave games, electronic devices, cigarettes, collectibles, chains, and articles or look alikes that may be considered weapons or cause harm, alcohol, non- prescription drugs, non-academic items at home.
- Follow all school rules.
- Strive to do your own best work.
- Follow the directions of staff members the first time they are given.
- Demonstrate respect for personal and school property and property of others.
- Use conversational voices, and minimize locker and other noises to provide students with good learning conditions.
- Obtain a teacher signature or pass to move from one area of the building to another.
- Use acceptable language—verbal abuse, teasing, profanity, and name calling are not acceptable behavior.
- Display good manners.
- Demonstrate the classroom is for learning. Disruption of class will not be tolerated.
- Arrive in class fully prepared for all class activities. This includes bringing all necessary materials and all assignments as required for each class.

**General Conduct:** Student's conduct shall be considered appropriate if it is in compliance with all provisions of this Code of Conduct. Students should treat teachers, school administrators, other school personnel, fellow students and visitors on school property and school buses and at school functions in a civil and respectful manner at all times.

**The following conduct shall be deemed inappropriate and unacceptable on school grounds, school buses and at school functions and appropriate disciplinary consequences will be assigned for violations.**

- a) Fighting
- b) Bomb threats and other threats
- c) Stealing
- d) Possession or Use of Dangerous Items
- e) Trespassing
- f) Public displays of affection
- g) Possessing obscene material
- h) Running in the hallways
- i) Making excessive noise
- j) Smoking or using chewing tobacco or similar tobacco products
- k) Gambling
- l) Vandalism
- m) Truancy
  - 1. Skipping school for the day
  - 2. Tardiness
  - 3. Cutting class
  - 4. Leaving class/school without permission
  - 5. Skipping detention
  - 6. Missing school functions
- n) School bus misbehavior
  - 1. Not staying seated
  - 2. Throwing things
  - 3. Distracting the driver
  - 4. Disembarking without Permission
- o) Classroom misbehavior
  - 1. Talking out of turn
  - 2. Being late for class
  - 3. Being unprepared for class
  - 4. Cheating
  - 5. Plagiarism



- 6. Failing to do homework
- 7. Failing to do assignments
- 8. Being disrespectful
- 9. Disrupting class
- 10. Leaving class without permission
- p) Violating the District's Drug and Alcohol Policy
- q) Violating the District's Acceptable Use Policy for computers
- r) Other insubordinate or disorderly behavior.

#### **Halls:**

- There is to be no running in the halls. There is ample time to pass from one class to another.
- Students are not to loiter or congregate in halls.
- A student in the hall must have a pass in his/her possession signed by a staff member whenever the student is not at his/her assigned location.

#### **Cafeteria:**

- Lunch is to be an enjoyable, unstructured time period; however, table manners and good citizenship are expected.
- All students should respect the rules set forth in the cafeteria.
- All students must remain in the cafeteria during their assigned lunch period.
- All food must be eaten in the cafeteria unless a student has been assigned another lunch location.
- Students must raise their hand to ask permission to return trays or use the restroom.

**Delivery:** All deliveries may be picked up by the student in the main office after school.

**Field Trips:** Field trips are an extension of the educational day at AAK. We would like all students to participate in field trips offered; however, the following criteria must be met before a student may participate in any field trip. The student has:

- Displayed responsible school behavior.
- Demonstrated appropriate manners and politeness.
- Followed directions when instructed.

We offer many opportunities for students to participate in field trip experiences. All field trips are subject to trip eligibility procedure. **See Appendix C – Trip Eligibility Standards**

**Assemblies:** Student behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Any student who does not behave acceptably will be excluded from the next assembly. The student will be assigned to a designated study hall and will be required to work on academics the entire time.

#### **Computer Use**

##### **Acceptable Use and Conduct:**

- \* Access to the district's computer network is provided solely for educational purposes and research consistent with the district's mission and goal.
- \* Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- \* Each individual in whose name an access account is issued is responsible at all times for its proper use.
- \* All network users will be issued a login name and password. Passwords must be changed periodically.
- \* All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- \* Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.

\* Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

**Prohibited Activity and Uses:** The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Students shall refrain from using computer resources for personal issues.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive, harassing, or other instances of cyberbullying to others.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive email.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software without the permission of the appropriate district official or employee.
- Using district computing resources for commercial or personal financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

**No Privacy Guarantee:** Students using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

**Non-Potsdam Central Owned Computers:** Students are permitted to connect personal computers to the Potsdam network or any other wired or wireless network. Permission must be granted by the school principal/teacher and the IT Coordinator.

Failure to comply with the acceptable use policy is subject to disciplinary action, which will include loss of computer privileges.

**Cell Phones & Other Electronic Devices:** At AAK, student cell phones and personal electronics are to be turned off and stored in students' lockers during the school day (so that they don't become a distraction). If these devices are used during school hours, the item(s) will be confiscated and held in the office.

**1<sup>st</sup> offense:** The device will be returned to the student at the end of the school day.

**2<sup>nd</sup> offense:** The student will be assigned a lunch detention and the device will be returned to the student at the end of the school day.

**Further offenses:** The student will be assigned a detention and the device will be held until a parent or guardian comes in to pick it up.

**Skateboards and Bicycles:** Bicycles, rollerblades, skateboards, scooters, etc. may not be used at any time in the school building. Skateboards and scooters may only be used as transportation to and from school, unless as part of a training during the school day. They can be left in the office/lockers during the school day. Bicycle racks are located at the rear of the school for those who wish to ride their bikes. Be sure bikes are locked at all times. You are encouraged to register your bike with the Potsdam Police. Please remember: helmets are required by law until the age of 14 years.

**Harassment:** It is the right of all students within the school district to learn in an environment that is free from all forms of discrimination and harassment, including harassment on the basis of race, color, weight, national origin, ethnic group, religion, disability, sex, sexual orientation, or gender (identity or expression). It is irrelevant that the harasser had no intention to harass the person. When an alleged harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action. Therefore, AAK Middle School will not tolerate or permit harassment of any kind at any time on school building grounds or during school functions. Actions which affect the school day will also be viewed under the domain of the school. Students in violation of this standard will be assigned disciplinary consequences and in severe cases could face law enforcement action.

**Discrimination:** The act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs. Which includes using race, (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability.

**Bullying:** A hostile activity which harms or induces fear through the threat of further aggression and/or creates terror.

- It may be subtle or easy to identify.
- It may be done by one person or by a group.

Common Characteristics of Bullying

- **Power Imbalance** - physical or social
- **Intent to Harm** – physical or emotional
- **Threat of Further Aggression** – the acts will continue
- **Terror**

Three types of bullying include

**Physical Bullying**

- Poking, slapping, hitting, tripping, choking, punching, biting, pinching, damaging clothes, posturing, sexual comments, etc.

**Verbal Bullying**

- Name calling, insults, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, rumors, racist slurs, “cyberbullying,” anonymous notes, etc.

**Social & Relational Bullying**

- Excluding someone from a group, isolating, shunning, spreading rumors or gossiping, public humiliation, undermining relationships, teasing about clothing, etc.

**Dangerous or Illegal Items:** These may include objects or materials intended to cause distractions, discomfort or harm. Ammunition, fireworks, firearms, look-a-likes or any sharp object, handmade or manufactured will not be permitted in school or on school grounds. Jewelry or chains deemed unsafe may not be worn in school. Use, possession, or distribution of such items could result in up to 5 days of out of school suspension, referral to law enforcement authorities or a hearing with the Superintendent.

**Bomb threat:** A bomb threat may result in an automatic suspension, referral to the superintendent and the appropriate law enforcement agency. Threats will be treated as a felony.

**Smoking:** Students may not be in possession of tobacco, cigarettes, vaping devices, lighters, or any other smoking related materials.

**Alcohol:** Students may be checked for presence of alcohol when deemed appropriate by the building administrator. **Please refer to the Alco-Sensory Policy, Appendix D.**

### **USE OF MOOD-ALTERING CHEMICALS, SUBSTANCES, ILLEGAL AND OVER- THE-COUNTER DRUGS, STIMULANTS**

The administration at Potsdam Central Schools believes the use of mood-altering chemicals poses a significant risk to students' physical and emotional development. It is inherently dangerous for students to be involved with the use of mood-altering chemicals or be associated with people participating in such risky behavior. Therefore, Potsdam Central Schools will not accept the use of these destructive chemicals by any member of the student body

Students should not:

1. use/possess a beverage containing alcohol;
2. use/possess tobacco; or
3. use/possess, buy, sell or distribute any controlled substance defined by law as a drug, or misuse any prescription, over- the- counter drug, chemical, or stimulant.

**Theft, destruction of school property, or vandalism:** Each year students complain of books and valuables being lost or stolen. In the majority of cases this is due to carelessness. Please note the following guidelines:

1. Keep all materials locked in a locked locker
2. Do not bring large amounts of cash or items of value to school
3. Do not share locker combinations
4. The school assumes no responsibility for lost or stolen items.

If students willfully destroy school property, the local police authorities may be contacted.

**Dress and Appearance:** Potsdam Central School District expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that includes a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Students Must Wear:

- A Shirt (with fabric in the front, back, and on the sides under the arms) AND

- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.
  - \*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE and safety shoes for certain CTE classes).

#### Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

In keeping with community standards of behavior and safety, students are prohibited from having backpacks, books bags, sports bags.

**Language Deemed Inappropriate and Unacceptable:** The following language shall be deemed inappropriate and unacceptable on school ground, school buses and at school functions:

- 1) Verbally abusive language.
- 2) Profanity, cursing.
- 3) Racial epithets and other discriminatory epithets or hate speech, i.e., speech which demeans or harasses another individual because of his/her race, sex, disability status, gender preference, age, religion or other protected status.
- 4) Loud, disruptive speech.
- 5) Sexually suggestive or indecent or vulgar language.
- 6) Threats of violence.
- 7) Excessive arguing with a teacher or other supervisor.
- 8) Lying to a teacher or supervisor.

**Fire and Emergencies:** Emergency drills at regular intervals are an extremely important safety precaution. In addition, they are required by law. It is essential that when the fire alarm sounds, everyone promptly and silently exits the building by prescribed routes (indicated by signs) as quickly as possible. Students should move well away from the building (100 feet) and remain with their teacher until a signal is given to re-enter the building. It is the responsibility of each teacher to post an exit route and to review the fire exit procedure with students on the first day of classes.

**Emergency School Closing:** Notice of emergency school closing due to storm conditions or other unusual situations will be announced over local radio and television stations. Additionally, **PCS uses ParentSquare to send voice messages, text messages, and emails directly to parents.**

**Visitors:** All visitors are to sign in at the main office to obtain a visitor's pass. Parents and guardians are welcome at A. A. Kingston Middle School. All visitors are welcome if they are here for educationally/academically sound reasons and have received permission from the administration.

Student visitors from other schools, unless they have a specific reason and prior approval of the Superintendent of Schools, shall not be given permission to enter school buildings. New students accompanied by their parents are always welcome.

**Threats:** Students who become aware of potential threats or hazards are obliged to report that threat to a staff member who they trust. Students should realize the potential for saving harm and lives by confiding in school personnel. Students who have knowledge of a potential threat and don't report it may be subject to disciplinary action.

**Range of Consequences:** For those students unable to adhere to the policies set forth in this conduct code, the Middle School employs a number of disciplinary actions. Infractions will be reported to the Main Office through a Disciplinary Referral.

The list of offenses is by no means all-inclusive. For those situations that arise and are not listed, the administration will have the complete authority to deal with the problem as deemed necessary. Violations beyond the number of instances stated will result in further, more severe disciplinary action. For example, multiple detentions or days of in-school or out of school suspension. The administration also reserves the right to amend the penalties for any of the offenses based on a review of the circumstances. The code/schedule of responses here are advisory only.

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense and Beyond</b>
Tardy to School	Warning	Warning	2 lunch Detention or Detention
Failure to Follow Rules	Warning	Lunch Detention	Detention
Late to Class	Warning	Lunch Detention	Detention
Making Unreasonable Noise	Warning	Lunch Detention	Detention
Trespassing	Warning	Lunch Detention	Detention
Unprepared for Class	Warning	Lunch Detention	Detention
Inappropriate use of Internet Enabled Device	Warning and device returned at the end of the school day	Lunch Detention and device returned at the end of the school day	Detention and parent pick-up of device
Violation of Dress Code	Warning Request to Change	Detention/Request to Change	2 Detentions/ Request to Change
Violation of Acceptable Use Policy	Detention	2 Detentions	In-School Suspension
Cheating or Copying	Detention	2 Detentions	In-School Suspension
Disorderly Conduct	Detention	2 Detentions	In-School Suspension
Disrespectful to Staff Member	Detention	2 Detentions	In-School Suspension
Inappropriate Language or Gesture	Detention	2 Detentions	In-School Suspension
Insubordination	Detention	2 Detentions	In-School Suspension
Left Class Without Permission	Detention	2 Detentions	In-School Suspension
Missing From Class	Detention	2 Detentions	In-School Suspension
Peer Conflict	Detention	2 Detentions	In-School Suspension
Plagiarism	Detention	2 Detentions	In-School Suspension

Unsafe Bus Behavior	Detention	2 Detentions	In-School Suspension
Untruthful Behavior	Detention	2 Detentions	In-School Suspension
Missing From Detention	Detention	2 Detentions	In-School Suspension
SSEC: Discrimination	Detention	2 Detentions	1-3 Days ISS
SSEC: Harassment	Detention	2 Detentions	1-3 Days ISS
SSEC: Bullying	Detention	2 Detentions	1-3 Days ISS
SSEC: Cyberbullying	Detention	2 Detentions	1-3 Days ISS
Left School Without Permission	2 Detentions	1 Day ISS	3 Day ISS
*Vandalism	2 Detentions	1 Day ISS	3 Day ISS
*Theft	1 Day ISS	3 Day ISS	1-3 Days OSS
Tobacco/Nicotine Product Possession	1 Day ISS	3 Day ISS	1-3 Days OSS
Aggressive Physical Contact	1-3 Days ISS	1-3 Days OSS	5 Days OSS
Tobacco/Nicotine Product Use	3 Days ISS	1-3 Days OSS	5 Days OSS
Inappropriate Sexual Contact	Up to 5 Days Out of School Suspension		
Possession of a Dangerous Item	Up to 5 Days Out of School Suspension		
Possession of Drug Paraphernalia	Up to 5 Days Out of School Suspension		
*SSEC: Bomb Threat	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: False Alarm	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: Threat of School Violence	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: Physical Injury	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: Sexual Offenses	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: Use, Possession, or Sale of Alcohol	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: Use, Possession, or Sale of Drugs	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		
*SSEC: Weapon Possession	Up to 5 Days Out of School Suspension and a Superintendent's Hearing		

**\*The principal or his/her designee must notify the appropriate law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of the school.**

### **PROCEDURES FOR IMPOSING DETENTION, SUSPENSION AND REMOVAL FROM THE CLASSROOM:**

Staff and administration have the responsibility to enforce the rules. It is the responsibility of all staff and administrators to promote appropriate behavior in the school. To do so, teachers will establish classroom expectations, provide documentation of infractions to administrators (i.e. referral forms), and participate as required in any further steps, such as informal conferences and hearings.

**Procedures for Detentions:** The student may be asked to stay for detention the day of the offense. Students will be given the opportunity to contact their parents.

**Removal of Disruptive Pupils:** Any teacher shall have the authority to remove a disruptive pupil, as defined herein and in Education Law §3214 (2-a), from such teacher's classroom, consistent with discipline measures contained in this Code of Conduct. A teacher may remove a "disruptive" student from the classroom only where the teacher has first attempted to deal with the student's misbehavior through less drastic means, such as warnings, parent conferences, time-out, detentions, and the like. Teachers are encouraged to consider less drastic penalties than removal in any case. In no case may a teacher remove a student from his/her classroom for more than two days. A teacher may not remove a disabled student

from his/her classroom until he/she has verified with the Principal or the chairperson of the committee on special education that the removal will not violate the student's right under federal or state law or regulations. No pupil shall return to the said teacher's classroom until the principal makes a final determination of the case, or the period of removal expires, whichever happens first. The exclusion of a student from a classroom for less than a full class period, i.e. to a hallway, office or time-out area, shall not be considered removal.

**Fair Notice of Reasons for Removal; Opportunity to be Heard:** If the teacher finds that the disruptive pupil's continued presence in the classroom does not pose a continuing danger to persons or property and does not present an ongoing threat of disruption to the academic process, the teacher shall, **prior to removing** the student from the classroom, provide the student with an explanation of the basis for the removal, and allow the pupil to informally present the pupil's version of relevant events.

If the teacher finds that the disruptive pupil's continued presence in the classroom does pose a continuing danger to persons or property, or does present an ongoing threat of disruption to the academic process, the teacher may direct the pupil's immediate removal, but must provide the pupil with an explanation of the basis for the removal and an informal opportunity to be heard within twenty-four hours after the pupil's removal. The student should confer with the teacher in the principal's office by the end of the school day.

**Immediate Notice to Principal:** In the case where a disruptive pupil is removed from a teacher's classroom, the teacher shall immediately provide the principal with a full written explanation of the basis for the removal, giving the date, time, place and details of all disruptive incidents, as well as the pupil's version of the relevant events, if any.

**Notice to Parents; Opportunity to be Heard:** The principal shall inform the person in parental relation to such pupil of the removal and the reasons therefore within twenty-four hours of the pupil's removal. The pupil and the person in parental relation shall, upon request, be given an opportunity for an informal conference with the principal to discuss the reasons for the removal. If the pupil denies the charges, the principal shall provide an explanation of the basis for the removal and allow the pupil and/or person in parental relation to the pupil an opportunity to present the pupil's version of relevant events. Such informal hearing shall be held within forty-eight hours of the pupil's removal. The timing of the informal hearing may be extended by mutual agreement of the parent/guardian and the principal. The principal may direct the teacher to attend any such meeting.

**Alternative Instruction:** A teacher who directs the removal of a student from his/her classroom shall provide assignments and/or make other provisions for the continued educational programming and activities for such students.

**Consistency with Other Laws:** Nothing contained in this Code of Conduct shall authorize the removal of a pupil in violation of any state or federal law or regulation.

## **Procedures for Suspension of Students**

### **Short-term Suspensions**

When suspension of the student from attendance for a period of five days or less pursuant to Section 3214 (3) of the Educational Law is proposed, school officials shall immediately notify parents or the persons in parental relation, in writing, that the student may be suspended from school. Written notice shall be provided by available means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension, at the last known address or addresses of the parents or persons in parental relation. Where possible, notification shall also be provided by telephone. The written notice shall provide a description of the incident(s) for which suspension is proposed, and shall inform the parents or persona in parental relation of their right to request an immediate informal conference with the principal and the right to question complaining witness, in accordance with the provisions of Education Law §3214(3)(b).

The notice and opportunity for an informal conference shall be given prior to the suspension of the student, unless the student's presence in the school poses a continuing danger to persons or property, or an



ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

Following a conference, the principal shall promptly advise the parents/guardian of his/her decision. The principal shall advise the parents/guardians that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within 10 business days of receiving the decision.

**Long-term Suspensions for Violence:** A teacher shall immediately report and refer a pupil to the principal or superintendent for a violation of the Code of Conduct, and a minimum suspension period pursuant to Education Law 2801, if the pupil has committed one or more acts sufficient to make the offender a "violent pupil," i.e., on who (1) commits an act of violence upon a teacher, administrator or other school employee; (2) commits an act of violence upon another student or any other person lawfully upon school property; (3) possess, while on school district property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (4) display while on school property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing physical injury or death; (5) threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death; (6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any other person lawfully upon school property; or (7) knowingly and intentionally damages or destroys school district property.

The minimum suspension period for a violent pupil shall be one year. However, this minimum period of suspension may be reduced, on a case-by-case basis, to be consistent with any other state and federal laws.

**Appeal to the Board of Education:** The person in parental relation may appeal the decision of the superintendent to the Board of Education. Any appeal to the Board must be in writing and must be submitted to the District Clerk within ten (10) business days after the date of the superintendent's decision. The Board's decision on the appeal shall be based solely upon the record of the hearing. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

**Alternative Instruction:** Where a pupil has been suspended from school pursuant to this Code of Conduct, and said pupil is of compulsory attendance age, immediate steps shall be taken for his or her attendance upon instruction elsewhere, and/or for supervision or detention of said pupil pursuant to the PINS provisions of Article 7 of the Family Court Act.

## **NOTICE REGARDING CODE VIOLATIONS**

### **1. Notice to Local Law Enforcement Agencies**

School Administrators shall have discretion to determine the appropriate level of response to any other report of criminal wrongdoing, including the filing of a criminal report, except where otherwise specified in this Code of Conduct. School administrators shall promptly report to the responsible local law enforcement agency any evidence of "child abuse in an educational setting," as defined by Article 23-B of the Education Law.

### **2. Parental Notification of Code Violation**

In a case where a student is removed from a class or suspended from school, the specific provisions of this Code of Conduct govern the procedures for notifying persons in parental relation to the student of the alleged violation. In all other cases, the principal shall have discretion in determining the circumstances under and procedures by which persons in parental relation to the student are notified of violations of the Code of Conduct.

### **3. Procedures for Filing Criminal, Juvenile Delinquency and PINS Proceedings.**

School administrators shall refer students under the age of 18 to the county attorney or other presentment agency who:

(a) have been frequently truant or habitually tardy;

(b) are incorrigible, ungovernable or habitually disobedient and beyond the lawful control of parental or other lawful authority;

(c) are suspected to have committed a crime on school property or at a school function.

#### **4. Procedures for Referral to Human Service Agencies.**

The district is obligated under Education Law §3209, to report all cases of child abuse and maltreatment, pursuant to Title Six, Article Six, of the Social Services Law, and Article 10 of the Family Court Act. The AAK Middle School Designated Educational Official, or DEO, shall be the principal. The DEO shall receive notifications from the criminal and family courts and family courts regarding students who are adjudicated as youthful offenders, juvenile delinquents or persons in need of supervision. The information contained in such notifications shall be deemed confidential, and shall be kept separate and apart from the student's school records. Such information shall be accessible only by the DEO, except as necessary to coordinate the student's participation in programs which may exist in the school district or community, e.g., for the following purposes:

(a) Execution of the student's educational plan.

(b) Successful school adjustment and re-entry into the community; and

(c) Coordination of the student's participation in school or community programs such as non-violent conflict resolution programs, peer mediation programs, youth courts, and extended day programs.

Such information must be destroyed when the student is no longer enrolled in the school district.

**STUDENT COMPLAINTS AND GRIEVANCES:** The Board of Education believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in the Code of Conduct. They shall also be given an opportunity to be heard regarding complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

To obtain a complaint form and/or further information, see policy 5313.3 of the Board of Education Policy Book available in the main office.

**APPEAL:** Individuals who have a disagreement with this Code of Conduct may submit an appeal. This must be done in writing to the Superintendent.

## **APPENDIX A**

### **POTSDAM CENTRAL SCHOOL ATTENDANCE POLICY SUMMARY**

**AAK Attendance Guidelines:** These guidelines are intended to hold parents and students responsible. Our goal is to encourage a good attendance habit for all A.A.K. students which will carry into high school.

#### **Procedure:**

1. If a student accumulates 8 absences a letter will be sent to the parent/guardian.

2. If a student surpasses 16 absences a letter will be sent to the parent/guardian and a parent/guardian conference may be requested.

3. When the number of absences reaches 24 a letter will be sent to the parent/guardian, a second conference will be scheduled and the student may be referred to Family Court.

The State of New York requires regular attendance by school-age students. Potsdam Central School District also believes that regular attendance by its students is necessary for them to obtain an adequate understanding of instruction and materials presented by its teachers and programs of studies.

Therefore, an attendance policy is in each building and is available for parental review in the Main Office.

It is essential that all students be present every day possible. For this reason, specific guidelines have been established for students who miss classes frequently. **Students are responsible for making up all work missed during any absence, regardless of reason for absence.** The method and time requirement to make up the work is at the teachers' discretion. Some lessons require class participation and may not be able to be made up. Any student who misses a class must take the responsibility to check with the teacher regarding what work must be completed. A student who misses a class due to a tardy must see the teacher that day.

When a student returns to school following an absence, the nurse must be provided with a written excuse starting date(s) from the parent. Types of absences are:

\*\*\* **Excused:** School sponsored and/or approved classes, trips, assemblies, and other school events.

Illness, illness or death in the family, religious observance, quarantine, required court appearance, college or school visit, funerals, necessary medical appointments, and military obligations.

\*\*\* **Unexcused:** Any absence or tardiness without a written excuse from the parent, truancy, vacation, family trips and visits, babysitting, obtaining permits, hair appointments, avoidable medical appointments, non-school sponsored sporting events, shopping, etc.

\*\*\* **Suspension:** An absence from class(es) due to school imposed disciplinary suspension is a special type of absence termed "suspension".

Students who are truant are subject to disciplinary action. Students of compulsory attendance age, with excessive absences, may be referred to family court. Parents may read particulars of each building policy available in the main office of each school.

### **Behavior/Medical/Attendance** ***From the Extra Curricular Policy***

**A. Behavior** It is accepted and understood that during the duration of participation or play, extra-curricular participants are expected to:

- display good citizenship and conduct themselves in such a manner as to not bring criticism to the school or cause unfavorable publicity to themselves.
- favorably represent Potsdam Central School at all meets and competitions and act with dignity and decorum throughout the school year.
- follow the *Student Code of Conduct* during school sponsored events. Any infraction will be addressed through school disciplinary procedures.

### **Disciplinary Detention/In-School Suspension/Out-of-School Suspension**

- Students assigned *disciplinary detention* must serve the detention before practicing, playing, or participating in extracurricular activities/events.
- Students assigned *In-School Suspension* may participate in extracurricular activities that evening provided that ALL assigned time has been served.
- Students assigned *Out-of-School Suspension* are ineligible for participation in any school related activity or function until the suspension period is complete.

**B. Medical:** Students released from school by the school nurse prior to the end of the school day (due to illness/injury) will not be allowed to participate in any event or game that evening.

Students restricted from participation due to illness/injury of any kind, will not be allowed to participate in any event, practice, or game. Students may be re-certified for competition/participation only with a statement from the family's physician or a treating physician. This statement must be submitted to the school nurse before any participation may resume. The final decision regarding medical recertification of students for resuming participation is the responsibility of the school physician.

**C. Attendance:** Students must not miss more than two hours during the school day to be eligible to participate in practice or game that day. Friday's attendance determines eligibility for the weekend. Rare exceptions may be granted by the administration in response to circumstances beyond students' control.

## **APPENDIX B**

### **Extra-Curricular Eligibility Standards**

#### **A. Academic Eligibility Standards**

Students who participate in extracurricular activities are encouraged to work diligently in their academic classes. All extra-curricular activity participants are subject to eligibility requirements. The purpose of these eligibility requirements is to enhance learning, emphasize the importance of quality academics, promote equity and a sense of order and discipline, and to keep each student's extracurricular endeavors in the proper perspective. Students are expected to work to the best of their ability, both in academics and in extra-curricular activities. Participation in extracurricular activities is a privilege, not a right.

Participation in activities will be based on the following standards:

- a. Students must be either enrolled as a student at A. A. Kingston Middle School, be enrolled in a minimum of six and one-half courses at Potsdam High School, or meet enrollment standards in a district authorized educational program.
- b. Students must demonstrate adherence to district attendance expectations.

#### **Review:**

- a. Students will be reviewed academically every five weeks to determine eligibility.
- b. Students failing one subject will be reminded of the school's *Extra-Curricular Policy*.
- c. Students failing two subjects will be immediately placed on probation, and within a 10- school-day period following the date of the notification letter to parents/guardians, students who were failing two subjects must be passing at least one of two subjects.
- d. Students failing three or more subjects will be placed on the ineligible. This ineligibility will last 10- school-days following the date of the notification letter to parents/guardians. At the end of the ineligibility period, the student may not be failing more than one subject.

*Note: Students failing two or more subjects at the end of the school year, who do not successfully complete summer school, must follow the conditions of probation listed below at the beginning of the fall semester*

#### **Probation:**

While on probation, opportunities will be provided for students to make academic/social improvements. It is the responsibility of students to take advantage of these opportunities and to make significant academic/social improvements. Such improvement opportunities will include the following:

1. Students must meet with a guidance counselor to determine an academic/social assistance program which may include, in part, the following:
  - a. additional teacher support
  - b. tutorial services from approved sources (ex. the National Honor Society.)
  - c. a packet of study skills information
  - d. a quiet location at the end of the school day under the supervision of a teacher, teacher assistant, or teacher aid.
2. Students will receive support from their respective coaches/advisors.
3. A letter will be sent to the parents informing them of the probation and requisite intervention measures to help students.

Students will be allowed to actively participate in extra-curricular activities if the academic/social plan is satisfactorily followed and significant improvement is demonstrated. If no improvement is made, students will be declared ineligible.

**Ineligibility:** Students on the ineligible list are allowed to practice/participate with the team, club, or group. However, playing in games and/or performances, or participating in major club events during this period is prohibited. (If no major club events or performances are scheduled before a student is re-evaluated, then it is left to the discretion of the administration as to an appropriate consequence.) After a period of

ten-school-days following parental/guardian notification, students' progress will be reviewed. At this time, a determination will be made regarding the students' eligibility.

## **B. Conduct Eligibility Standards**

Participants in extra-curricular activities are expected to exemplify positive citizenship in both school and the community at large. Because they represent the school, conduct is expected to be appropriate. Therefore, this Code of Conduct will be enforced "year-round." It is understood that the school administration will not go looking for student violations during school breaks and in the summer. However, when a violation of the code is egregious and endangers the health and well-being of other students, the District may exercise its legal authority to impose appropriate consequences per this policy.

Participants in extra-curricular activities will display appropriate behavior during extracurricular functions.

Participants in extra-curricular activities will display respect for the rights and property of others relating to his/her extracurricular participation.

Coaches/advisors may set up rules pertaining to their particular sport activity. Participants will be informed of these rules and/or attendance expectations by the coach/advisor and are expected to abide by them.

Students assigned detention must serve the detention before practicing, playing, or participating in extracurricular activities/events.

Students assigned In-School Suspension may participate in extracurricular activities that afternoon/evening provided that ALL assigned time has been served.

Students assigned Out-of-School Suspension are ineligible for participation in any school related activity or function until the suspension period is complete.

## **Violations & Recommended Consequences**

A student activity participant will be subject to disciplinary action if he/she violates any of the rules listed below. Violations and consequences are classified by level. The list of offenses is by no means all-inclusive. For those situations that arise and are not listed, the administration will have the complete authority to deal with the problem as deemed necessary. The administration also reserves the right to amend the penalties for any of the offenses based on a review of the circumstances. The code/schedule of responses here are advisory only.

### **Level A Violations**

Possession or use of any alcoholic beverage, controlled substance, look-alike drug (a substance, that because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance), drug paraphernalia, illicit drug, or the misuse of prescription or over-the-counter medications.

Attendance at a social function/event where there is alcohol use by minors or where controlled substances are being used unlawfully by anyone. Students who find themselves unwittingly at such a function are to absent themselves from the event.

### **Level A Consequences**

**First Offense:** Athletics: Participants will be suspended for one-third of the season. The student will receive information about the effects of misuse or abuse of mood-altering chemicals through an education program assumed by the school.

BOE-Approved Extracurricular Activities: Participants will be suspended for forty-five school days. The student will receive information about the effects of misuse or abuse of mood altering chemicals through an

education program assumed by the school. For those students participating in an activity that culminates in one major production or competition, the Code of Conduct will be implemented for the remainder of the extra-curricular activity that the student is currently participating in. If the student is not participating in any PCS extracurricular activity that fits that above criteria at the time the violation occurs, the above consequence will be enforced in the next activity in which they participate.

**Second Offense:** Participants will be suspended from all athletics/activities for a period of one (1) calendar year. He/she will be recommended to become a participant in a school approved chemical dependency program or treatment program. After a minimum of 60 school days, students may be approved for reinstatement pending results of the treatment program. The Athletic Director and/or Principal, in consultation with the treatment program supervisor, will determine re-certification of the student.

**Third Offense:** Participant will be suspended from all athletics/activities for the remainder of his/her high school career.

### **Level B Violations**

Use or possession of any tobacco substance.

Stealing or vandalizing personal or school property.

Misconduct including but not limited to bullying/harassment at a contest, performance, or practice, or on an activity bus.

Inappropriate use of social media that brings negative attention to the school or team

### **Level B Consequences**

#### **First Offense:**

Athletics: Participants will be suspended from all athletics for a period of one-sixth of the competitive season.

BOE-Approved Extracurricular Activities Participant will be suspended from all activities for a period of two (2) weeks.

**Second Offense:** Participant will be suspended from all athletic/activities for a period of ninety (90) calendar days.

**Third Offense:** Participants will be suspended from all athletic/activities for a period of one (1) calendar year.

### **Level C Violations**

Unexcused absence from a contest, performance, or practice.

Misconduct at a contest, performance, or practice, or on an activity bus.

### **Level C Consequences**

**First Offense:** Punishment will be determined by the coach/advisor with notification given to the athletic director/principal.

**Second Offense:** Participant will be suspended from the team/activity. Length of time will be determined by the coach/advisor with notification given to the athletic director/principal.

**CRIMINAL OFFENSES** In the event of an arrest, a student athlete may be immediately and indefinitely suspended from participation in athletics at the discretion of the Superintendent. In this event, the student athlete may request a formal hearing at which he or she has the right to cross examine any witnesses presented by the District and to present evidence to disprove charges and/or that the conduct alleged did not occur.

A. Application of the Code The Code will apply to each student-participant for one calendar year (including summer) from the date of their most recent signature and will be in effect at all times, in all locations, including non-school activities. Violations of the Code will result in penalties as determined formally by the Principal/Athletic Director. Each coach/advisor also has the prerogative to establish and promulgate additional guidelines specific to their particular team. It is understood that the school administration will not go looking for student violations during school breaks and in the summer. However, when a violation of the code is public knowledge, particularly when law enforcement has been involved, the student may receive appropriate consequences per this policy.

#### Application of Athletic and Extracurricular Activities Code Requirements

1. The participant must attend all practices and contests during the time he/she is serving the consequences.
2. The participant must complete the activity for the consequences to be considered served. (See #7)
3. For the consequences to be considered served, the student must start the activity or sport on the original starting date. Students are prohibited from circumventing the penalty by enrolling in an activity or sport in which he or she has not participated in during prior years.
4. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years.
5. "In season" violations will carry over into the next athletic/activity season in which the student participates.
6. "Out of season" violations normally will be enforced in the next athletic/activity season in which the student participates.
7. Disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach/sponsor's policies can exceed the listed disciplinary action when such information has been provided to the athlete in that coach/sponsor's sport or activity.
8. Students who participate in extracurricular activities that are required as part of a curriculum or academic class, such as performing arts (vocal and instrumental music and theater), will not have his/her academic class grades impacted as a result of serving consequences under the Code of Conduct.
9. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.
10. A student that participates in one or more sport(s) and/or one or more activity(ies) in the same season will receive the appropriate Code of Conduct penalty for each sport and/or activity. Please refer to this Code of Conduct for the penalty to be imposed for the sport(s) and/or activity(ies).

#### **APPENDIX C**

**Trip Eligibility and Academics:** Eligibility requirements will be enforced for any trip. It is understood that student participation with trips is viewed as being academically and socially beneficial. However, to provide positive motivation and positive civil standards, only students in good standing with the school community will be allowed to participate.

## **REQUIREMENTS ARE DEFINED BELOW:**

- Academic standing – A passing average will be required in all classes. [Anyone failing will be placed on either probation or deemed ineligible and will be reviewed by the established timeline. If grades have not been raised to passing, the student may be eliminated from the trip.]
- Citizenship – School conduct will be considered. Behavior referrals will affect your eligibility.
- Attendance – Anyone absent/tardy from school frequently should not be rewarded with a trip. Therefore, absences and/or tardies will be taken into consideration when determining eligibility for the trip.

For those students indicating that they wish to take part in a trip, there will be regular evaluations done during the school year by teachers and Mr. Cook. Students will be kept up-to-date of their progress toward eligibility. Although the requirements listed above will be followed closely, special consideration may be given on an individual basis. Any exceptions will be at the discretion of Mr. Cook and the teachers on the organization committee.

## **APPENDIX D**

**Potsdam Central School Alco-Sensor Policy:** The Board of Education of the Potsdam Central School District has adopted a policy authorizing district administrators and staff to use an Alco-Sensor as a simple and accurate method of determining blood alcohol levels in students at Potsdam Central School. The Alco-Sensor is a simple device used to measure a student's blood alcohol content level via breath analysis. The administrators and staff authorized to administer the test will be required to receive training on the use of this tester.

The administrators and staff may test any student who they have \*reasonable suspicion to believe may be under the influence of alcohol during the normal school day or at any school event including trips.

A student suspected to be under the influence of alcohol will be requested to come to the school office or a confidential place where the student will be requested to blow into the Alco- Sensor. If alcohol is evident as a result of this test, the student's parent/guardian will be contacted, the student and his or her guest, if any, will be taken home by a parent or guardian, and all appropriate student rules and regulations pertaining to alcohol usage will be imposed, including notification of police. If parents are unreachable, we will request the assistance of law enforcement. If a student refuses to take the Alco-Sensor test, then the student's parent or guardian will be contacted and the student and his or her guest, if any, will be requested to leave with the parent or guardian or will be referred to law enforcement.

\*Reasonable suspicion may exist when there is behavior out of character for a specific student. This may include but is not limited to: loud, boisterous behavior, flushed face, eye color (red), slurred speech, unsteadiness, rowdiness, the smell of alcohol, etc

## **APPENDIX E**

**GPA CALCULATION:** A student's overall Grade Point Average (GPA) is weighted. Forty (40) week courses have a weight of 1, twenty (20) week courses have a weight of .50, and ten (10) week courses have a weight of .25.

An Incomplete will count as a failure until enough evidence is presented in which to assign a grade.

To determine a student's GPA please follow the steps below:

1. Multiply the course average for each course by its weight.
2. Add all of the "new" weighted averages together.
3. Add all of the weights for each course together.
4. Divide the total of the "new" weighted averages by the total weights for each course.

### **Example:**

Report Card Grades		STEP 1	STEP 2	STEP 3
English	90	$90 \times 1 = 90$	90	English = 1
Social	75	$75 \times 1 = 75$	75	Social = 1
Science	74	$73 \times 1 = 74$	74	Science = 1
Math	83	$83 \times 1 = 83$	83	Math = 1
Home & Careers	82	$82 \times .5 = 41$	41	Home & Careers = .5
Health	90	$90 \times .5 = 45$	45	Health = .5



General Music	86	$86 \times .25 = 21.5$	21.5	General Music = .25
Art	90	$90 \times .25 = 22.5$	22.5	Art = .25
PE	95	$95 \times .5 = 47.5$	47.5	PE = .5
		<b>Total</b>	<b>499.5</b>	<b>6.0</b>
		<b><math>499.5/6 = 83.25</math></b>		
		<b>GPA = 83.25</b>		