

MORRISTOWN CENTRAL SCHOOL DISTRICT

STUDENT HANDBOOK



HOME OF THE
GREEN ROCKETS

2026-2027 Academic Year
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Student Handbook

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STUDENT HANDBOOK

Attendance & Class Participation

Regular school attendance is important to a student's success in school. Poor attendance results in poor academic achievement. Students are required by New York State Education Law to attend school every day that school is in session, except on those occasions when the school has been notified that the student is ill or has a legal excuse.

A legally-excused absence is: sickness, death in the family, impassable roads, quarantine, court appointments, remedial health treatment, college interviews, approved cooperative work programs, military obligations, or other such reasons as may be approved by a District administrator. All absences are considered unexcused. Students are expected to attend all classes and not be late. Missed assignments and tests must be made up.

All absences must be accounted for. **It is the parent's responsibility to notify the Main Office within two (2) school days of the absence and to provide a written excuse upon the student's return to school.**

Regular class attendance is an important part of student performance. Each marking period, a student's final grade will be based on classroom participation, as well as a student's performance on homework, tests, papers, and projects. Students are expected to come to class prepared to participate. Assigned work must be completed. Students are expected to be attentive and cooperative with their teachers and school staff. Students are expected to be active participants in their academic courses.

Having a passing average at the end of the course will determine the successful completion of the course.

To ensure that parents and students are aware of the implications of this minimum attendance policy, the teacher or administrator will advise the student and contact the parent by mail when the student has received three (3) unexcused absences. Warning letters will be sent at intervals of three (3) unexcused absences thereafter. **Excuses must be submitted within two (2) school days.**

Failure to submit excuses in a timely manner could result in disciplinary action and denial of school privileges. In grades 7-12, any student with more than nine (9) unexcused absences for a half-year course or eighteen (18) absences for a full-year course **will not receive credit for that course.**

- Parents are made aware of student absences on a daily basis through our Remind service.
- Monthly attendance letters are sent to parents when a student has missed school in increments of three absences - 3, 6, 9, 12, 15, and up to 30 days.
- An attendance meeting will be scheduled between the parents and the Principal when a student has nine (9) absences.
- DSS will be notified when a student exceeds nine (9) absences.
- After nine (9) absences, the District may begin the PINS process through St. Lawrence County Probation.

Elementary Absenteeism Protocol

When students miss school they can fall behind and feel overwhelmed with both the content and quantity of work that they need to make up. Some students simply give up when faced with what looks like an insurmountable task. New York State is now monitoring student attendance along with student growth and achievement because of the direct connection between attendance and student success.

The New York State Education Department defines excessive school absences as missing 10 percent of school days - or 18 days or more per year in a 180-day school year. Once students exceed these thresholds, students will be assigned to the Intervention Room until they have made up enough time and work for the missed classes and are in compliance with the requirements.

Making daily school attendance a priority encourages children to develop habits that will help them to be successful the rest of their lives. Your support to improve student attendance and success is appreciated.

Special circumstances will be considered with prior notification.

Names of these students will be shared with the Superintendent, Principal, Guidance Counselor, and Social Worker.

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- An attendance meeting will be scheduled between the parents and the Principal when a student has nine (9) absences.
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Office Sign In/Sign Out Procedures:

Parents and visitors who wish to visit during the day will need to use the Main Office entrance as all other doors in the building including the lobby entrance will be locked for safety purposes during the school day. Visitors must sign in at the office and wear a visitor's badge. When signing in for the first time, each person is required to present a picture I.D. It is critical that all visitors sign in at the Office and wear a visitor's pass while in the building; regardless of the time of day or how long they plan on staying.

If students arrive after the morning announcements or leave school before dismissal, they need to be signed in/out by an adult in the Main Office. Anyone picking up a child from school must be the custodial parent or an adult listed on the emergency card as authorized to pick up the student. Please keep these cards updated to avoid any confusion regarding the release of a student. Students who have parent permission to drive to school are not required to be signed in/out by an adult.

If parents pick up their child before dismissal, they need to report to the Main Office to sign out their child. Students leaving early will be called down to the Main Office while their parents wait for them in the Main Lobby Vestibule.

Students in Grades UPK-4 must be signed out by a parent, guardian or older sibling (if parental permission is provided) for any dismissal, including After School Program.

Prior to the dismissal time, staff will use Dismissal Manager in the Visitor Aware system to confirm each student's dismissal arrangement before release

UPK-4 Dismissal:

- 2:55 p.m. dismissal time
- **Bus students** are expected to walk their students to the bus at dismissal. Please ensure your class is lined up by bus number and that you escort them to their individual bus
- **Parent pick-up students** will be escorted to the 400 wing to staff members assigned to parent pick-up by 2:45. These staff members will bring students to vehicles as they approach the door, verify the individual picking up the student, and the parent/guardian will sign the student out on a clipboard.

- **ASP Students** will be escorted to the cafeteria. Unless you have received a note or direct communication from the Main Office they should be attending their programs.

5-12 Dismissal:

- 3:04 p.m. dismissal time
- **Bus students** will continue to be escorted and load buses via the exit by the staff parking lot on the side of the building
- **Parent pick-up students** will walk to the 400 wing and, if they have younger siblings, join them in line by 2:45. Staff members will bring students to vehicles as they approach the door, verify the individual picking up the student, and the parent/guardian will sign the student out on a clipboard if a younger sibling is present.
- **Walkers** may leave out of any front exit, but they may not leave out of the exit for bus students or parent pick-up.

It is out of concern for the safety of our students that the District has these procedures. Thank you for your cooperation in this matter.

Releasing Students to Persons Other than a Parent/Guardian

Anyone picking up a student from school must be the custodial parent or an adult listed on the emergency card as authorized to pick up the student.

A student shall be released to either parent if joint custody is part of the school record or if no custody information is available. If custody arrangements prohibit the release of a child to the non-custodial parent, official court documentation must be on file with the District.

A student shall be released to a person other than the parent/guardian only under the following conditions:

1. The parent/guardian has made a request in writing stating:
 - The first and last name of the person the student is being released to
 - Date and time of the release
2. The request must include a handwritten signature of the parent/guardian and provide a contact number to reach if the school has questions about the request.
3. Every effort should be made to notify the Main Office in a timely manner.
4. All notes should be sent to the receptionist as soon as possible.

In emergency situations, permission for release to a person other than parent/guardian will be granted by telephone if the identity of the caller is verified as a parent/guardian. After the phone conversation, if the parent/guardian has access to the Internet, they will be asked to email immediately the child's homeroom teacher, school receptionist, and the building administrator confirming their request. If the parent does not have access to the Internet, the teacher and/or receptionist must notify the PK-12 Building Principal of the parent's request.

Grading Procedures

The Morristown CSD Grading Procedures were developed to provide uniformity in grading procedures based on academic research that recommends the use of formative assessments to provide students with the opportunity to practice the skills that they are developing through the curriculum and the use of summative

assessments to demonstrate the students' understanding of specific skills or knowledge that they have acquired with the help of formative assessments.

Formative Assessments:

In order to avoid distorting students' grades away from their actual level of proficiency, formative assessments should not be weighted as heavily as summative assessments such as tests, final projects, or essays into a student's grade. That being said, formative assessments are still valuable. Formative assessments provide students with the opportunity to practice the skills that they are developing through the curriculum. Additionally, they give teachers feedback on their students' progression, allowing them to modify their instruction for the needs of the class. Teachers can use a student's performance on formative assessments to supply valuable information to students and their parents.

Formative assessments are best used when they:

- Guide instruction for individual students or for a whole class
- Introduce criteria
- Allow for feedback, self-assessment, and guided practice
- Focus on individual or group learning
- Provide information for progress report comments

Examples of formative assessments include:

- Informal observations
- Quizzes
- Homework
- Teacher questions
- Worksheets
- Bellringers
- Ticket-out-the-door
- Short responses
- In-class discussions
- Music lessons
- Project check-ins

Frequency and weight of formative assessments:

Since formative assessments provide students with the opportunity to practice the skills that they are developing through the curriculum, so they can score proficiently later on a summative assessment, it is important for students to have at least three (3) formative assessments for practice per week for classes that meet daily. Students in Specials (Art, Music, & PE) will have at least one (1) to two (2) grades depending on the cycle. It is equally important that teachers provide feedback on formative assessments, so students can improve prior to a summative assessment. At Morristown, formative assessments are weighted at 40% of the grade per marking period.

Summative Assessments:

Summative assessments test students on specific skills or knowledge that they have acquired with the help of formative assessments. Summative assessments are the main factors used to assess whether or not students have mastered the course material and to determine students' grades. Teachers should not administer summative assessments during a marking period until they are confident that a reasonable number of students will score proficiently after they have received the chance to develop certain learning skills.

Summative assessments are:

- Used to make a decision about student learning at the end of a period of instruction for progress reports
- Based on known criteria
- Used after students have been given opportunities to practice skills
- Focused on individual student performance

Examples of summative assessments include:

- Formal observations
- Tests
- Projects
- Reports
- Essays
- Presentations
- Concerts

Frequency and weight of summative assessments:

At Morristown, summative assessments are weighted at 60% of the grade per marking period. Course work per marking period should include at least two (2) summative assessments. It is recommended that summative assessments per marking period include a traditional end of unit test and at least one other summative assessment be one of the following: project, report, essay, presentation, etc.

Other recommendations for effective grading practices:

- Grades are based on individual, not group achievement.
- Checking for understanding should be used to inform instruction and remediation efforts.
- Assessment should be an ongoing process.
- Feedback includes written and oral comments intended to coach students on how to improve learning and achievement.
- Multiple opportunities are provided for demonstrating understanding through revision, alternative, and/or subsequent assignments after receiving appropriate correctives.
- All students have the opportunity to be reassessed, regardless of the current learning target performance level.
- There is no penalty to a student for requiring additional time and instruction to learn if they are showing good effort.
- Work that is turned in late will be assessed for achievement, although the grade may be reduced.
- Additional criteria, such as active participation, a positive attitude, and focused effort, while expected, will only be factored into a student's numerical grade for performance-based classes (Art, Music, & PE).

Submission of Grade Procedures:

Timely feedback is important for student success. For eligibility purposes, grades will be pulled on Tuesday mornings. All student grades for the previous week are required to be added to SchoolTool for accurate representations of student progress for eligibility purposes.

It is recommended that Formative Assessment grades be assigned and returned to students within 2-3 days following submission. It is recommended that summative assessment grades be assigned and returned to students within a week (5 days) of submission.

Assignment Attributes and Grading Communication:

To promote clear communication between school and home regarding student progress and assignment completion, Morristown Central School District utilizes assignment attributes within the student information system (SchoolTool). Assignment attributes provide additional information about the status of an assignment and help families better understand student performance and work completion.

At a minimum, staff members will utilize the following assignment attributes:

- **MA (Missing Assignment):** Indicates that an assignment has been collected by the teacher, but the student did not submit the required work. This attribute serves as notification that the assignment is currently missing and may negatively impact the student's grade until the work is submitted or otherwise addressed.
- **LA (Late Assignment):** Indicates that an assignment was submitted after the established due date. While the work has been received, the attribute communicates that the assignment was not submitted on time.
- **AB (Absent):** Indicates that the student was absent and did not submit the assignment. The student should submit the assignment upon return to class without loss of points.
- **EX (Exempt):** Indicates that a student has been excused from completing the assignment and that it will not be factored into the student's grade calculation.

Parents and guardians are encouraged to regularly review assignment grades and attributes through the district's SchoolTool parent portal and to contact their student's teacher(s) with any questions regarding assignment status or grading practices.

Zeros/Incomplete Assignments:

Using zeroes as a punishment either for late work, not completing work, or behavioral issues distorts grades away from being true representations of students' academic performance. If measuring academic performance is the ultimate goal of grades, then zeroes should not be part of a grading system.

Missing work must be made up within five (5) days of assignment or assessment due date. At the end of a marking period, if work has not been completed, and the student has an overall failing grade, a grade of "Incomplete" will be recorded, and a parent conference will be set up with the teacher, student, and parent. For marking periods 1, 2, & 3, students will have two (2) weeks following report cards being issued for all make-up work to be completed. Work will be graded according to the teacher's syllabus.

During that two-week period, students will be held accountable for late or incomplete work by being assigned to: 1) attend the Student Support Center (SSC) during their study hall periods; 2) attend Academic Period with their teachers; and 3) stay after school in the Intervention Room to complete assignments and/or until the work is complete.

A grade of incomplete cannot be issued for a ten-week report grade, nor can a final grade of "incomplete" be given for the course. **If incomplete work is not completed within the two-week time period, a grade will be calculated with zeroes for the missing assignments.** For extenuating circumstances, please contact the Building Principal.

Homework:

All assignments should be assessed/graded (not necessarily recorded) in order to provide feedback and show students that the assignment is worth doing.

Test Corrections vs. Retesting:

Students will have the option to retest if they fail a test. The maximum passing grade for retesting is 65 for grades 9-12 and 70 for grades 5-8. If students pass a test, they will have the option to make test corrections if they receive a grade below 85. Students making test corrections may earn up to an 85.

District Grading System:

The lowest marking period grade that may be reported must adhere to the following criteria:

Full-Year Course

Marking Period 1 = 50

Marking Period 2 = 50

Marking Period 3 = Student Average

Marking Period 4 = Student Average

Half-Year Course

Marking Period 1 = 50

Marking Period 2 = Student Average

A written plan that outlines classroom/course expectations that includes grading needs to be distributed to the Building Principal, students, and parents at the beginning of each school year and/or course of study.

Promotion Policy

Grades K-6:

Students will be placed at the best possible learning levels for successful educational experiences. Retention must be viewed as an appropriate placement for maximal learning rather than as punishment for failure.

The following shall be considered when determining promotion/retention:

- Teacher recommendation
- Record of attendance
- Academic, social, emotional, and physical maturity
- Teacher(s), Building Principal, School Psychologist, Guidance Counselor, parents, and related service provider observation and input
- Review of academic history and any prior recommendations for retention
- Passing grades (If a student fails two or more core subjects, the student will be considered for retention), work samples, and demonstration of mastery of grade appropriate NY State Standards

Parents will be invited to conferences frequently throughout the school year. If retention is being considered, it will be discussed at one or more of these conferences. A letter from the teacher and Building Principal will be sent notifying the parent of retention.

Grades 7-12:

Students in grades 7-12 are assigned a grade level based on the number of units of credits and/or core courses that they have completed. Failure of three (3) or more core courses will cause the student to be retained at the previous year's homeroom or grade level and their graduation date may be affected.

Core Courses 7-12:

Math

Science

English

French/Spanish

Social Studies

Any deviation from this policy will be at the Building Principal's or their designee's discretion as per Section 7210 of BOE Policy Manual.

Graduation Policy

Advanced Regents Diploma – Students must accrue at least 22 units of credit; pass the five (5) specified Regents examinations for a Regents diploma, and three (3) additionally specified Regents examinations.

Regents Diploma – Students must accrue at least 22 units of credit, pass five (5) specified Regents examinations, and complete the required sequences.

Local Diploma – Students must accrue at least 22 credits, pass the specified Regents examinations and complete the required sequences. The local diploma option has been extended to include students who entered grade 9 in the Fall of 2009. These students will be able to use the safety net grade of 55 on the one-core Regents exams and still graduate.

CDOS Commencement Credential – Students designated as having a handicapping condition as approved by the Committee on Special Education will complete all the requirements as specified in the NYS Career Development and Occupational Studies Commencement Credential.

TASC Diploma – Students must pass the new NYS high school equivalency exam. (This has replaced the GED.)

SAC Credential - Students designated as having a severe disability as approved by the Committee on Special Education will complete all the requirements as specified in the NYS Skills and Achievement Commencement Credential.

An official high school diploma will only be issued based upon completion of all Regents, local, CDOS, TASC, or SAC requirements.

Obtaining an official high school diploma will represent completion of the District's responsibility to provide additional educational training opportunities as part of the regular day program.

Graduation Ceremonies:

Graduation is a community celebration of the success that Morristown Central School students have achieved in completing their educational program. All students **completing** an Advanced Regents diploma, Regents diploma, a local diploma, the CDOS credential, the SAC credential, and/or the TASC program will be eligible to participate in the graduation ceremony.

Students are **required to attend** graduation rehearsal in order to participate in the ceremony.

Summer School Eligibility

The regional summer school program is for students who fail a course or who wish to improve grades they received during the regular school year. The number of courses allowed during summer school is limited; generally students are able to take two (2) to three (3) classes based on availability. Courses typically offered at summer school include the 4 core area classes and a second language class.

The summer school grade and final average(s) from the course(s) students are retaking will be used in calculating the final course grade.

Students obtaining a grade of 50 or below or having excessive absences may not be eligible to attend summer school without the Building Principal's and Guidance Counselor's permission.

Transportation

Bus Transportation:

Conduct on the bus is the same as in school. The driver has complete authority to assign seats. School bus rules have been established and are posted on each bus. Students must wear seat belts and conduct themselves in a manner that will not interfere with the safe operation of the bus, and subsequently, the safety and well-being of its passengers.

Upon arrival at school, students are to go directly into the school building. Students are not allowed to leave school property. Students who ride to school on the bus must ride home on the bus, unless they have written parental permission.

Violations of the bus transportation rules of conduct will result in disciplinary action being taken and/or loss of bus riding privileges.

Student Drivers:

Students are permitted to drive their vehicles to school with written permission from their parents and approval from the Building Principal. A driver permission form may be picked up in the Main Office.

Students are expected to follow all safety rules and remain on school grounds during the academic day. Violation of these terms may result in the loss of student driver privileges for the remainder of the school year.

Student Use of Electronic Devices

Students are prohibited from using or having on in an operational mode any personal technology devices, including, iPods, and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smartphones such as BlackBerry, iPhone, or Droid, smart watches, as well as any device with similar capabilities (including airpods) during the academic school day, including (before school program, throughout the academic hours of the school day, and/or during after school disciplinary programs including detention and intervention room). Students are not permitted to make or take

calls, take photos or videos on a school bus or use a personal electronic device in a manner that would distract a bus driver while on the school bus. Other prohibited devices include gaming devices or consoles, laser pointers, and modems or routers.

Parents of children in grades 9-12 can directly email their children at their school provided email. Parents of children in grades UPK-8 are able to contact their children by reaching out to the main office and either a message will be shared or the child will be called down to the office. Messages from parents can be provided to students in any grade and/or students could be called down to the office to return a phone call to a parent.

Students are prohibited from using any technology devices (personal or school-issued) in a manner that invades the privacy of students, employees, volunteers, or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then they are subject to discipline under this provision and/or any other provision in the District's Code of Conduct that may be applicable to the circumstances involved.

Any electronic device that is brought on school property must be kept in a concealed manner (in a backpack in the locker). Violations for this matter will be followed according to the discipline matrix.

Exemptions to this procedure will include instances where necessary for the management of a student's healthcare, if specified in a student's 504 or IEP plan, or on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member, where required by law, or, when authorized by a principal for a specific educational purpose (such as translation services).

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

Student Use of Recreational Items

Skateboards, scooters, roller blades, and other wheeled recreational items are prohibited from school building and grounds. Students found with these items will be subject to the disciplinary policy. Any damages caused by the use of these items will be the responsibility of the student and their parent(s)/guardian(s).

Locker Use

Each student is assigned a hall locker and a gym locker. Lockers are the property of the Morristown Central School District and can be searched at any time by authorized personnel. Backpacks, book bags, and outerwear are to be stored in a locker during the school day.

Lockers are to be kept locked at all times. Lockers are to be kept neat and orderly so as not to have papers, notebooks, and such hanging from them so as to affect the locking ability of the locker. Students who repeatedly violate the policy will be required to pay for any damage and will lose their locker privileges.

School Breakfast & Lunch Program

The Morristown Central School District believes that one of the most important ways that we help our children perform better in school is to ensure that they have the proper nutrition necessary for the healthy growth of their minds and bodies. We serve breakfast and lunch to grades UPK-12 on a daily basis. Students may purchase lunch or bring lunch from home.

The cafeteria now has a new computerized system to monitor your child's food account. Parents may send in a specific dollar amount to be credited to their child's account. When the money runs out, you may add additional dollar amounts. This feature allows families to pre-pay breakfast and lunch if they so desire.

Students are not allowed to leave the campus during their lunchtime. Food is to be eaten in the cafeteria, unless allowed by administration (breakfast in classroom, parties, etc). As a general rule, food, beverages, candy, and gum are not to be consumed in the halls or classroom areas.

Study Hall Rules

- Report on time.
- Students signing out must wait for approval from the study hall teacher.
- Bring enough work or reading material to keep occupied during the period.
- Students are expected to work quietly on class activities.
- Keep your work area clean. Remove papers before you leave the room.

Clubs & Activities

Marching Band Yearbook Student Council National Honor Society & NJHS Theater Club
AV Club

Athletics

Baseball Basketball Softball Soccer Golf

Team sports are offered each season depending on the interest level of the student participants. Health clearance must be obtained from the School Physician prior to participating in the sport.

Senior Privileges

The opportunity to leave school early or come late is a privilege for our seniors at Morristown Central School and with every privilege comes responsibility. Students with senior privileges are expected to follow these rules:

1. All students must follow closed campus rules (they cannot leave campus and return unless with a valid Doctor's note).
2. Seniors with first period study hall need to sign in at the Main Office.
3. Seniors with last period study hall need to sign out at the Main Office.
4. Students staying in the building must follow the rules of the school.
5. Seniors have the privilege of using the Senior Lounge during study halls and lunch.

Students will lose this privilege based on the consequences outlined in the discipline matrix and the student eligibility policy if they display the following behaviors:

1. Academic dishonesty.
2. Student is failing one or more classes.
3. Violation of the School's Code of Conduct.
4. Leaving school with underclassmen.
5. Excessive tardiness to school or classes.
6. Failure to sign-out or sign-in.
7. Acts that disrupt the normal operation of the School or classroom instruction.

Students will permanently lose this privilege if they display the following behaviors:

1. Chronic failure to adhere to school rules.
2. Failure to correct behaviors listed above.
3. Violation of school drug, alcohol, and tobacco (including vaping) policies.
4. Violation of school weapons policy.
5. Fighting or other physical altercation.
6. Other behaviors that result in suspension out of school.

Building Administration reserves the right to alter the guidelines listed above including revoking the privilege if it is determined student safety or academic success is in jeopardy. Each situation will be handled on a case-by-case basis.

Health Services

The Nurse's Office is open during regular school hours. Physical examinations are required in PreK or K, 1, 3, 5, 7, 9 and 11. A dental certificate is requested at the same time physicals are due but not required for school attendance. Vision and Hearing screenings are required in PreK or K, 1, 3, 5, 7, and 11. Scoliosis screening is required for girls in grades 5 and 7 and boys in grade 9.

Students who need to take prescribed medications during the school day must have their parent(s) provide the School with the doctor's order that includes dosage, storage instructions, and all medication must be in the original bottle.

Medication orders must be updated annually or whenever there is a change in medication or dosage. Parents are also required to provide written permission requesting the administration of medication in school. The parent or guardian must deliver the medicine to the School in the properly-labeled, original prescription bottle from the pharmacy.

Distance Learning

Morristown Central School participates with other school districts, SUNY Canton, SUNY Potsdam, North Country Community College, and Hudson Valley Community College in offering a series of courses via the distance learning system. Each year, students have the opportunity to take an elective course that is offered over the system. Additionally, the parent/guardian must provide consent for the student to take the course(s).

There are two types of courses offered:

- (1) High School – free to students, regular course credit earned.
- (2) College – currently three-credit-hour college courses are available.
 - a. NOTE: District Policy 7223 states that the Board will not pay for the tuition and/or other related costs for college courses in which a student fails or drops the course following the college designated add/drop period. In these circumstances, the District will directly bill the parent/guardian for the associated cost(s) for the course(s).

Please see the Guidance Counselor for current course information.

Extracurricular Academic Eligibility Procedure

Statement of Purpose:

It is important to encourage all of our students to participate in extracurricular activities. Equally important is the fact that we encourage a strong commitment to academics on the part of those participating in extracurricular activities.

The following policy has been established for students in grades 5-12. Academic eligibility will start the third week in September of each school year. When a student is placed on the ineligible list, it will be until the student has raised the grade for all failing and/or incomplete course(s) to a passing grade. The Building Principal and Athletic Director will generate the ineligible list every two (2) weeks based on teacher grades submitted in SchoolTool. This will be an on-going process throughout the school year.

Definition of Extracurricular:

Extracurricular activities include any school activity not grade dependent or credit bearing, e.g., athletics, cheerleading, trips, marching band, clubs, class activities (including proms and senior activities), dances, PTO events and any other activities held before or after school. This list is not intended to be all-inclusive and may be modified over time.

Standards of Eligibility

The standards of eligibility will apply to students in grades 5 -12.

- Academic eligibility will start each new school year on the third week in September. Students, when deemed ineligible, will be placed on the ineligible list on a bi-weekly basis.
- The Main Office will pull teachers' grades on Tuesday's. The Building Principal, with the help of the Athletic Director, will meet with ineligible students on the list to provide them with the Eligibility Form.
- Parents will be notified of the student's eligibility status via Parent Square.
- This will be an on-going process throughout the school year. We do not start the process all over with each new sport season.

Ineligibility Levels	
Level 1	The student is failing or has an incomplete for (1) class. The student must attend (1) after school intervention period for an hour, 3:15 - 4:15, on Wednesday. The student can practice, play, and attend extracurricular activities.
Level 2	The student is failing or has an incomplete for (2) or more classes. The student must attend (2) after school intervention period for an hour, 3:15 - 4:15, on Tuesday and Thursday. The student can practice, but cannot play games or attend extracurricular activities.
An office referral for skipped intervention room will be written for students who do not attend the assigned after school intervention period(s) and consequences will follow the progression outlined in the MCS Student Code of Conduct.	

*Teachers can recommend exceptions for students experiencing unusual circumstances.

Extracurricular Code of Conduct

The students who participate should recognize that they have an obligation to themselves, their teammates, and the school community to strive for excellence. It is hoped that participation in the extracurricular programs will enable the student to value competition, instill self-discipline, self-control, and to exercise sportsmanship and mature judgment. All students should conduct themselves in a manner that will neither jeopardize their health or performance, nor reflect negatively upon their school.

To encourage the development of the above, the student is required to adhere to the following rules:

All students and parents/guardians must attest to the Code of Conduct and provide MCS Emergency information on the online registration form before participating. Participation will be prohibited until this is completed and submitted electronically.

All athletes must have a yearly physical.

Each athlete will participate under the eligibility requirements, rules and regulation of the NYS Commissioner of Education, and the NYS Public High School Athletic Association, as well as the Morristown Central School District.

Students will travel to and from contests and events with their team and coach on District vehicles, except under extenuating circumstances. When this occurs, the student may be released directly to their parents with written permission from their parents. Other extenuating circumstances must have prior approval by the Building Principal or Athletic Director.

The student will be required to pay for lost equipment, equipment damaged through misuse, and uniforms/property not returned to the school. Failure to do so will result in ineligibility for any awards or participation in the sport/activity involved or in another sport/activity.

Individual coaches may set up additional rules or regulations pertaining to their particular sport. Students will be informed of these rules in writing, and they are required to sign an agreement to abide by them. If a particular infraction is not mentioned in this policy, it in no way excuses the student from responsibility. The coach, Building Principal, and/or Athletic Director may handle violations of the above code.

Students must attend school for the entire school day in order to participate in any after-school extracurricular activity, including athletic contests. Students who are absent for any part of the school day, or who arrive late without a legally excused reason, are ineligible to participate in after-school activities on that day.

Friday's attendance determines eligibility for the weekend. Rare exceptions may be granted by the administration in response to circumstances beyond student's control. Exceptions will be as follows:

- Educational absence
- Funeral
- Required court appearance
- Medical or dental appointment
- Unusual situation as determined by the School Administration

Students participating in sports/activity should not be in the building until fifteen (15) minutes before the start of practice. Example: 4:00 p.m. practice; enter building at 3:45 p.m.

If a student receives detention or extended instructional time, they cannot participate that day until their entire obligation is completed.

For In-School Suspension or Out-of-School Suspension, participation (practice and/or game/activity) resumes the day following the last day of suspension. Actual participation time upon return will be determined by the coach based on physical readiness.

There will be **no use or possession of tobacco (including vaping)** by a student while a member of an athletic squad or extracurricular group. This includes the use of smokeless tobacco.

The possession of or use of all intoxicating beverages is prohibited.

The possession or use of all drugs (including performance enhancing drugs, steroids, or over the counter medicine) is prohibited unless prescribed by a doctor for medical reasons.

Definition of Possession: To exercise dominion and control over.

Consumption, possession, or use of tobacco (including vaping), alcoholic beverages, or illegal drugs shall be as follows:

1st Offense – Three (3) game suspension from that sport/activity during which time the student must attend all practices, attend/dress for games, attend mandatory counseling, and complete related coursework for the offense. Please note if the suspension cannot be fully served within that sport/activity, the student will serve the remainder of the suspension during the next season or activity.

2nd Offense – Six (6) game suspension from that sport/activity during which time the student must attend all practices, attend/dress for games, attend mandatory counseling, and complete related coursework for the offense. Please note if the suspension cannot be fully served within that sport/activity, the student will serve the remainder of the suspension during the next season or activity.

3rd Offense – The student will be suspended from participation in interscholastic athletics and/or extracurriculars for the remainder of their secondary school career. Notification to parents/guardians in writing will be provided.

Internet Safety Policy Regulations

Computer Network for Education 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 goals.

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.

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 inappropriate.

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

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of the District's computers for access to the Internet and World Wide Web.

I. *Definitions* In accordance with the Children's Internet Protection Act, *Child*

Pornography refers to any visual depiction, including any photograph, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually-explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually-explicit conduct. It also includes any such visual depiction that:

- (a) is, or appears to be, of a minor engaging in sexually-explicit conduct; or

- (b) has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually-explicit conduct; or
- (c) is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually-explicit conduct.

Harmful to minors means any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

II. Blocking and Filtering Measures

The Superintendent or their designee shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all District computers to visual depictions on the Internet and World Wide Web that are obscene, child pornography, or harmful to minors.

The District's computer network coordinator shall be responsible for ensuring the installation and proper use of any Internet-blocking and filtering technology protection measure obtained by the District.

Upon administrative approval, the computer network coordinator may disable or relax the District's Internet-blocking and filtering technology measure only for adult staff members conducting research related to the discharge of their official responsibilities. 4526.1-R. The adult staff member(s) will ensure there is no access to visual depictions that are obscene or child pornography.

III. Monitoring of Online Activities

The District's computer network coordinator shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the District's Internet Safety Policy and this regulation. The coordinator may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the District's computer network for accessing the Internet and World Wide Web, and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the District's computer network shall have no expectation of privacy regarding any such materials.

Except as otherwise authorized under the District's Computer Network or Acceptable Use Policy, students may use the District's computer network to access the Internet and World Wide Web only during supervised class time, study periods, or the school library, and exclusively for research-related to their course work.

Staff supervising students using District computers shall help to monitor student online activities to ensure students access the Internet and World Wide Web, and/or participate in authorized forms of direct electronic communications in accordance with the District's Internet Safety Policy and this regulation.

The District's computer network coordinator shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems) and other unlawful activities.

IV. Training

The District's computer network coordinator shall provide training to staff and students on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year. The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith. Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or World Wide Web are directly related to their course work.

Staff and students will be advised to not disclose, use, and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications I4526.1-R. Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the Building Principal. The Building Principal shall take appropriate corrective action in accordance with authorized disciplinary procedures. Penalties may include, but are not limited to, the revocation of computer access privileges, as well as school suspension in the case of students and disciplinary charges in the case of faculty/staff.

Morristown Central School

Code of Conduct



2026-2027 CODE OF CONDUCT

I. PURPOSE OF THIS CODE

This Code of Conduct (the “Code”) is adopted by the Board of Education (the “Board”) of Morristown Central School District (the “District”) pursuant to and in compliance with the requirements of Project SAVE and §100.2(I) of the Regulations of the Commissioner of Education.

This Code defines the Board’s expectations for conduct on District property and at District functions based on these accepted principles. It also identifies the range of penalties for unacceptable conduct. Unless otherwise indicated, this Code applies to conduct of students, employees, students’ parents, and other visitors committed on District property, at a District function, or that otherwise affects the District’s educational program.

II. PHILOSOPHY

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

III. BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

Regardless of race, sex, color, national origin, disability, or creed, all students have the right to:

1. The guidance of understanding teachers, counselors, and other District staff.
2. An education that offers students the opportunity for inquiry and development to the fullest potential.
3. Constructive discipline for the development of good character, conduct and habits.
4. Personal security while on District property and at District functions.
5. An educational climate where the wellbeing of students is of primary concern.
6. An educational staff that provides a positive role model for student development.
7. Guidance in choosing a career or college.
8. The opportunity to develop and express opinions, beliefs, and values, provided such expression is not disruptive, slanderous, or insubordinate.
9. Wholesome extracurricular activities.
10. Health and psychological services to assist in physical, mental, and social development.
11. Appropriate education and/or remediation to serve special needs.
12. Consideration as an individual within the educational environment.
13. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

B. Student Responsibilities

All students are accountable for their own behavior on District property and at District functions, and have the responsibility to:

1. Comply with the provisions of this Code while on District property and at District functions.
2. Grow in character and ability as they grow in age.
3. Be honest with themselves and others.
4. Show respect for fellow students, teachers, and all District staff.
5. Set a positive example so that others may enjoy and profit from their company.
6. Perform all assignments to the best of their ability.
7. Consider their education as preparation for the future.
8. Obey all school rules and regulations.
9. Respect public, private, and school property.
10. Attend school regularly and punctually.

11. Develop high moral standards and the courage to live by them.
12. Strive for mutually-respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
13. Take full advantage of educational opportunities available at school.
14. Develop opinions and values that will make them an asset to the school community.
15. Learn and practice civic responsibility.

IV. DEFINITIONS

A. Definitions of Key Words and Terms

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
2. **Civil Rights:** A right, benefit, or protection that is guaranteed to an individual by either the federal or New York State Constitution or statute.
3. **Controlled Substance:** A drug or other substance identified in certain provisions of the Federal Controlled Substances Act specified in both federal and state law and regulation that apply to this Code.
4. **Disabled Student:** A student who has been classified as suffering from a disability pursuant to the provisions of IDEA and Article 89 of the Education Law, or one who the District is deemed to know has a disability within the meaning of 34 CFR §300.527.
5. **Disruptive Student:** “Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.
6. **District Function:** Any school-sponsored, extracurricular event or activity.
7. **District Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the District’s building, or other District owned or controlled property, or in or on a school bus as defined in Vehicle and Traffic Law §142.5.
8. **Explosive:** An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the District.
9. **Illegal Drugs:** A controlled substance, except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.

10. **Illegal Services:** Alcohol, illegal drugs, and inhalants (vapes and e-cigarettes), marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”.
11. **Interim Alternative Educational Setting (“IAES”):** A temporary educational placement for a disabled student for a period of up to 45 days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, to continue to receive appropriate services and modifications, including those described on the student’s current individualized educational program (“IEP”), and to meet the goals set out in such IEP, and includes services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent such behavior from recurring.
12. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will receive substantially equivalent, alternative education.
13. **Parent:** The biological, adoptive, or foster parent, guardian, or person in parental relation to a student.
14. **Removal:** As it relates to a disabled student, the removal for disciplinary reasons from the student’s current educational placement, other than a suspension and change in placement to an interim alternative educational setting (IAES), ordered by an Impartial Hearing Officer, because the student poses a risk of harm to themselves or others.
15. **Removal:** As it relates to a non-disabled student who is disruptive in class, the removal from the classroom to ensure that the other students continue to learn. A classroom teacher may remove a student from class for one day if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only. For purposes of this Code, the removal commences on the second consecutive day that a student is asked to leave a teacher’s classroom (the first day being considered the discretionary use of a classroom management technique by the teacher).
16. **Suspension:** The disciplinary removal of a student from their regular educational program and activities in accordance with Education Law §3214.
17. **Vapes/E-Cigarettes:** A device used for inhaling vapor containing nicotine and flavoring.
18. **Violent Student:** A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on District property or at a District function, an act of violence upon another student or any other person lawfully on District property or at a District function; or (c) possesses a weapon while on District property or at a District function; or (d) displays, while on District property or at a District function what appears to be a weapon; or (e) threatens, while on District property or at a District function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on District property or at a District function; or (g) knowingly and intentionally damages or destroys District property.
19. **Visitor:** Anyone on District property or at a District function who is not a District employee or a student of the school building in which the individual is physically present.
20. **Weapon:** A firearm as defined in 18 USC §921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver,

shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife with a blade of at least 2 ½ inches, brass knuckles, sling-shot, metal knuckle knife, box cutters, can sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause serious physical injury or death when used as a weapon.

V. ESSENTIAL PARTNERS IN THE SCHOOL COMMUNITY

A. Teachers and Other Professional Staff

The role of the teaching and other professional staff employed by the District is to:

1. Demonstrate, by word and action, respect for law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance, so students can learn to think, reason, and be responsible for their actions.
6. Become involved in the development of District rules and regulations regarding student conduct and require that there be observance of the same.
7. Be consistent, fair, and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the Administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

B. Guidance Counselor

The role of the Guidance Counselor is to:

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/counselor conferences, as necessary as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

C. Administrative Staff

The role of District Administrator is to:

1. Maintain an environment that is conducive to good learning.
2. Responsibly exercise the authority assigned by the Board and the Superintendent.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff, and parents.
5. Demonstrate, by word and example, respect for law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and to make them known and understood by students, staff, and parents.
7. Initiate and maintain open lines of communication with students, staff, and parents.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.
10. Inform the Board about new developments and trends relating to discipline of students.
11. Supervise and maintain a well-trained staff at all levels.
12. Keep the community well informed of all District activities through regular publications, announcements, meetings, and other appropriate forms of communication.
13. Recommend programs to the Board that provide for the needs of all students, including those with special needs.
14. Support the staff by enforcing student discipline in a timely fashion in accordance with District policies and the requirements of New York State law.
15. Be fair and consistent in rendering decisions regarding students whose behavior problems have been referred to the Superintendent.

D. Board of Education

The role of the Board of Education is to:

1. Attend school functions and become familiar with District operations.
2. Employ and maintain a well-trained staff at all levels.
3. Keep the community well informed of all District activities through regular publications, announcements, meetings, and other appropriate forms of communication.
4. Develop programs that provide for the needs of all students, including those with special needs.
5. Enforce student and staff discipline in accordance with District policies and the requirements of New York State law.

6. Be fair and consistent in rendering decisions regarding the discipline of students who have appealed to the Board.

E. Parents of Students

The role of the parent of a student is to:

1. Encourage the child to attend school punctually and regularly as required by law.
2. Know and understand the rules and regulations their child is required to observe at school.
3. Strive to keep their child in good health.
4. Require their child to be clean and dressed consistent with acceptable standards and the requirements of this Code.
5. Encourage their child to learn and respect the rights of others.
6. Teach their child, by word and example, respect for law and authority.
7. Provide guidance for their child to develop socially-acceptable standards of conduct and behavior.
8. Become involved in their child's school, with its teachers, programs, and activities, and to attend conferences and school functions.
9. Encourage and support their child in completing homework assignments.
10. Recognize that primary responsibility for their child's welfare and development rests with the parent.

F. Visitors

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers, and other staff. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The Building Principal has authority over all persons in the building and on the school grounds.
2. All visitors to the School must report to the Main Office upon arrival at the school to sign the visitors register and to be issued a visitors identification badge. Visitors will be required to show their license to be issued an identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the Main Office before leaving the building. Visitors attending District functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers should not be expected to take class time to discuss individual matters with visitors.

5. All visitors are required to abide by the rules for conduct on District property contained in this Code.

VI. DIGNITY FOR ALL STUDENTS

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct that is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

A. Definitions/Examples of Prohibited Conduct

Prohibited conduct includes any incidents of discrimination, harassment, bullying, taunting, and intimidation against any student, by employees or students on school property or at a school function that creates a hostile environment by conduct, with or without physical contact and/or verbal threats, intimidation, or abuse, of such a severe nature that:

1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional, and/or physical well-being;
2. Reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

"Bullying" is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child, adult, or group attacking those who are less powerful." Bullying can take three forms:

1. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
3. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation);

The District also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, social media apps and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety, and welfare of District students or employees. Cyberbullying includes taking photos or videos of any person without their knowledge or consent.

However, a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

B. Reporting of Complaints of Bullying: General Guidelines

1. Any student who believes that they are being subjected to bullying behavior, as well as any other who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal.
2. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, a referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigations of allegations of bullying shall follow the procedures utilized for complaints of harassment within the District, including the filing of "informal" and/or "formal" complaints and levels of appeal.
3. All allegations of bullying, whether written or verbal, formal or informal, will be investigated thoroughly, promptly, and impartially in accordance with law and/or regulations, District policy, administrative regulations, and this Code of Conduct.
4. To the extent possible, within legal constraints, all allegations of bullying behavior will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. When school officials receive a complaint or report of alleged bullying behavior that may be criminal in nature or that could lead to in-school or out-of-school violence, law authorities should be immediately notified.
5. Administration shall also refer to and use, as appropriate, existing policies and administrative regulations (such as those addressing harassment in the school setting, threats of violence in the school, hazing of students), this Code of Conduct and the appropriate School Safety Plan when investigating allegations of bullying.
6. The Superintendent/designee is to be informed as soon as possible regarding all allegations and/or reports regarding bullying of students and the status of any investigations.
7. All investigations of allegations of bullying in the school setting, as well as any action taken, shall be appropriately documented in order to create a written record that demonstrates the District's efforts to reduce incidents of bullying and to facilitate the evaluation of the District's efforts to reduce such behavior.
8. Parents of students subjected to possible bullying behavior and/or students filing a complaint of bullying behavior, as well as parents of accused students, may be notified by the appropriate administrator of such occurrence and/or allegations as warranted and in accordance with legal guidelines. Applicable due process procedures will be followed depending upon the nature of the investigation and possible disciplinary sanctions, including due process procedures mandated pursuant to federal and state law and regulation if the accused student has been identified as having a disability or is suspected of having a disability.

C. Reports and Investigations of Discrimination and Harassment

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that Policy # 7550 has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents of discrimination and harassment to the State Education Department as part of the School Safety and Educational Climate (SSEC) Summary. The District DASA Coordinator is the Building Principal.

D. Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Any person who has reasonable cause to suspect that a student has been subjected to discrimination, harassment, bullying, taunting and intimidation by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

E. Knowingly Makes False Accusations

Any individual who knowingly makes false accusations against a student as to allegations of bullying behavior may also face appropriate disciplinary action.

F. School Building Rules

The Building Principal is hereby delegated the authority to establish standards of conduct and rules for local matters, school building activities, and the granting or withholding of student privileges. These standards and rules may include procedures for homeroom; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in the building hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices and laser pointers; card playing; and other local matters related to discipline and order in the building. These rules are subject to the approval of the Superintendent and the Board.

VII. DISCIPLINE PROCEDURES

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

The commission of any of the following acts (as they are defined below) is prohibited on District property and at a District function.

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 circumstance, 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.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Recognizing, however, that some serious misbehavior may require action not within the normal progression.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to their disability.

The following behaviors and corresponding disciplinary actions will apply to all students on school property and at school-sponsored events. These violations and disciplinary actions are a “guide” to the School Administration. It is not meant to be an exhaustive list of improper conduct; behaviors not on the list which are in violation of NYS statutes or Morristown CSD rules shall be punished by appropriate penalties as determined by school personnel. School administrators retain the final authority to determine disciplinary consequences based on their professional judgment and the specific circumstances of each situation.

There are some specific notes indicated for elementary students who receive behavioral referrals. For acts of misconduct not specified for elementary students will receive consequences that are developmentally and age appropriate for the circumstances. Parent contact and/or parent conferences are included in elementary discipline procedures.

Acts of Misconduct	Definition:	1st Referral:	2nd Referral:	3rd Referral:	4th Referral:
Arson:	The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the District, to personal property of District students or staff, or to personal property of third parties.	5 days of OSS and Superintendent's Hearing and Referral to Law Enforcement			
Assault:	The physical abuse, or infliction of personal injury, or unlawful detention of any person or unwarranted attack and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.	3-5 days of OSS	5 days OSS with possible recommendation for Superintendent's hearing		
Bomb Threat:	The intentional false claim that an Explosive device is located on the District Property or at a District Function.	5 days of OSS and Superintendent's Hearing and Referral to Law Enforcement			
Cell Phone Violation (Misconduct Concerning Personal Electronic Devices Use)	Students who are using or carrying personal electronic devices during school hours and who are in violation of the policy	The student will surrender the device to a staff member and a referral will be written. The device will be given to the administrator in charge and it will be returned to the student at the end of the day.	The student will surrender the device to a staff member and a referral will be written. The device will be given to the administrator in charge and it will be returned to the student at the end of the day. Plus 1 After School Detention.	The student will surrender the device to a staff member and a referral will be written. The device will be given to the administrator in charge and it will be returned to the student at the end of the day. Plus 2 nights of Detention and device must be turned into office	The student will surrender the device to a staff member and a referral will be written. The device will be given to the administrator in charge and it will be returned to the student at the end of the day. Plus 3 nights of detention and device must be turned into office before first period to be locked in the LockNCharge for 2 week and progressive thereafter

				before first period to be locked in the LockNCharge for 1 week	
Cheating and/or Plagiarism	The act of giving or receiving (or conspiring to give or receive) answers to class assignments (including copying computer material) or test answers from another source. The unauthorized use of another's material that is represented, as one's own work.	Teacher contact made with parent/guardian. 1 After School Detention; Grade of 0 given until retake allowed	2-3 After School Detentions; Grade of 0 given, no retake	1-2 days of ISS; Grade of 0, no re-take	2-3 Days of ISS; Grade of 0, no re-take
Cyberbullying:	The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. Cyberbullying includes taking photos or videos of any person without their knowledge or consent. Cyberbullying that occurs after school hours but disrupts the educational environment is subject to the same disciplinary actions	A parent will be required to pick up the student's device and the student will not be allowed to have their device in school for the remainder of the year. Additional consequences for cyberbullying, such as suspensions, may also be warranted.	A parent will be required to pick up the student's device and the student will not be allowed to have their device in school for the remainder of the year. Additional consequences for cyberbullying, such as suspensions, may also be warranted.	A parent will be required to pick up the student's device and the student will not be allowed to have their device in school for the remainder of the year. Additional consequences for cyberbullying, such as suspensions, may also be warranted.	A parent will be required to pick up the student's device and the student will not be allowed to have their device in school for the remainder of the year. Additional consequences for cyberbullying, such as suspensions, may also be warranted.
Destruction of Property:	The destruction, defacing or other impairment of District property or property belonging to other persons.	1 hour Detention, Restitution and possible referral to law enforcement	2 hour Detention, Restitution and possible referral to law enforcement	1 day of ISS, Restitution and possible referral to law enforcement	Administrative Discretion, Restitution and possible referral to law enforcement
Disruptive Conduct/Disruption of Education/Disrespect of Staff:	Conduct that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. Disruptive conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators, or other District employees, and speech or gesture, which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other District activities or to undermine the maintenance of discipline within the school setting. Disruptive conduct also includes running in hallways; making unreasonable noise; sleeping in class; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic, and committing other conduct that detracts from the delivery of the District's educational program.	1 after School Detention (2 hours) *K-2: Verbal/Written Warning	2-3 After school Detention could be applied *K-2: 1 Lunch Detention	1 -3 days of ISS *K-2: Parent Conference/After School Detention	3-5 days ISS/1-5 days OSS with possible recommendation for Superintendent's hearing *K-2: Parent Conference/ 2 After School Detention

Dress Code Violation:	See Page 39 for complete Dress Code Policy	Warning, Parental Notification, Student must change into proper attire, Review of dress code *Refusal to change may lead to ISS, parents meet with Administration	Warning, Parental Notification, Student must change into proper attire, Review of dress code *Refusal to change may lead to ISS, parents meet with Administration	Warning, Parental Notification, Student must change into proper attire, Review of dress code *Refusal to change may lead to ISS, parents meet with Administration	Warning, Parental Notification, Student must change into proper attire, Review of dress code *Refusal to change may lead to ISS, parents meet with Administration
Drug or Alcohol Violation:	The possession, use or sale of an illegal drug or illegal substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications, or other drugs or substances that stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.	3 days OSS	5 days OSS + Recommendation for Superintendent's Hearing		
Failure to Wear Seat Belt	Failure to comply with District transportation safety rules requiring students to wear a seat belt while riding in a school vehicle. This includes refusing to wear the seat belt properly when directed by the bus driver or other authorized District personnel.	Warning & Parent Notification	1 After school detention & Parent Notification	1 -2 days of After School Detention (2 hours) & Parent Meeting	1-3 days ISS & Loss of Bus Privilege
False Alarm (Fire Alarm):	The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the District, or any of its employees of any other claim of fire or threat thereof when none exists.	1-5 Days OSS & Referral to Law Enforcement			
Fighting:	Combative physical contact or other violent encounters between two or more persons.	3 days OSS	3-5 days OSS and Superintendent Hearing	5 days OSS, Superintendent Hearing & possible recommendation to the Superintendent for indefinite Suspension	
Inappropriate Physical Contact	Engaging in physical contact with others that is unwelcome, unsafe, or disruptive to the learning environment. Typically not intended to cause harm.	*K-2: Parental Notification Warning	*K-2: Lunch Detention	*K-2: Lunch Detention/Parent Conference	
Forgery:	The involvement in the imitation or fabrication of another's signature or written work.	1 detention	2 detention	3 detention	4 detention

Harassment:	The act of threatening bodily harm or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is to annoy, intimidate, or cause fear. Also includes Bias Harassment The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling.	1-3 Days of After School Detention	3-5 Days of After School Detention	1 -3 days of ISS	1-5 days OSS with possible recommendation for Superintendent's hearing
Inappropriate Language / Gestures / Profanity	Use of unacceptable language or gestures on school property or at school sponsored activities	1 lunch detention *K-2: Verbal Warning	1-2 days after school detentions *K-2: Lunch detention	3-4 after school detentions *K-2: Parent Conference & administrative discretion	1 -3 day of ISS *K-2: Parent Conference & administrative discretion
Targeted Inappropriate Language/ Gestures / Profanity	Use of unacceptable language or gestures on school property or at school sponsored activities directed at an individual	After School Detention (2hrs)	2-3 After School detentions	1-3 days of ISS; parent/teacher/admin conference	3-5 days of ISS; parent/teacher/admin conference
Inappropriate/Misuse Computer	Students who engage in unacceptable computer use may lose access to the computer network	Review of policy & After School Detention (2hrs)	Restriction of Computer Privileges, 2-3 After School detentions	Restriction of Computer Privileges, 2-3 After School detentions	Restriction of Computer Privileges, 2 - 3 days of ISS
Incitement:	The action of provoking unlawful behavior or urging someone to behave unlawfully	1 day of ISS	2-3 day ISS	3-5 days ISS	Administrative Discretion.
Insubordination:	The refusal or failure to comply with any District rule, regulation or policy, or the failure to comply with a reasonable request from District personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school or other District employees in charge of students or otherwise	1 After school Detention (2 hrs)	2 After school detentions	1 -3 days of ISS	1-5 days OSS with possible recommendation for Superintendent's hearing

	demonstrating disrespect toward such individuals; Lying, Skipping Class; Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of District Property, and the failure to comply with the lawful direction of District employees or law enforcement officers acting in performance of their duties.				
Other Misconduct:	The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any District rule or regulation, including the District's School Safety Plans.	Administrative and/or law enforcement discretion			
Parking Violations:	The act of parking a student-operated vehicle on District Property without a parking permit, or parking in unauthorized areas. The District assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.	After School Detention	Removal of driving and parking privileges on school property for one semester	Removal of driving and parking privileges on school property for one year	
Possession of an Explosive:	The use, actual or constructive possession, or the sale of an Explosive.	5 days of OSS and Superintendent's Hearing and Referral to Law Enforcement			
Possession of a Weapon:	The use, actual or constructive possession, or the sale of a Weapon.	5 days of OSS and Superintendent's Hearing and Referral to Law Enforcement			
Reckless Endangerment/Safety Concern	The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.	After School Detention	2-3 Days of Detention	1-3 days of ISS	5 days ISS
Sexual Harassment:	The act of threatening bodily harm or by repeatedly tormenting another person based on gender. Sexual harassment may take the form of comments, jokes, name calling, innuendoes, offensive conversations, perpetuating unwelcome touching of another's clothes, pinching, whistling or other noises, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive on a person's gender.	1-5 Days of Detention and Possible Referral to Law Enforcement	1-5 days of ISS and Possible Referral to Law Enforcement	Administrative Discretion and Possible Referral to Law Enforcement	Administrative Discretion and Possible Referral to Law Enforcement

Skipping Intervention or Detention	Skipped detention without alerting administration.	2 hours of detention	4 hours of detention	1 day of ISS & Parent Conference	2 days of ISS & Parent Conference
Tardy:	Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the Main Office. Tardy to school means arriving at school after homeroom attendance has been sent to the Main Office.	Classroom Managed Consequence - contact made with parent/guardian	1 After School Detention	2 After School Detention	3-5 After School Detention
Theft:	The unlawful use, taking possession of, or control over, property belonging to the District or another.	3 detentions and restitution *K-2: Lunch Detention	5 detentions and restitutions *K-2: Lunch Detention	3 days ISS *K-2: Parent Conference	5 days ISS *K-2: Parent Conference
Tobacco/Vaping Violations:	The act of possessing, smoking or chewing tobacco or tobacco products including lighters or vaping anywhere on school grounds. The use of tobacco or vapes is not allowed anywhere on school grounds.	1-2 days ISS; Vape Educate Course	2-3 days ISS; Vape Educate Course	3-5 days ISS; Seaway Valley Prevention Council Referral	5 days ISS; Seaway Valley Prevention Council Referral
Traffic Violations:	The operation of a motor vehicle on District Property at a speed in excess of ten (10) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel, or electric powered engines on District Property. Parking permits must be completed.	Warning, conference with student and parent	3 detentions	1-3 days ISS	3-5 days ISS/OSS
Trespassing:	The entry upon or the use of District Property without proper authorization in situations said property is restricted in entry or use. As it relates to students, trespassing includes a student's presence in any District building other than the school they regularly attend without permission from the administrator in charge of the building.	Administrative and/or law enforcement discretion			
Truancy:	The act of being illegally absent from school without the knowledge and consent of a guardian, or failing to attend classes in consecutive periods, or missing the BOCES bus.	2 detentions	4 detentions	1-3 days ISS	3 -5 days ISS
Unprepared for Class-PE	Not having appropriate change of clothing and/or footwear	Classroom Managed Consequence - contact	1 After School Detention	2 After School Detention	3-5 After School Detention

		made with parent/guardian			
Unprepared for Class	Not having appropriate materials for class or missing work.	Classroom Managed Consequence - contact made with parent/guardian	1 After School Detention	2 After School Detention	3-5 After School Detention
Vandalism:	The willful destruction of the real or personal property of the District or another person. (In addition to suspension, restitution in the form of money or work will be expected).	Administrative discretion, restitution and possible referral to law enforcement.			

VIII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

A. For Non-Disabled Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the District employee authorized to impose the penalty must inform the student of the misconduct that they are alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. **Verbal Warning:** Any member of the District staff or designee.
2. **Written Warning:** Any member of the District staff or designee.
3. **Written Notification to Parent:** Teachers are permitted to email/write home with administrator knowledge. Administration also notifies parents in writing of discipline
4. **Parent Conference:** Any member of the District staff or designee.
5. **Detentions:** Teachers, principals and the Superintendent may use after school detention or lunch detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that the student has appropriate transportation home following detention.
6. **Suspensions from Athletics or Extracurricular Activities:** A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.
7. **In-School Suspensions:** District authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, the Board authorizes the Building Principal and the Superintendent to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension." A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law § 3214. However, the

student and the student's parent will be provided with reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty.

8. **Suspensions from School:** Suspension from school is a severe penalty. Students who face possible suspensions from instruction shall be afforded the procedural protections guaranteed by Education Law § 3214 and applicable Commissioner's regulations. They shall also be entitled to the following process:
9. **Short-Term Suspensions:** When the Building Principal proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), they must immediately notify the student orally and, if the student denies the misconduct, explain the reasons for the proposed suspension. The Building Principal must also notify the student's parents, in writing, that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension and shall be delivered to the last known address for the parents. Where possible, notice should also be provided by telephone if the School has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent of the right to request an immediate informal conference with the Building Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parent shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended 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. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Building Principal shall promptly advise the parents, in writing, of their decision. The Building Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Board of Education with the District Clerk within ten (10) business days of the date of the decision unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

10. **Long-Term Suspensions:** When the Superintendent or Building Principal determines that a suspension for more than five (5) days may be warranted, they shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have all rights guaranteed by Education Law §3214.
11. **Permanent Suspension:** Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on District property or attending a District function.
12. **Superintendent's Hearing:** A disciplinary hearing may be scheduled before the Superintendent, or their designee, pursuant to the applicable provisions of the Education Law. At the conclusion of such hearing, the Superintendent may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school.

13. **Teacher Removal of Disruptive Students:** A disruptive student impairs a teacher's ability to teach and interferes with the ability of other students in the classroom to learn. The Board expects that, in most instances, the classroom teacher will be able to control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students can continue to learn. For purposes of this Section X, "removal" shall have the meaning set forth in Section IV.A.14 of the Code.
- a. **Teacher Removal of Disruptive Student to Student Support Center:** A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is a "disruptive student." The removal from class applies to the class of the removing teacher only.
 - b. **Immediate Conference with the Student:** If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must explain to the student, before the student is removed, why they are being removed from the class. The student must also be given the opportunity to present their version of the relevant events. Only after this informal discussion may a teacher remove a student from class.
 - c. **Exception to the Rule:** If the student poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the teacher may order the student to be removed immediately. In this event, the teacher must explain to the student why they were removed from the classroom and give the student a chance to present their version of the relevant events within 24 hours of the time of removal.
 - d. **Teacher's Meeting with the Building Principal:** The teacher must complete a removal form and meet with the Building Principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Building Principal is not available by the end of the same day, the teacher must leave the removal form with the secretary and meet with the Building Principal prior to the beginning of classes on the next school day.
 - e. **Notice to the Parent:** Within 24 hours after the student's removal, the Building Principal, or another district administrator designated by the Building Principal, must credit notify the student's parent in writing that the student has been removed from class. The notice must explain the reason(s) for the removal and inform the parent that they have the right, upon request, to meet informally with the Building Principal or their designee to discuss the reasons for the removal and behavior modification(s) to remedy the cause of the removal. Notice should also be provided by telephone if the School has been provided with a telephone number(s) for the purpose of contacting parents. A parent meeting may be scheduled at the request of the administrator or parent.
 - f. **Continued Educational Program:** Any disruptive student removed from the classroom by the classroom teacher shall be offered the continued educational program and other activities of the class until they are permitted to return to the classroom.
14. **Personal Liability:** The District may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.

15. **Police Notification:** In cases involving criminal conduct, District authorities may refer the matter to appropriate law enforcement authorities.
16. **Academic Sanctions:** In addition to other penalties provided herein, the principal and/or the Superintendent may deny credit for work done and may also deny the right to make-up an assignment or test for cheating, leaving a final examination without permission, plagiarism and other misconduct related to academic performance.
17. **Restorative Practices:** Restorative justice seeks to repair the harm done when a standard of conduct is violated.
18. **Minimum Penalties for Students:**
 - a. **Students Who Bring a Weapon to School** - The minimum period of suspension from school for any student found guilty of bringing a weapon onto District Property will be at least one calendar year.
 - b. **Students Who Commit Other Violent Acts** - The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon onto property, shall be five school days.
 - c. **Students Who are Repeatedly Disruptive** - The minimum period of suspension from school for any student who engages in conduct which results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester, shall be one day of in-school suspension.
 - d. **Reports by Teachers** - All staff members must immediately report and refer a violent student to the Building Principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrants immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.
 - e. **Review by Superintendent** - The Superintendent may reduce the minimum penalties established above on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent will determine if a lesser suspension period or some other form of discipline may be more effective considering the following:
 - The student's age
 - The student's grade in school
 - The student's prior disciplinary record
 - Input from parents, teachers and/or others
 - Other extenuating circumstances
19. **For Misconduct at a District Function:** The Superintendent shall be responsible for enforcing the conduct required by this Code at District functions and may designate other District employees or agents to take action consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the Superintendent or their designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an

immediate threat of injury to persons, the individual shall be immediately removed from the District property or the District function.

Students and staff who violate this Code while at a District function shall be subject to immediate ejection from the District Function. If necessary, local law enforcement authorities will be contacted to remove the person. The District may initiate disciplinary action against any student or staff, as appropriate. The District may also pursue civil and/or criminal sanctions against any person violating this Code.

20. For Violations of the Dress Code:

All students are expected to give proper attention to personal cleanliness and to dress in adherence to the rules outlined below while at school functions and for school. Teachers and all other District employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on District property and at District functions. The Building Principal shall inform all students and their parents of the student dress code at the beginning of the school year and of any revisions to the dress code made during the school year. The administrative staff reserves the right to use discretion to evaluate student dress for events conducted outside of normal school hours. These events include, but are not limited to: prom, senior ball, academic banquet, winter ball, sporting events, and other events outside of school hours. The appropriateness of an individual's dress will depend, to some degree, on the circumstances and setting. However, the following general rules shall normally apply in all circumstances:

1. Clothes must be worn in a way such that genitals, buttocks, and breasts are fully covered with opaque (not see-thru) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle of coverage. Backpacks, outer garments, hats, and blankets are to be stored in lockers.
2. Students Must Wear*, while following the basic principle of Section 1 above:
 - 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, 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 [Physical Education]).
3. Students May Wear*, while following the basic principle of Section 1 above:
 - Religious or cultural headwear – headbands and headwraps are hair accessories and are always permitted, as long as the face is not obscured.
 - Fitted pants, including opaque leggings, yoga pants and "skinny jeans."
 - Pajamas.
 - Ripped jeans, as long as undergarments and buttocks are not exposed.
 - Tank tops, including spaghetti straps; halter tops, muscle shirts.
 - Athletic attire.
 - Visible waistbands or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).
4. Students Cannot Wear:
 - As of 8:04 a.m. hats, bandanas, or other head coverings (as example, hoods) shall not be worn in school, except for a medical or religious purpose (certain District approved events, such as Spirit days, would be an exception).

- Violent language or images.
- Images or language depicting/suggestions drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity)
- Bullet proof vests, body armor, tactical gear, or facsimile.
- Hate speech or symbols, profanity, pornography.
- Images or language that creates 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.

Individuals who violate the provisions of this Code will be addressed respectfully, discreetly, and privately. Individuals who violate the dress code shall be asked to cover or remove the offending item or to replace it with an acceptable article of clothing. Any student who refuses to do so shall be subject to discipline as per the matrix. Employees who refuse a request by the Building Principal to cover, remove, or replace an offending item shall be subject to discipline in accordance with law. Visitors who refuse a request by the Building Principal to cover, remove or replace an offending item shall be subject to removal from District property or the District function, as the case may be.

21. **For Misconduct on School Buses:** The following guidelines shall govern student conduct on school buses:
- a. In general, school buses are extensions of the classroom, and standards of student conduct similar to those that apply in the classroom shall apply to conduct on school buses.
 - b. The bus driver is in charge of the bus. The driver's instructions are to be obeyed promptly by all passengers.
 - c. Upon boarding the bus, students will select a seat and remain seated for the duration of the trip, except in cases of emergency where standees are required. Drivers may assign seats when they feel it is necessary. Students must be seated before the bus can move. Students must wear seat belts and conduct themselves in a manner that will not interfere with the safe operation of the bus, and subsequently, the safety and well-being of its passengers.
 - d. No student shall board a bus with any object that cannot be held on their lap or between their knees. Students shall not bring objects on the buses that are potentially dangerous or distracting to other students or the driver. Prohibited objects include, but are not limited to, the following: (a) radios, tape recorders, and electronic games not related to instruction; (b) glass; (c) weapons; (d) explosive devices; (e) live animals; (f) oversized musical; and (g) oversized athletic equipment.
 - e. Students are to be ready prior to the bus's arrival. Students who make no effort to be on time may be left behind.
 - f. Student actions that have the effect of distracting the driver or otherwise interfering with the driver's ability to operate the vehicle in a safe manner are prohibited. Such actions may include, but are not limited to, the following:
 - Throwing objects within or out of the bus;
 - Harassing or fighting with other passengers;

- Extending head, hands, arms, or legs out of bus windows;
- Operating or otherwise tampering with emergency exits;
- Eating, drinking, smoking, and using drugs or alcohol;
- Creating excessive noise, including verbal abuse of fellow passengers and the use of profanity;
- Causing damage to the vehicle (students responsible for damages will be billed for repair costs);
- Tampering with the vehicle's operating or safety controls;
- Obstructing the driver's vision; and
- Threatening, verbally abusing, attacking or swearing at the driver.

In cases of improper student conduct on school buses, drivers will use the following steps in maintaining order and safety:

- Discuss the situation with the offending student(s) to try and resolve the issue with a verbal redirection.
- If a verbal warning does not resolve the issue, the driver will pull the bus over and assign a front seat (or different seat).
- If behaviors are considered unsafe (such as harassing, fighting, refusal to wear seat belt, continual seat switching, threatening, verbally abusing students or the driver, or refusal to comply) the driver will stop and pull the bus over. The driver will call the Main Office and/or Transportation Supervisor alerting them to the concern and delay in schedule. In the event that unsafe behavior cannot be verbally de-escalated, administration will respond to the location of the bus. Parents will be called to pick up the child. If parents are unavailable or unreachable, law enforcement may need to be called.
- Upon arrival at school, the bus driver shall bring such misconduct to the Building Principal's attention and a referral will be written. Bus tapes will be reviewed in response to a referral report.
- Disciplinary measures for misconduct on school buses will follow the discipline matrix. The Building Principal will attempt to assure that the offending student understands the nature and potential consequences of their actions.

The Building Principal will take disciplinary action deemed appropriate, up to and including suspension of riding privileges. The Building Principal is authorized to suspend students from bus riding privileges for extended periods of time when the nature of the offense or the recalcitrance of the student warrants such action. A student subject to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Building Principal to discuss the conduct and the penalty involved. Where a student's riding privileges have been suspended, the student's parent will be responsible for seeing that the student gets to and from school safely.

In the event the suspension from transportation amounts to a suspension from attendance, the student will be entitled to a hearing pursuant to Education Law §3214 before the suspension exceeds five (5) school days.

In administering disciplinary measures, Building Principals will consider the nature of the infraction, the age of the student, and the student's history of behavior in school and on school buses.

Any unprovoked attack upon the driver or other passengers or other action that the student knew, or should reasonably have been expected to know, would place the safety of the vehicle and its passengers in jeopardy, may result in the indefinite suspension of bus riding privileges.

B. For Special Education Students

1. **Violations that Warrant a Short-Term Suspension:** The procedures set forth in Section VIII.A.4(a) of this Code shall apply in those instances where it is determined that the misconduct of students who are classified as disabled by the Committee on Special Education ("CSE") does not warrant a suspension in excess of five (5) consecutive school days.

- 2. Violations that Warrant a Suspension of Five (5) to Ten (10) Days:** Where it is determined that the acts of misconduct of students classified as disabled by the CSE warrant a suspension of five to ten consecutive school days, the student shall be entitled to a Superintendent's Hearing and the other protections of Education Law §3214.
- 3. Violations that Warrant a Suspension of Ten (10) or More Days:** The following procedures shall apply to students classified as disabled by the CSE where it is determined that their misconduct warrants a suspension of ten (10) or more consecutive days:
- a. The District shall provide the parent with written notice of the Superintendent's Hearing and the student's rights at such hearing. At the same time, the District shall provide the parent with notice of a CSE meeting to be held, if necessary, to determine whether the student's is a manifestation of their disability. This notice shall be served at least five (5) days before the CSE meeting. A written notice of procedural safeguards shall be sent to the parent with the notice of the CSE meeting.
 - b. Unless waived, a Superintendent's Hearing shall be conducted pursuant to Section 3214 of the Education Law.
 - c. The Superintendent's Hearing shall be bifurcated into a guilt phase and a penalty phase. Where the Superintendent's Hearing concludes with a finding that the student has committed a violation of this Code, the Superintendent shall make a threshold finding of whether the penalty will exceed ten (10) consecutive days or will constitute a disciplinary change in placement. If so, the Hearing shall be adjourned, and the matter shall be forwarded to the CSE to make the required manifestation determination.
 - d. The CSE shall determine (i) whether the behavior is a manifestation of the student's handicapping condition; and (ii) whether changes are necessary in the student's classification, placement and/or program in order to better meet their needs. If the CSE identifies deficiencies in the student's IEP or placement at this meeting, it must take immediate steps to remedy those deficiencies.
 - e. Where the CSE determines that the behavior is a manifestation of the student's disability, appropriate adjustments in the student's program and/or placement will be made by the CSE.
 - f. Where the CSE determines that the behavior is not a manifestation of the student's disability, the matter will be returned to the Superintendent for the penalty phase of the hearing. At that time, the Superintendent shall consider the student's special education records and may consider the student's anecdotal record. (The student's special education records shall be transmitted to the Superintendent or the Hearing Officer whether or not the CSE determines that the misconduct is a manifestation of the student's disability). The Superintendent may then impose disciplinary sanctions in accordance with this Code.
 - g. If the student is suspended for ten (10) consecutive days or more (or is subjected to separate and/or removals that constitute a change in placement as provided in 8 NYCRR §200-1.3 (a)), the CSE must also conduct a functional behavioral assessment and develop a Behavioral Intervention Plan for the student. The CSE shall meet to develop an assessment plan no later than ten (10) school days after the suspension (or change in placement) commences. If the student already has a Behavioral Intervention Plan, however, the CSE must review the Plan and its implementation and modify it as necessary to address the current behavior. The CSE shall prepare the Behavioral Intervention Plan as soon as practicable.

4. Suspensions or Removals that Amount to More than Ten (10) Days: The procedures set forth in Section VIII.B.3 (a) through (g) shall also apply to the discipline of those students classified as CSE as disabled where the student is subjected to a series of removals or suspensions that constitute a pattern because they cumulate to more than ten (10) school days in a school year; and because of other factors such as:

- a. the length of each removal or suspension;
- b. the total amount of time the student is removed or suspended; and
- c. the proximity of the removals or suspensions to one another.

5. Continuation of Instructional Program: The District need not provide educational services to students with disabilities who are suspended or removed from the classroom for ten (10) days or less, so long as such services are not provided to students without disabilities who have been similarly disciplined. Therefore, during suspensions or removals of ten (10) days or less, the District need only provide the student with alternate instruction, not the services listed in the student's IEP.

Where the suspension or removal is for ten (10) or more consecutive days (or is subjected to separate suspensions and/or removals that constitute a change in placement as provided in 8 NYCRR §200-1.10 (c)), the District must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set forth in the student's IEP. The Building Principal, Superintendent, or other school officials imposing the suspension or removal shall determine, in consultation with the student's special education teacher, the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving goals set out in the student's IEP.

6. Weapons or Drug Violations: The following procedures shall apply to the discipline of those students classified as disabled by the CSE in instances where the student has engaged in behavior involving weapons, illegal drugs, or illegal substances:

- a. The District shall provide the parent with written notice of the Superintendent's Hearing, and the student's rights at such hearing. At the same time, the District shall provide the parent with written notice of a CSE meeting to be held, if necessary, to determine whether the student's misconduct is a manifestation of their disability. The notice should be served at least five days before the CSE meeting. A written notice of procedural safeguards shall be sent to the parent with the notice of the CSE meeting. If the CSE identifies deficiencies in the student's IEP or placement at this meeting, it must take immediate steps to remedy those deficiencies.
- b. Unless waived, a Superintendent's Hearing shall be conducted pursuant to Section 3214 of the Education Law.
- c. Where the hearing concludes with a finding that the student has committed a violation of this Code, the Superintendent may order a change in placement to an interim alternative education setting ("IAES") for up to 45 days and refer the matter to the CSE to identify an appropriate IAES.
- d. The CSE shall then meet to determine an appropriate IAES for the student. At that time, the CSE shall also conduct a manifestation determination.
- e. The CSE must also conduct a functional behavioral assessment and develop a Behavioral Intervention Plan for the student. The CSE shall meet to develop an assessment plan no later than ten (10) school days after a student's change in placement to an IEAS for a weapon or illegal drug violation. If the student already has a

Behavioral Intervention Plan, however, CSE must review the Plan and its implementation and modify it as necessary to address the current behavior. The CSE shall prepare the Behavioral Intervention Plan as soon as practicable.

- f. Even where the CSE determines that the student's behavior is a manifestation of the student's disability, the Superintendent may order a change in the student's placement to an IAES for up to 45 days.

7. IAES for Dangerous Students - The following procedures shall apply to the discipline of those students classified as disabled by the CSE in instances where the student's conduct is substantially likely to result in injury to the student or to others:

- a. The District may request an expedited due process hearing to obtain an order of an Impartial Hearing Officer that places a student with a disability in an IAES for up to 45 days where school personnel maintain that if it is dangerous for the student to be in their current placement.
- b. The District shall propose an appropriate IAES for the student after consultation with the special education teacher. If the District requests such a hearing, it shall provide the parent with written notice of its intent to do so, an explanation of the proposed IAES, and the procedural safeguards notice.
- c. The District shall appoint an Impartial Hearing Officer and schedule the hearing. This shall be done as early as possible in the process, since the expedited hearing must be concluded within 15 days from the request of the hearing.
- d. At the hearing, the District must prove that (i) maintaining the student in the current placement is likely to result in injury to the student or others; (ii) it has made reasonable efforts to minimize the risk of harm in the current placement; and (iii) the IAES will enable the student to continue to progress in the general curriculum and to continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals in that IEP, and include those services that are designed to prevent the behavior from recurring.
- e. If the Hearing Officer finds that the District has established the above-mentioned three items by substantial evidence, they will order an IAES of up to 45 days.
- f. If the Hearing Officer finds that the District has failed to provide substantial evidence of the three items to be established at the hearing, the student must be returned to their current placement.
- g. Within ten (10) days of the Hearing Officer's decision, the CSE must conduct a manifestation determination. The District shall provide the parent with appropriate written notice of a CSE meeting to be held to conduct a manifestation review at least five days before the CSE meeting. A written notice of procedural safeguards shall be sent to the parent with the notice of CSE meeting. If the CSE identifies deficiencies in the student's IEP or placement at this meeting, it must take immediate steps to remedy those deficiencies.

C. Waivers of Superintendent's Hearing

A student and parent may voluntarily and knowingly waive their right to a Superintendent's Hearing under Education Law §3214. In this regard, the District's administration is directed to promulgate a regulation

to establish the procedures for a waiver and to develop a waiver form that meets the requirements set forth in the Commissioner's decision in Appeal of McMahon, 38 Ed. Dept. Rep. 22 (1998).

D. For District Employees

Tenured faculty members shall be subjected to disciplinary action as the facts may warrant in accordance with Education Law §3020-a, and any other legal rights that they may be entitled to.

Civil Service employees who are entitled to the protections of Civil Service Law §75 shall be subject to charges as the facts may warrant. Said charges will be filed and prosecuted pursuant to said statute, and in accordance with any other legal rights they may be entitled to.

Other staff members shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they may be entitled to.

Any District employee, whose conduct on District property or at a District function disrupts academic or other school activities or threatens the welfare of the person or property of others, shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with any legal rights that they may be entitled to.

E. For Visitors

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The Board hereby delegates authority to enforce these rules and regulations to the Superintendent. The Superintendent may designate such person or persons as they deem necessary, for the enforcement of these rules and regulations.
2. The Superintendent may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The Superintendent may request all lawful assistance to secure, remove, eject, or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

F. Misconduct Committed Off District Property

Students, staff, and visitors may be disciplined for misconduct that is not committed on District property or at a District function if such misconduct (1) threatens the health, safety or welfare of a student, teacher, or other member of District staff, or (2) is likely to interfere with a positive educational environment, or (3) constitutes sexual or another form of harassment that is likely to carry over to the educational environment.

G. Misconduct Not Specifically Defined

The definitions of misconduct, set forth in Section VI. A of this Code, are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the District, shall be punishable by penalty to be imposed at the discretion of the appropriate District personnel.

IX. STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District's Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent, Building Principal, and the School Nurse to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A and B, if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District's Code of Conduct. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants, unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that they possess physical evidence that they violated the law or the District's Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices, and students will be present when their possessions are being searched.

A. Student Lockers, Desks, and Other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places, and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Student vehicles, when parked in school designated areas and when under the control of the student in question, are subject to the reasonable suspicion standard for searches by an authorized school official.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of their clothing, other than an outer coat or jacket. If a strip search is necessary school officials must call the police. School officials should be prohibited from conducting strip searches.

C. Documentation of Personal Property Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age, and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).

4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner, and results of parental notification.

The Building Principal or their designee shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student. The Building Principal or their designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Building Principal or their designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have: (1) a search or an arrest warrant; or (2) probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search any student, the Building Principal or their designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The Building Principal or their designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

X. REFERRAL TO AUTHORITIES

A. To Law Enforcement

The Building Principal must immediately notify the Superintendent of Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Superintendent learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The District will immediately confiscate any weapons, alcohol, or illegal substances possessed by a student and will notify the parent of the student involved in the incident. Appropriate disciplinary action will be taken, up to and including permanent suspension and referral for criminal prosecution.

B. To Juvenile Justice Agencies

The Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law, to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under §1.20 of the Criminal Procedure law include those who possess a concealed firearm, machine-gun, or loaded firearm on school grounds. The Superintendent may consult the District counsel if they have any questions as to whether the student in question does qualify for juvenile offender status.

C. To Human Services Agencies

The Superintendent shall make a referral of a student discipline case to an appropriate human service agency whenever, in their judgment, the same is warranted. The Superintendent may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of this referral.

D. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to the Building Principal or their designee. The Building Principal or their designee shall set the time and place of the interview. The Building Principal or their designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of their clothing in order for the Child Protective Services worker to verify the allegations, the School Nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove their clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if they were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XI. APPEALS FROM IMPOSITION OF DISCIPLINE

A. Appeals to the Board of Education

Appeals from all decisions of the Superintendent relative to the Code shall be taken to the Board of Education. All appeals shall be made in writing and shall set forth the decision appealed from and the grounds for the appeal. The written appeal shall be filed with the District Clerk no later than ten (10) business days from the date of the decision, which is the subject of said appeal, unless the party appealing can show that extraordinary circumstances prevented the timely filing of the appeal. The Board may adopt in whole or in part

the decision of the Superintendent and will make its decision in writing. The Board's decision shall be based solely upon the record before it.

B. Appeals to the Commissioner

Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

XII. ALTERNATIVE EDUCATION PROGRAM

The following educational program shall be utilized as appropriate to meet the individual needs of students:

A. For Suspended Students

When a student of any age is removed from class by a teacher pursuant to §X of this Code and when a student of compulsory school age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide the student with adequate alternative instruction.

XIII. IN-SERVICE EDUCATIONAL PROGRAM

A. Suggested Program

The Board will provide in-service education programs for all District staff members to ensure the effective implementation of this Code. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

XIV. PUBLICATION AND REVIEW

A. Publication

This Code shall be filed in each school building and shall be available for review by any individual.

B. Review

This Code shall be reviewed by the Board on an annual basis and shall be amended when appropriate. In conducting this review, the Board will consider how effective the Code's provisions have been and whether the Code has been applied fairly and consistently. The Board may appoint an advisory committee to assist in reviewing the Code. The Committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel, and other school personnel.

Before making any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students, and any other interested party may participate. Any amendments to the Code will be filed with the Commissioner of Education no later than 30 days after adoption.

XV. INTERPRETATION

A. Calculating Time Limits

When any period of time for an act to be done under this Code ends on a Saturday, Sunday, or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

B. "Time-Out" Techniques

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as “time out” in an elementary classroom or in an administrator’s office or sending students briefly into the hallway are not considered removals from class. The removal process should not become a substitute for good classroom management.

C. Authority to Suspend

Nothing in this Code abridges the customary right or responsibility of the Building Principal to suspend a student when, in the judgment of the Building Principal, the student’s conduct warrants the same.

D. Inconsistent Provision

To the extent that any provision of this Code conflicts with any District rule, regulation, or policy, the provision of this Code shall be controlling.

E. Not Exclusive

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the District’s right to utilize other available legal remedies against persons who violate this Code. The District may take additional or legal action, as it deems appropriate or necessary to maintain public order.

Approved by the Board of Education: June 25, 2026.