



# NORTHERN ADIRONDACK MIDDLE SCHOOL- HIGH SCHOOL

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## **This 2010 – 2011 Student handbook belongs to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Zip : \_\_\_\_\_  
Phone: \_\_\_\_\_

### **MISSION STATEMENT**

The mission of the Northern Adirondack Central School District, in partnership with family and community, is to educate students to become lifelong learners and responsible citizens.

### **VISION STATEMENT**

The vision of the Northern Adirondack Central School District is to provide a safe environment and a quality educational experience for students that emphasize achievement, positive self-esteem, and high moral character. School, family, and community will foster the essential foundation to prepare students educationally and socially in our diverse society.

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Middle School and High School Daily Time Schedule 2009-2010	

Grade level and course enrollment determine schedule

**Schedule A**

Homeroom	8:05 -8:12
1	8:15-8:56
2	8:59-9:40
3	9:43-10:24
4	10:27-11:08
5/Lunch	11:11-11:41
6 & 7	11:44-12:25
8 & 9	12:28-1:09
10	1:12-1:54
11	1:57-2:38

**Schedule B**

Homeroom	8:05 -8:12
1	8:15-8:56
2	8:59-9:40
3	9:43-10:24
4	10:27-11:08
5 & 6	11:11-11:52
7/Lunch	11:55-12:25
8 & 9	12:28-1:09
10	1:12-1:54
11	1:57-2:38

**Schedule C**

Homeroom	8:05 -8:12
1	8:15-8:56
2	8:59-9:40
3	9:43-10:24
4	10:27-11:08
5 & 6	11:11-11:52
7 & 8	11:55-12:36
9/Lunch	12:39-1:09
10	1:12-1:54
11	1:57-2:38

**WELCOME TO NACS**

Dear Student:

We hope this year will hold many pleasant and valuable learning experiences for you. Your teachers will be working together with the administration and school counselors as a team on academics, activities and discipline. You are important to us! We are working to make your years at NACS successful and rewarding. You will notice that this handbook outlines many of our school rules as well as your responsibilities as a student. If you or your parents are interested in the additional NACS School Board policies by which we operate, copies are available in the office for your review.

Best wishes for a successful year.

## **STUDENTS' RIGHTS**

1. The right to be treated with respect and courtesy
2. The right to be safe from bodily injury throughout the building and on school grounds
3. The right to use schoolbooks, materials and equipment, which are in reasonable good condition. (Books and materials should be returned in same condition as received.)
4. The right to keep personal property and school supplies in assigned lockers.
5. The right to study and learn in an environment which is neat, clean, and reasonably quiet.
6. The right to obtain the best possible education.

## **VISITORS**

The building principal is responsible for all persons in the building and on the grounds. The following applies to visitors to the school:

- Anyone who is not a regular staff member or student of the school will be termed a “visitor.”
- Visitors to school buildings or school campuses will report to the school office immediately upon their arrival.
- Teachers, students and other staff are not expected to take instructional time to discuss individual matters with visitors.
- The building principal or office staff will welcome visitors and provide any necessary assistance. The principal will establish sign-in procedures for visitors. Visitors will be required to register and to wear name tags.
- Invited Guests – Teachers planning to invite guests to the classroom will make necessary arrangements and inform the principal and office staff.
- Parents and Legal Guardians – Parents and guardians are encouraged to visit for class exhibits, athletic events, celebrations, and to participate in volunteer opportunities.
- Student Guests – Student visitations are not allowed except under certain situations for which the principal must grant approval, such as a specific school program or activity.
- Visits to classrooms may be allowed at the discretion of the principal and must be arranged in advance. Factors to be considered include but are not limited to the following: instructional viability or connection, disruption of classroom activity; time of the school year; nature of the class, and class size. Under no circumstances are classroom visits to be used for the purpose of teacher or program evaluation.
- The building principal has the authority to prohibit the entry of any person to school, to expel any person who possesses a firearm, and to exclude anyone where there is reason to believe the presence of said person would be detrimental to the good order and operation of the school. The principal is authorized to request whatever assistance is required from local law enforcement if such an individual refuses to leave the school grounds or causes a disturbance.

## **EMERGENCY SCHOOL CLOSING**

In case of severe weather conditions, or any other type of emergency, the administration may find it necessary to close school for the day or have a delay. On such days it will be announced on the following television and radio stations: 92.9 WOKO and WPTZ. An automated EMA notification system has been put in place for such notifications.

Every effort will be made to contact the public at the earliest possible hour. **PLEASE DO NOT CALL THE SCHOOL, THE BUS GARAGE OR THE LOCAL DISTRICT OFFICE** for emergency closing information. As you can well understand, it is on days like this that the telephone lines are extremely busy.

## **ATTENDANCE POLICY**

In recognition of the importance of class attendance for academic success, the Northern Adirondack Central School District hereby establishes an attendance policy.

The philosophy underlying such a policy emphasizes the very nature of the classroom educational experience, an experience that cannot be made up once it is missed and one that a homework assignment cannot duplicate.

The planned daily questions and concerns of the teachers and the students alike can only take place when students are present and prepared for these experiences.

With the above philosophy in mind, the following attendance policy is established, and will be enforced.

high School course credit (in the middle School course credit will directly affect promotion) may be withheld under the following conditions:

- **A 10 WEEK COURSE – AFTER FIVE (5) ABSENCES**
- **A SEMESTER COURSE- AFTER TEN (10) ABSENCES**
- **A THREE FOURTHS (3/4) YEAR COURSE – AFTER FIFTEEN (15) ABSENCES**
- **A FULL-YEAR COURSE- AFTER TWENTY (20) ABSENCES**
- **A FULL-YEAR CV TEC Course - AFTER FIFTEEN (15) ABSENCES**

NOTE: Initial attendance is taken during homeroom. Additionally, attendance is taken every period by the individual teacher.

### **STATEMENT OF OBJECTIVES:**

It shall be the policy of Northern Adirondack Central School to have a comprehensive high school attendance policy, which seeks to:

- A. Ensure the maintenance of an adequate and accurate record of attendance for all children enrolled as students at Northern Adirondack Central High School and in accordance with New York State Education Law.
- B. Establish a practical mechanism to account for the whereabouts of all the children throughout the school day.
- C. Maximize student achievement and school completion for all students.
- D. Increase student achievement by decreasing student absence and by encouraging a higher attendance rate.
- E. Comply with all aspects of the NYS Education Department with regard to pupil attendance, transfer, or withdrawal, etc. and the maintenance and compilation of all relevant and necessary data.

### **DESCRIPTION OF STRATEGIES TO MEET OBJECTIVES:**

- A. Create and maintain a positive school climate and culture which creates an environment conducive to learning and makes school and desirable place for the faculty, staff and students.

- B. Encourage student attendance by communicating the attendance policy clearly to students, parents and faculty.
- C. Communicate attendance concerns directly to parents and discuss those concerns with the student. Afford the student and parents the opportunity to meet in an attendance hearing to verify information and discuss consequences.
- D. Recognition of perfect attendance.
- E. Maintain accurate school attendance for the purpose of: identifying trends, conducting interventions and establishing an average daily attendance rate.

### **ABSENCES DEFINED**

Northern Adirondack High School, in compliance with New York State Education Department Law, identifies two types of absences: excused and unexcused.

**A. EXCUSED ABSENCES-** An absence, tardy or early dismissal which is due to any of the following reasons:

- Student Illness or Illness of immediate family member or death of immediate family
- Religious observance
- Quarantine- verifiable by physician or County Health Dept.
- Required Court appearance
- Attendance at Health Clinics
- Approved college visits (letter from admission's office is required)
- Approved Cooperative Work Programs
- Military obligations
- Road Test (not a driver permit test)

In school suspension (ISS) and out of school (OSS) will not be counted toward the maximum number of allowed days missed.

**The above Excused absences still require verification and legitimate written excuses. Without verification, Excused absences will be counted toward the denial of credit.**

\*\*If a prolonged absence due to a short term physical, mental, or emotional illness is anticipated, the student's parents or guardian should contact the building administrator regarding homebound instruction. According to the State Education Department, an absence of at least two weeks is considered a prolonged absence. The students Physician must verify any such absence due to illness. Homebound instruction counts as school attendance.

**UNEXCUSED ABSENCE-** Is an absence, tardy or early dismissal, which is not recognized as an excused absence. These absences include, but are not limited to:

- Family vacations/Planned events
- Hunting trips
- Babysitting
- Oversleeping
- Field Trips not authorized by the principal
- Meetings held during the school day without principal's authorization
- Farm work
- Employment during the school day.

### **DESCRIPTION OF ATTENDANCE INCENTIVES:**

In general, the following attendance incentives will be used to encourage greater student attendance:

- Participation in student recognition activities

- Certificates issuance (Perfect Attendance)
- Eligibility for CV-TEC
- Maintenance of driving privileges

NOTES:

- To receive credit for attendance in a specific class, a student must be present for a minimum of **30** minutes.
- This policy also applies to students who are enrolled in Champlain Valley (CV-TEC) Vocational Education programs. Students exceeding the number of absences will either audit the CV-TEC program or return to the home school with appropriate work as determined by the student’s counselor.
- A written excuse or e-mail (including reason) **MUST** be submitted to the attendance office within **3** days of returning to school, the student **MUST** have a written explanation giving the following information:
  - Student’s name
  - Date of absence
  - Grade
  - Reason for absence
  - Signature of parent/Guardian
- Letters/notes for absence due to court appearance, college visits and doctor visits to illnesses are required.
- **\*\*** Three consecutive days of absence due to student illness will require a written note from a doctor/health clinic.
- In the event of an attendance hearing, the student’s attendance file will be presented as documentation of the nature of the student’s absences
- When a student needs to be dismissed prior to the end of the school day, a note (signed by the student’s parent/guardian) stating the reason and the time of dismissal should be submitted to the office during homeroom period. In the rare case an emergency requires that a student leave unexpectedly, the parent or guardian should call the main office or nurse’s office and request for their child to be dismissed. In the absence of a note to leave or permission granted over the phone, the parent must physically come into the office and sign out his/her child. In every case the register needs to be signed and a written excuse is required upon return of the student.
- Chronic absences, tardiness, or truancy will be investigated and, if not corrected will be reported to the proper authorities.

IEP Diploma-bound students are required to adhere to the attendance policy to meet the requirements for the IEP Diploma unless specified otherwise on the students **IEP**.

**Students of parents with attendance concerns shall be notified in the following manner:**

- **Parents will receive notification when their son or daughter has been absent:**
  - **5 days = first notification** **Full year course**
  - **10 days = second notification** **Full year course**
  - **15 days = third notification** **Full year course**
  - **18 days = (ATTENDANCE HEARING WITH PARENTS)** **Full year course**
- **Half year Course**
  - **5 days = first notification**
  - **8 days = (ATTENDANCE HEARING WITH PARENTS)**

**After missing more than 20 UNEXCUSED absences for a full year course or more than 10 UNEXCUSED absences for a semester course the student will receive a NO CREDIT (in the Middle School, it will be a failure) for that class. The student will be required to audit the class.**

Adopted: September 21, 2009

### **ARRIVAL/DISMISSAL**

Once students arrive on school grounds, by car or bus, they must enter the building immediately. If a student is late for school, she/he must provide a written excuse and sign in at the nurse's office. Students who are tardy to school without a written, excusable absence will be subject to disciplinary consequences. The student will be given a tardy slip to enter class. Students are not allowed to leave the school building or school grounds anytime during the school day without proper approval. Students are also required to sign out at the middle/high school office. **Parents must come into the school building to sign out their child.** If a student plans to leave school during the day without a parent pick up, they must present an authorization note to the middle/high school office upon arrival in the morning. Students are always required to sign in/out at the middle/high school office. Students must sign in/out in the correct area on the sign out sheet and the time should be according to the clock in the middle/high school office. **Students may not sign another student in or out. Students may not transport other students in their vehicles during the school day.** Students must board busses promptly upon dismissal. He/she is to remain in the building or on the school grounds unless staying for a supervised activity in which they are assigned to participate in; this includes the student parking lot.

### **REPORTING TO SCHOOL IN THE MORNING**

Students must wait in the lobby/cafeteria until the **7:55am** bell. Students must report to homeroom on time. Once students arrive on school grounds, by car or bus, they must enter the building immediately. Attendance will be taken at the start of homeroom. Students may not hang out or loiter in such areas as the parking lot, outside the building, lobby, or in the restrooms. Students who do not report to homeroom will be reported as absent. An excuse on file will be necessary. Students who go to breakfast will report immediately to the cafeteria upon arrival.

When students are not absent they are expected to be in class, study hall or the cafeteria as a routine matter. Exceptions to this important rule must be cleared with the Principal. Skipping class is considered a serious offense.

When returning to school after an absence, check with your teachers to see what you must make up in the way of assignments or tests. Certain assignments and tests have been designated of such importance to the course that failure to make them up will result in a grade of "I" (Incomplete). Should you fail to make up the work by the end of the term, the I grade will automatically become F (failure).

### **CONDUCT BEFORE & AFTER SCHOOL**

After school, students who remain in the building must be in the company of a teacher or coach. If they are waiting for an assigned activity to begin, which they are a participant of, they should wait in the cafeteria. Students waiting for a ride should also be in the cafeteria. Students who do not have driving and/or riding privileges are not allowed in the student parking lot.

#### **Store**

Students are not allowed to go to LaBarre's Store without administrative approval. This includes before school, (after the busses arrive), during school and after school. This also includes athletic teams waiting for late practices or games and afternoon CV-TECH students waiting for the 4:30 bus. Students participating in after school events may leave a food order in the main office by 11:00 a.m.

## **AFTER SCHOOL**

**STUDENTS WILL NOT REMAIN AFTER SCHOOL UNLESS DIRECTLY SUPERVISED BY A TEACHER OR COACH.**

Students are not to leave school property and return to ride the 4:30 bus home.

## **WALKING**

**WALKING OFF CAMPUS IS STRICTLY PROHIBITED.** If students are excused during the school day, appropriate transportation must be provided.

## **ACADEMICS**

Students are expected to come to school properly prepared to participate in the various learning activities which NACS offers.

### **GRADING**

Students at NACS are regularly evaluated by their teachers. There are several formal ways that parents will be notified of their child's progress. Evaluations for the purpose of grading can be assessed by, but not limited to, the following: tests, quizzes, homework, classroom participation and/or projects. The evaluative measure will be at the discretion of the classroom teacher. Each teacher has a policy for work which is late. Students will be notified of these procedures.

**REPORT CARDS** are issued approximately every ten weeks. All quarterly and final grades are numerical. A grade of 65 or greater will indicate passing and "I" (incomplete) grade will become a failing grade if the work is not made up within the next two weeks or at the teacher's discretion. Extenuating circumstances, such as illness, are to be considered.

**PROGRESS REPORTS** are mailed to parents five weeks before report cards are issued. Parent conferences may be requested.

**TESTS/QUIZZES** – Quizzes may be given any day without notice. It is the student's responsibility to be prepared for all classes.

**HOMEWORK** - It is the responsibility of the student to obtain homework assignments from classroom teachers. If a student is absent, it is his/her responsibility to obtain homework assignments from his/her classroom teachers. In the event of a long –term absence, please contact the student's counselor or administrator

**EXTRA HELP** - If students do not understand their assignments or school work, are having difficulty, or are generally not doing well, their teacher(s) may ask them to spend time after school. A 4:30 bus is provided.

## **GRADUATION**

All Graduation requirements must be met before a student is allowed to participate in the graduation ceremony. Specifically a student must earn both class credit and Regents credit (pass the Regents exam) in Integrated Algebra, English 11, Global History and Geography, American History, and a lab science (Earth Science or Biology). A student must attend graduation rehearsal to participate in the graduation ceremony.

## **GRADUATION REQUIREMENTS**

Every student must take at least 5 ½ H.S. credits each year. The following credits totals must be earned before moving on to the next homeroom:

5 ½ H.S. credits to be in 10<sup>th</sup> grade homeroom

11 H.S. credits to be in 11<sup>th</sup> grade homeroom

16 ½ H.S. credits to be in 12<sup>th</sup> grade homeroom

All students must have a total of 22 credits, including 2 credits of physical education (1/2 credit for each year) and ½ credit for high school health/parenting.

### **MIDDLE SCHOOL PROMOTION POLICY**

Any student who fails two or more academic subjects (English, Social Studies, Science, mathematics, foreign language) for the year will have his/her records reviewed by a promotion committee made up of grade level teachers, administrators and guidance counselors. Records to be considered may include but not limited to: grades, attendance, scores on state assessments, and standardized test scores. The committee recommends to the Superintendent either promotion or retention. The committee may also recommend successful attendance at summer school as a stipulation of promotion.

### **GUIDANCE SERVICES**

The purpose of the guidance services is to help each student in his/her educational, vocational, social, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary.

### **COUNSELING SERVICES**

Counseling Services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he or she would like to discuss with the counselor. Students wishing to visit their school counselor should secure a pre-signed pass from their counselor.

**WORKING PAPERS** can be obtained from the main office secretary during the school year when a student reaches the age of fourteen (14) and renewed when a student reaches the age of sixteen (16).

### **SUMMER SCHOOL REQUIREMENTS**

Students who have failed a class will be considered eligible for summer school only if they have a minimum average of 55 in that class. In addition, if a major project is not completed the student will receive an incomplete which must be made up before summer school attendance is approved. The final grade in the course will be averaged with the summer school grade to determine a final average grade, which must be at least 65 in order to pass the class.

This standard will help us to ensure that our students are properly prepared for state exams in the future.

### **DROP/ADD POLICY**

No required courses will be dropped. Request must be made within two weeks of the beginning of a course or by teacher's referral. Any dropped course requires the consent of the student's parent/guardian.

### **PARENT CONFERENCES**

If parents wish to speak with a teacher, or leave a message, they may do so by calling the main office at (518) 594-3962. If a parent would like to meet with several teachers and/or a counselor, please call to arrange a time with the School Counseling Office at (518) 594-3962.

### **HONOR ROLL**

To qualify for honor roll status, a student must obtain an average between 85 and 89. To qualify for high honor roll status, a student must obtain an average between 90 and 100. Any "I" (Incomplete) automatically disqualifies a student from the honor/high honor roll.

## **RECOGNITION OF ACADEMIC ACHIEVEMENT**

### **GOAL: To Promote Academic Awareness and Excellence**

Awarding Academic Certificates/or plaques for students in grades 6 through 12.

## **NATIONAL HONOR SOCIETY/JUNIOR HONOR SOCIETY**

NHS is more than just an honor society. The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership and character. These criteria for selection form the foundation upon which the organization and its activities are built. To be eligible for NHS, students cannot have any incompletes.

**SCHOLARSHIP:** Students who have a cumulative grade point average of 88% in High School and 90% in Middle High School meet the scholarship requirement for membership per the NACS NHS by- laws. These students are then eligible for consideration on the basis of service, leadership and character.

**SERVICE:** The quality is defined through the voluntary contributions made by student to the school or community, done without compensation and with a positive, courteous and enthusiastic spirit.

**LEADERSHIP:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**CHARACTER:** The student of good character, in and out of school, upholds principals of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy and respect for others, and maintains a good and clean lifestyle.

For more information regarding the nation Honor Society or the selection process, go to the national website [www.nhs.us](http://www.nhs.us) or contact one of the National Honor Society Advisors.

## **ACADEMIC ELIGIBILITY POLICY**

For the purpose of this Academic Eligibility Policy, extra-curricular activities are any non-credit bearing activities offered by the school, which include but are not limited to athletic activities, key club, student council, class officer, ski club, prom committee, drama club, FFA, and productions.

### **EXTRACURRICULAR ELIGIBILITY RULES**

The following rules will apply to students who choose to participate in sports, school clubs, and other after school activities:

1. Students who fail two or more courses during any 10-week marking period may not participate in any extracurricular activity for the succeeding 5-week period. Eligibility is re-instated when the 5-week report indicates that there is no longer a failure in two or more courses.
2. Students who fail two courses at the conclusion of the school year are ineligible for participation in extracurricular activities for the first marking period of the following school year. In the event that the student attends summer school and successfully completes failed courses to the extent that the remaining failed courses are less than two, the above rule will not apply.

\*\*Student athletes must refer to the Athletes' Code of Conduct

## **AGENDAS**

Students are to utilize their agendas for recording homework assignments and hall passes. Agendas must be present as hall passes.

## **HEALTH SERVICES**

The nurse's office has a full-time nurse during the school year. The nurse keeps all health records and will help whenever a student is injured or ill. Screening for vision, hearing, and scoliosis will be conducted. It is the responsibility of the parent/guardian to inform the Health Office of any health concerns, i.e. allergies, asthma, etc.

**MEDICATIONS** – All medications, including non-prescription drugs, must be administered from the Health Office. The following information **MUST** be on file:

- A written consent from parent/guardian authorizing the administration of the medication.
- A written consent from the student's private physician authorizing the administration of the medication.

## **THE NURSE AND HEALTH SERVICES**

Employees also should report accidents so appropriate forms can be filed. All accidents or injuries, no matter how small or seemingly unimportant, should be reported by the student involved to both his/her teacher and the nurse immediately so that a written record of the event can be established.

If a student becomes ill in school, s/he should report to the nurse who will decide what should be done. Sick students should not remain in the rest rooms nor should they leave the school building.

School insurance is for students who have accidents that happen during a school day or a school related activity. Forms are available in the nurse's office.

## **MEDICATION POLICY**

The following is our school policy concerning medications and their transportation to school:

New York State **REQUIRES** all necessary medications (even over the counter medications) to be administered. The following requirements **MUST** be followed:

- Each prescription **OR** over the counter medication, must have a doctor's note with his/her signature, your child's name and a note cosigned by a parent or legal guardian.
- All medications must be provided from home, in the original **UNOPENED** container or prescription bottle.
- All containers must clearly state your child's name, the name of the medication, and how and when the medication is to be administered.
- All medications must be delivered to and from school by a parent/guardian. **NO** medications are to be transported on the buses.
- Every attempt will be made to notify parents in the event the nurse will not be available to administer medication.
- For the safety and security of all our children, there will be **NO** exceptions to this policy. Medications delivered in any other manner will **NOT** be administered.

-a written order from the physician that lists the student's name, name of the medication, dosage, time to be given, and duration that the medication is to be taken; and

-an adult must deliver the medication to the Health Office in the original container. Please do not send medication in an unmarked bottle, envelope, or plastic bag.

**Students should not have possession of medication of any kind on their person, in their backpack, or in their locker without parent/guardian consent and physician's orders. Medications need to be stored and dispensed in the Health Office.** Failure to comply may result in disciplinary action.

**PHYSICALS** – A physical exam is required on every student entering grades Kindergarten, 2, 4, 7, and 10, new entrants, and every year if participating in sports. Ideally, the child's primary health care provider should perform the health appraisal. Physicals may also be performed by the school physician at scheduled times.

**IMMUNIZATIONS** – All children entering school must be immunized against Polio, T-DAP, Mumps, Rubella, Hepatitis B, and Varicella; all students born on or after January 1, 1998, or born on or after January 1, 1994, and enrolling in sixth grade, must have proof of immunization against Varicella (chicken pox) or serologic evidence of immunity. If a child has had chicken pox it must be diagnosed and verified by a physician. **A CHILD WITHOUT A CURRENT IMMUNIZATION RECORD WILL NOT BE ALLOWED TO REMAIN IN SCHOOL.**

**ILLNESS**- Students who are ill or injured should go to the Health office after obtaining a pass from their teacher. All health related telephone calls need to be made from the Health office after assessment by the nurse. The nurse has criteria that determine if a student should be sent home. **Parents/guardians, who pick up their children due to illness, must come in and sign the student out.**

**ACCIDENTS** – Any and all accidents that occur during school hours or during school sponsored activities must be reported to the nurse or servicing adult immediately. An accident report must be filed with the school for insurance purposes.

**MEDICAL EXCUSES:**

- Medical excuses and/or limitations will require a note from a physician and must be on file in the Health Office in a timely manner.
- Students with a medical excuse will be responsible for an alternative activity.
- Medical excuses/limitations extending from one school year to another will require a physician note at the beginning of each school year.
- Students returning to physical education after an extended medical excuse will require a physician's note of release.

**\*Note:** Physical education grades will not be changed if the physician note is received after the date of excuse, limitation or release, unless extenuating circumstances are presented to the Director of Physical Education. Physician's certificates and school nurse forms are used to determine individual limitations which will result in adaptations.

## **PHYSICAL EDUCATION**

**REQUIREMENTS:** The graduation requirement for students in grades 9-12 is a ½ credit unit per year for a total of 2 units of credit in physical education.

**PARTICIPATION:** Students are required to change and participate in physical education classes. Students not changing and /or not participating will receive a zero for their daily grade for that class. A zero (0) may be made up before the end of the quarter during a study hall.

**ATTIRE:** Due to safety and hygiene purposes students are required to change from their school clothes into appropriate athletic clothing (including sneakers). In the fall and spring students should be prepared to be

either inside or outside weather permitting. For safety reasons, chewing gum should be removed prior to class. Failure to do so will result in a lower grade for that class.

**LOCKERS:** Each student will be assigned a physical education lock and locker at the beginning of the school year. Students are responsible for their own personal property in the locker room. Items such as jewelry, money, or other valuables should be LOCKED in the locker.

### **STUDENT CONDUCT AND DISCIPLINE**

It is the Board's belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school administration will assist each student in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

#### **Student Discipline Code**

A student may be suspended from school or subjected to other disciplinary action when the student:

1. Engages in conduct which is:
  - a. Disorderly, or reckless, such as
    - i. Fighting or engaging in violent behavior
    - ii. Making unreasonable noise
    - iii. Using abusive, objectionable or obscene language or gestures (public display of affection)
    - iv. Obstructing vehicular or pedestrian traffic
    - v. Creating a hazardous or physically offensive condition
    - vi. Threatening or intimidating other students
  - b. Insubordinate, i.e., failing to comply with the lawful directions of the teacher, school administrator or other school employee in charge of the student

2. Vandalism/Burglary

Stealing, destroying, or defacing of another person's property, or entering another person's locker, will be viewed as a most serious matter. Examples of vandalism include, but are not limited to, defacing walls, lockers, furniture, books or other school equipment (including buses and seat covers) and materials; damage to floors, walls, ceilings, doors, windows, bulletin boards and exterior buildings and grounds.

According to New York State Law, a student's parent or guardian is responsible for the first \$1,000.00 of vandalism caused by their child. Vandalism of a major value will be reported to the state or local authorities for their investigation.

**\*NOTE:** Every effort must be made to repay the damages, monetarily or through community and school service, within a time limit arranged by parent and administrator.

3. Endangers the safety, health or welfare of others by any act, including but not limited to:
  - a. Selling, using, possessing or under the influence of alcohol, drugs, or other controlled substances or drug paraphernalia
  - b. Selling, using or possessing weapons, fireworks, or other dangerous instruments of contraband
  - c. Selling, using or possessing obscene materials
  - d. Smoking or possession of tobacco products or smoking paraphernalia
  - e. Gambling
  - f. Hazing
  - g. Engaging in lewd behavior
4. Engages in any other following forms of academic misconduct:
  - a. Truancy, tardiness, missing or leaving school or class without permission or excuse
  - b. Cheating, including, but not limited to:
    - i. Copying/Plagiarism
    - ii. Using unauthorized help sheets
    - iii. Illegally obtaining tests in advance
  - c. Forgery
5. Engages in conduct, which violates Board rules and regulations for the maintenance of public order on school property.
6. Bullying, Cyber-Bullying, Sexting, and Sexual Harassment  
Sexual harassment is addressed in the Code of Conduct. It is a serious issue and needs to be discussed with all students during the review of our Student Handbook. Sexual Harassment will not be tolerated and all persons will be held to the same standards of decency and respect toward each other.

Sexual harassment includes but is not limited to:

Comments about a person's body or sex life

Sexual gestures, sounds, innuendos, double entendres

Sexual touching, grabbing, pinching

Spreading sexual rumors about a person

Sexual graffiti and clothing

### **SEXUAL HARASSMENT**

It is the policy of the NACS School Board to maintain a learning environment that is free from sexual harassment. Sexual harassment may include the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual implications
- Sexual jokes, posters, clothing, etc.
- Suggesting or demanding sexual involvement
- Inappropriate touching

Any person who alleges sexual harassment by a staff member or student may bring a complaint to the building principal or Title IX coordinator. A substantiated charge of sexual harassment against a staff member or student shall subject that person to disciplinary action, which may include suspension, consistent with educational laws or student discipline code.

### **PERMISSIBLE DISCIPLINARY ACTIONS**

The ranges of actions which may be imposed for violations of the Student Discipline Code include the following:

- Verbal warning – any member of the district staff.
- Parent contact – transportation supervisor, activity advisor, athletic director, coaches, school counselors, teachers, director of special education, principal, superintendent.
- Written warning – hall and lunch monitors, coaches, school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Written notification to parent – hall and lunch monitors, coaches, school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Special assignment (written or oral) – school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Behavioral contract – school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Teacher/Parent/Student Conference – school counselors, teachers, athletic director, director of special education, principal, superintendent.
- School Counselor Referral for follow-up
- Detention – teachers, principal, superintendent.
- Suspension from transportation – director of transportation, principal, superintendent.
- Suspension from athletic participation – coaches, athletic director, principal, superintendent.
- Suspension from social or extracurricular activities – activity director, principal, superintendent.
- Suspension of other privileges – principal, superintendent.
- In-school suspension – principal, superintendent.
- Removal from classroom – teachers, principal.
- Short-term (five days or less) suspension from school – principal, superintendent.
- Long-term (more than five days) suspension from school – principal, superintendent.
- Involuntary transfer – principal, superintendent.

- Alternative Education Placement/Homebound Instruction; Special Education Temporary Educational Placement; CV-TEC – director of special education, principal, superintendent.
  - Outside Agency Referral – school counselor, director of special education, principal, superintendent.
  - Law Enforcement Referral – principal, superintendent.
  - Permanent suspension from school – superintendent.
- NOTE: \* Pass restrictions mean that students may not be given passes out of classes and out of study halls. Emergency situations will be at the discretion of the teacher or principal.
  - \*\* Activity restrictions mean students may not attend or participate in any non-academic school activity which includes sports as well as social activities (dances, Ag Fair, health fair...).
  - \*\*\* For repeat offenses, students will be awarded more severe penalties up to and including suspension from school.

**PLEASE NOTE:** The administration reserves the right to alter any disciplinary action based upon individual circumstances.

The following rules will apply to any student who owes disciplinary consequences at the end of the school year:

1. Graduating seniors **will not** be allowed to participate in the graduation ceremony;
2. Returning students will be required to make up their owed consequences at the beginning of the next school year.

### **SUSPENSIONS**

Disciplinary measures used by the school administration may include In-School Suspension (ISS) or Out-of-School Suspension (OSS). In-School Suspension is served in a separate room supervised by a teacher assistant or certified teacher where movement and privileges are restricted. Assignments are provided for students when in ISS. A STUDENT WHO REFUSES TO BE PLACED IN ISS MAY RECEIVE OSS. Also, a student suspended from school is responsible for all schoolwork missed while on suspension.

### **DETENTION**

There is a bus provided for students in detention at 4:30. Students will be notified by teacher(s) or administration in writing when a student is assigned to detention. Failure to report to an assigned detention or failure to follow the rules of detention may result in additional penalties to include a full day in ISS. Students may be retained after school by a teacher or administrator for a violation of the Code of Conduct, make-up work, misconduct lateness, etc. Whenever possible, students are notified one day in advance of their scheduled detention. Students are to report to the detention room immediately after going to their lockers at the close of school. Students are to bring enough work or reading material to keep busy until 4:30. No food or beverage will be allowed in the detention room.

Failure to stay for detention without an acceptable reason will result in one day of in-school suspension in addition to the detention

## **RULES FOR STUDENTS ATTENDING SCHOOL FUNCTIONS**

1. Students are not to arrive at school if they have had any alcohol, drugs, etc.
2. Students may not bring to school or consume in school alcohol, drugs, etc.
3. Everyone is expected to be courteous to the chaperones at all times.
4. No one will be admitted to a dance after 8:00 p.m.
5. If you leave the school building, it is assumed that you are going home, and you must leave school grounds and not return to the dance.
6. You need permission from the Principal if you wish to bring a student from another school district.
7. Refreshments are not to be brought into the gym.
8. Couples must show good manners and decorum and not engage in displays of public affection.
9. There will be an adult assigned to oversee the parking lot area during the dance. The specific responsibilities will be as follows:
  - a. To see that students drive safely.
  - b. To see that students enter school as soon as they arrive by 8:00 p.m.
  - c. To prevent loitering
  - d. To see that anyone leaving the building before 10:00 p.m. leaves school grounds immediately.
10. The dance will be over promptly at 10:00 p.m. Please have your ride waiting since the building must be locked immediately following the dance.
11. Prom – Jr./Sr. Prom is a formal dance involving students in grades 9-12. Students must be in attendance on “Prom Day” in order to attend the prom that evening. Students are expected to remain in school until at least 10:30 a.m.

## **Transportation**

All pupils being transported are under the authority of the bus driver, and MUST OBEY his/her requests. Specific regulations are posted on each bus. Pupils who refuse to obey the directions of the bus driver promptly or refuse to obey regulations shall forfeit their right to ride on the busses.

Bus Notes: When students are going to a friend’s house, written notes must be received from both students parent/guardian. If students are going to a relative’s (i.e., grandparents, aunts) house and/or workplace, only one note from the parent/guardian is required. These notes must be handed in to the Main Office prior to homeroom and can be picked up at lunchtime.

Northern Adirondack Central School provides transportation to and from school and CV- TECH as a privilege to our students. The safety of our students is the primary concern. All guidelines are established to ensure that safety and control by the bus driver is maintained throughout the trip. Students are expected to conduct themselves in a reasonable manner whenever they ride a bus. The following guidelines will be followed:

1. Riders must follow the driver’s instructions at all times.
2. Riders must remain seated while the bus is in motion.

3. Riders will keep their hands to themselves.
4. Riders will speak appropriately, both in volume and in language.
5. Riders will abide by other guidelines as established by the individual drivers.

Drivers have been instructed to report misbehavior to the administration and disciplinary action will be taken as follows:

**Disciplinary Action:**

1<sup>st</sup> Reported Offense: Sanctions may range from a verbal warning to possible loss of transportation, depending on the severity of the incident. Parents will be notified

2<sup>nd</sup> Reported Offense: Parents notified – verbal reprimand, Detention (1-3 days), Possible loss of transportation (1 – 3 days)

3<sup>rd</sup> Reported Offense: Parent conference, Detention, Loss of transportation up to 5 days

Subsequent Offenses: Parents notified, Student may lose transportation, from one day, up to and including permanent removal from the bus.

During the time a student is suspended from riding the bus, parents will be responsible for providing transportation to and from school. In cases of extreme misconduct, suspension of bus privilege may take place immediately.

**PROHIBITED ARTICLES AND SUBSTANCES**

Students will be subject to disciplinary action for having any of the following items in school: alcohol, skateboards, fireworks, all tobacco products, water guns, water balloons, beepers, pornographic material, or any controlled drugs or any item that interferes. Also, hats are prohibited from being worn during school hours.

**School personnel will confiscate any prohibited item.**

**CELL PHONES, I-PODS, 2 WAY RADIOS, MP3, PALM PILOTS, VIDEO GAME SYSTEMS, AND ALL OTHER ELECTRONIC DEVICES**

Cell phones must be turned off and kept in a student’s locker during school hours (7:55 a.m. – 2:38 p.m.). Students in possession of a cell phone during school hours will have their phones confiscated and given a warning for the first offense. Subsequent offenses will require that a parent/guardian pick up the phone in the main office.

**MOTOR VEHICLES**

All students driving to school must register their vehicles with the School Administration and park only in the student parking lot. They must obtain a parking permit for identification purposes and adhere to student driving regulations. Permits issued on a first come, first served basis beginning with seniors. Registration/Driving forms are available in the office. Vehicles not registered with the school are subject to being towed at the owner’s expense. Any vehicle parked on school grounds is subject to search at any time. Loitering in the student parking lot is not permitted. The school is **NOT** responsible for the theft or damage of student vehicles. Drivers who do not follow the driving regulations may incur penalties up to and including loss of driving privileges. Disciplinary actions could include loss of driving privileges for the school year.

**Driving is a privilege.**

**A Student Driver must be in good academic and behavior standing.**

**An approved Student Driver cannot transport any other student during the school day.**

## **RULES FOR CAFETERIA**

1. NO line cutting allowed.
2. NO food is to be taken from the cafeteria.
3. Trays, utensils, papers, and other refuse are to be returned to receiving area.
4. Students are not allowed to leave the cafeteria.
5. Re-sealable containers are NOT permitted outside the cafeteria during school hours, which includes juice, milk cartons and cans. A clear plastic bottle containing water only will be allowed outside the cafeteria.
6. Students are only to remain in the cafeteria for their assigned lunch.
7. Excessive noise and throwing of food is not permitted

## **CAFETERIA – Breakfast/Lunch**

If you would like to apply for the Free/Reduced Price Meals, please contact the main office for questions or applications. **AN APPLICATION THAT IS NOT COMPLETE CANNOT BE APPROVED.**

## **PASSES**

Any time it is necessary for a student to be outside of a classroom during class time, he/she must have a pre-signed pass. If he/she is outside of class without permission, disciplinary action may be taken. Students who abuse pass and hall privileges may be placed on a “pass restriction list”. Bus passes or early release excuses must be brought to the main office before first period.

## **RULES FOR STUDY HALL**

1. Students must attend all study halls.
2. Be prepared to study or begin homework, and have books/materials with you.
3. Students must have pre-signed passes to the Main Office, Counseling Office, or to a teacher.
4. Sign up for the bathroom privilege – a maximum of five (5) minutes is allowed.
5. Ask permission to speak with another student, if you need help – otherwise remain in your assigned seat.
6. There will be **NO** wandering about the room – or disturbing others.
7. **DO NOT** leave the study hall without permission.
8. No sitting on tables or tipping chairs.
9. Students are not permitted to lie on the tables or against other students.
10. Middle School study halls will be held in classrooms and are **quiet study halls**.

## **RULES FOR QUIET STUDY HALL**

1. Students must attend all quiet study halls.
2. Be prepared to study or begin homework, and have books/materials.
3. Students **must have pre-signed passes** to the Main Office, School Counseling Office or to a classroom teacher for academic assistance.
4. **Students must remain in their assigned seats.**
5. There will be **NO** wandering around the room – or disturbing others. **NO TALKING.**
6. Sign out for the bathroom privilege – a maximum of five (5) minutes is allowed.
7. Students **are not** to leave quiet study hall for any reason other than with a pre-signed pass.
8. No sitting on tables or tipping chairs.
9. **No food or drink.**
10. Students are not allowed to put their heads down on the desk or sleep.

## **RULES FOR IN-SCHOOL SUSPENSION (ISS)**

1. Students will sit in assigned seats when told
2. Students will be seated with their feet and all four chair legs on the floor
3. **ABSOLUTELY NO TALKING OR COMMUNICATING** among students. If help is needed with assignments ask the teacher in charge.
4. Students must come prepared to do school work.
5. Students may not leave the room without permission. Students will be escorted to the bathroom in the morning and afternoon.
6. **NO EATING** is allowed except during regular lunch sets. Lunch is served in the ISS room. Late arrivals receive no credit for that day. **NO SHOWS** will have a lunch set added for each no show.
7. Do **NOT** pass “anything” to other students.
8. Do **NOT** write on desks, seats, etc.
9. The use of foul language or inappropriate discussion/behavior will not be tolerated and will result in disciplinary action.
10. **REMAIN IN YOUR SEAT** until the bell rings or students are released.

## **LOCKERS**

Each student is assigned a locker and lock, and is expected to use **ONLY** that locker. All students are advised to keep their lockers locked at all times. Students should not tamper with another locker nor give their combinations to others. The school is **NOT** responsible for lost or stolen items. It is suggested that students use their lockers **BEFORE FIRST SET, BEFORE LUNCH, END OF LUNCH** and at the **END OF THE DAY**. Locks will be returned to homeroom teachers in June. Students will be expected to pay \$5.00 for a lock if not returned.

\*Lockers **MUST** be locked even if they are empty.

\*All locks are numbered. Students are responsible for their assigned numbered lock. If a student loses his/her lock, he/she will be responsible for paying for a replacement lock at a fee of \$5.00.

\*Students: learn your combination, but **DO NOT** share your combination.

\*Locks and lockers are supposed to put an end to lost/strayed books, papers, coats, etc. The school is not responsible for lost, strayed or stolen items. **PLEASE KEEP LOCKERS LOCKED!**

\*Only school locks may be used on lockers. All other locks will be removed.

\*All lockers are to be emptied at the end of the school year. Materials left in lockers will be removed and discarded.

\*All lockers are the property of the school district and are subject to inspection by the Administration at any time.

## **ASSEMBLIES**

During assemblies students are expected to: Enter and leave the auditorium quietly; sit as a class with their teacher; follow teacher/monitors' directions; give persons participating in the program courtesy and attention; show appreciation by clapping **NOT** by yelling, whistling or other noises; sit in seats with feet on the floor; do not leave the auditorium until directed unless it is an emergency. Students who misbehave during an assembly program will be denied the privilege of attending any future performances and will be subject to disciplinary action.

## **TELEPHONES**

Students may use office phones, with permission, **FOR EMERGENCIES ONLY**.

## **LOST AND FOUND**

Lost and found articles will be kept near the middle school entrance. Items will be disposed of monthly. The school is not responsible for lost or stolen items.

## **FIRE ALARM**

When the fire alarm rings, students are to leave the building immediately by the designated route posted in each classroom. They are to walk quietly and listen for instructions from teacher supervisors. All should move 50 feet from the building. Students who pull an alarm will be prosecuted to the full extent of the law.

## **EMERGENCY EVACUATION**

In the event that there is a bomb threat or other emergency the building will be evacuated immediately. Students will leave the building according to the fire exit plans and proceed to the designated area in an orderly fashion to wait for the buses. Students may be transported to another location where they will wait until the building is cleared for them to return or be transported home.

## **LIBRARY MEDIA CENTER**

The library media center is open to all students attending NACS Middle School-High School. It is designed to provide students with a wide variety of information to enhance academic and personal development. Resources include books, periodicals, audio-visual materials and Internet-accessible computers. Students are encouraged to take advantage of our extensive collection.

**Use of Library During Study Hall** – In addition to coming to the library with regularly scheduled classes to work on research assignments, students may use the library during study halls.

After attendance is taken, study hall teachers/monitors ask how many students wish to use the library. A sign-in sheet at the library is provided to the study hall. Permission to enter will be determined by the library staff on a space availability basis.

Study hall teachers/monitors are expected to be aware of who is on the failing and pass restriction list in order to pre-screen students wishing to use the library.

Students are expected to exhibit appropriate behavior in the library at all times. Students with behavior problems will be sent to ISS for the balance of the period and a referral will be sent to the office by the library staff. Any disciplinary action taken will be in accordance with school policy.

**Students On The Failing List** – Students receiving a failing grade are allowed to use the library during study hall under the following conditions:

1. Students working on a specific, teacher assigned project may use the library for research purposes during study hall, upon presenting a pass pre-signed by the assigning teacher only. Students are allowed to remain in library as long as they are on task.
2. Students may receive a pass from the study hall teacher/monitors for the first ten minutes of study hall to go to the library to return and/or check out library books, returning to study hall for the balance of the period.

**Computer Usage** – The library has a 13 unit computer lab. These networked computers allow students access to the library's online public access catalog (OPAC), the Internet, Microsoft PowerPoint, Microsoft Excel and

Microsoft Word. Computers are to be for legitimate academic assignments only. The Internet Acceptable Use Policy will be strictly enforced.

**Book Checkout and Return** – Books are checked out for a period of three weeks. If a student wishes to renew a book, it may be renewed for an additional three weeks, unless another student has requested that book. Students with overdue books will not be allowed to check out additional books until the overdue book is returned. Periodicals are to be read in the library and may not be checked out.

Students sent to the library to make-up tests must first report to the librarian. No passes will be issued from the library.

***No food is allowed in the library – Water bottles only (no other beverages)***

### **TEXTBOOKS AND SCHOOL EQUIPMENT**

All textbooks and school equipment are issued on a loan basis. It is the student’s responsibility to care for these materials and to return them in good condition at the end of the year. Materials not returned or brought back in a deteriorated condition will lead to parents being billed for their replacement or repair. Writing in or on textbooks is not allowed. Books are not to be abused in any way. Compensation monetarily or in the form of school community service will be expected.

### **Continuous Public Notification**

The Northern Adirondack Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational educational opportunities without regard to age gender, race, color, religion, marital status, sexual preference, national origin, or disability. It is the responsibility of Northern Adirondack Central school district to identify and evaluate students with disabilities under section 504 who, within the intent of section 504 of the rehabilitation act of 1973, need special services or programs in order that such students may receive the required free appropriate education. Each qualified student within the district who is eligible to receive regular or special education or related aids and services regardless of the nature or severity of the condition necessitating such programs or services shall receive a free appropriate public education in the district. Questions regarding this policy may be referred to:

Pamela Ross  
Title IX Coordinator  
5572 Rt. 11  
PO Box 164  
Ellenburg, Depot, NY 12935  
518-594-3962

Cindy Hoff  
504 Compliance Officer  
5572 Rt. 11  
PO Box 164  
Ellenburg, Depot, NY 12935  
518-594-3986

**NORTHERN ADIRONDACK CENTRAL SCHOOL  
ELLENBURG DEPOT, NEW YORK 12935  
2009-2010 SCHOOL YEAR**

Dear Parents/Guardians:

Attached to this form you will find a copy of the district's Code of Conduct along with a booklet pertaining to your child's individual building. This document must be publicized and provided in writing to all parents. Parents should review the documents with their child(ren) and sign this statement form.

Each year many forms and information sheets are sent home for your signature. In order to reduce the paper load for parents and to make the process more efficient, we are including permission, on this same form, for:

- Field Trips
- Photographs and videotapes to be taken of your child
- Inclusion of your child's picture or video on our web page and Bobcat Bulletin
- Medical Treatment

Please review these documents with your child. If you have any questions and/or concerns, submit them in writing to the building principal. Please sign and return this form by Friday, September \_\_\_\_\_.

Thank You

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Date: \_\_\_\_\_ Building: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Child's Name/Signature: \_\_\_\_\_

Parent's/Guardian's Name/Signature: \_\_\_\_\_

- Yes \_\_\_\_\_ No \_\_\_\_\_ We have reviewed and understand the District's School Conduct and Discipline policy as well as the building policy.
- Yes \_\_\_\_\_ No \_\_\_\_\_ I give permission for my child to participate in all field trips taken by his/her class/group for the 2009-2010 year.
- Yes \_\_\_\_\_ No \_\_\_\_\_ For out of country trips – Is your child a U.S. Citizen?
- Yes \_\_\_\_\_ No \_\_\_\_\_ I give permission for my child to be photographed or videotaped. It is understood that these photos or videotapes may be used for presentations, articles, Internet web page, and/or NAC District Publications, for the school year 2010-2011.
- Yes \_\_\_\_\_ No \_\_\_\_\_ I give permission for my child to receive medical treatment, should it become necessary, while in the care of NAC school personnel.
- Yes \_\_\_\_\_ No \_\_\_\_\_ Section 9528 of the No Child Left Behind Act of 2001 allows school districts to provide names, addresses and telephone numbers to military recruiters. For students in Grades 11 and 12, do you consent to allow your child's name to be released?
- YES \_\_\_\_\_ No \_\_\_\_\_ I have read the District Computer Acceptable Use Policy. I agree that my child will follow the rules contained in this policy. If my child violates the rules, his/her account will be terminated and will face disciplinary measures.

Thank you for your cooperation.

## **Northern Adirondack Central School District**

### **Code of Conduct and Discipline Policy**

#### **INTRODUCTION**

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

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

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

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

#### **A. Annual Implementation and Review**

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

- Providing copies of a summary of the code to all students. A discussion of the Code of Conduct will be at a general assembly held at the beginning of each school year.
- Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
- Providing all new employees with a copy of the current Code of Conduct when they are hired.
- Making copies of the Code available for review by students, parents and other community members.
- Providing the Code of Conduct online.

## **B. Definitions**

For the purpose of this Code, the following definitions apply.

**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.

**Parent** means parent, guardian or person of parental relation to a student.

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

**School Function** means any school-sponsored extra-curricular event or activity.

**Violent Student** means a student under the age of 21 who:

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

**Weapon** means a firearm as defined in 18 USC §921 for purposes of the Gun Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane 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 physical injury or death when used to cause physical injury or death.

**Controlled substance** means a drug or other substance identified in certain provisions of the Federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

**Disorderly conduct** means any act committed by an elementary or secondary student through the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

**Public Display of Affection** means excessive and/or offensive display of physical affection in a public setting.

**Insubordination** means the outright refusal to comply with the reasonable request of any staff member or responsible adult serving in the capacity of chaperone by an elementary or secondary student through the age of 21.

### **C. Public concerns**

The Board recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of this district is to resolve such concerns with only the parties involved, whenever possible. Public concerns about the school district will be directed to proper administrative personnel. Concerns about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the building principal; if there is no resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board for final resolution. It is the responsibility of the building principal to help in resolving the problem or concern, and/or refer individuals to the next level of appeal. Matters involving specific classes, teachers or school rules, should be brought to an administrator's attention before an individual addresses members of the Board. All matters referred to the Superintendent and/or the Board must be *in writing*. Concerns registered directly to the Board as well as a whole or to an individual Board member shall be referred, as soon as it is reasonably possible, to the Superintendent for investigation, report and/or resolution. The continued interest and support of district schools by members of the school community is vital to the success of NACS students.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights and Responsibilities**

The Board assures district students that they shall have all the rights afforded them by federal and state constitutions and statutes. The district recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights. The district's aim is to provide an environment in which a student's rights and freedoms are respected, and to provide opportunities which stimulate and challenges student's interest and abilities to his/her highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner, and does not infringe upon the rights of others.

It shall be the right of each district student:

- To have a safe, healthy, orderly and courteous school environment.
- To take part in all district activities on an equal basis regardless of race, sex, color, national origin or handicapping condition.
- To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.
- To have school rules and conditions available for review and, whenever necessary, explanation by school personnel.
- To be suspended from instruction only after his/her rights pursuant to Education Law §3214 have been observed.
- In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.
  - To express his/her opinions verbally, as long as his/her expression does not interfere with the rights of others or disrupt normal school operation.

It shall be the responsibility of each district student:

- To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
- To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
- To conduct himself/herself, when participating in or attending school sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor and sportsmanship.
- To seek help to develop mechanisms to control anger and to solve problems that might lead to conduct referral.
- To be in regular attendance at school and in class unless legally excused.
- To arrive at school and class, on time, and prepared to learn.
- To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and property.
- To dress in accordance with standards as identified by the Board and the Superintendent.
- To make constructive contributions to the school and to report fairly on circumstances of school related issues.
- To react to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- To accept responsibility for his/her actions.

## **B. Recognition of Responsible Student Behavior And Accomplishments**

Educators have learned that although steps to stop inappropriate behavior are necessary, praise and reward for responsible student behavior do more to encourage positive traits than anything else. Educators at Northern Adirondack Central School are encouraged to practice assertive discipline techniques that are positive and realistic when responding to negative behavior.

The Northern Adirondack Central School District recognizes responsible student behavior in many ways and encourages additional methods of recognition:

- Publicity of student achievement and activities in local newspapers and the District Newsletter
- Certificates for perfect attendance
- Individual Recognition Awards given by classroom teachers for positive social and academic growth
- National Honor Society/Jr. Honor Society Induction ceremony and reception
- Publications of Honor and High Honor Rolls
- Athletic Awards Ceremony
- Recognition of Student Council and Class Officers
- Math Contest Awards
- Elementary School Awards Program (Academic, Athletic, and Behavior)
- Middle School Awards Program
- Academic Awards Ceremony
- Administrative Letters of Recognition

## **C. Student Due Process Rights**

In situations involving misconduct, students shall have the opportunity to present their version of the facts and circumstances, and students will not be suspended unless their rights to due process, as identified in Education Law §3214, have been observed. Building principals may suspend a student for a period of up to five days. In cases of this type, the Principal conducts an informal hearing with the student and other individuals who may have information concerning the situation. When a suspension is imposed, the student

and parent(s) are notified and a written record of the case is made. If the student and parents request, an informal conference will be held at which time the parents may question the person whose complaint initiated the suspension. School personnel will identify problems and pursue appropriate, reasonable measures to affect student behavior. Parents, students and school personnel must work together to ensure the maintenance of the proper atmosphere for learning. Our objective is to provide all students an equal opportunity to grow intellectually, ethically, socially, emotionally and physically.

The responses to student misconduct are designed to be fundamentally fair without imposing unreasonable burdens upon school authorities or students. General requirements in all instances include:

- Oral or written notice detailing the rules violation resulting in the conduct referral.
- An opportunity for the referred student to “tell his/her side of the story” to the person whose responsibility it is to investigate the situation.
- Explanation of the evidence of violation upon which action is being taken, should the student deny the infraction has occurred.

When a student is referred to an administrator/designee for appropriate action, the administrator investigates the incident by meeting with the student and/or staff member and additional students/staff members as deemed necessary. Parental involvement ranges from written notification of the offense and consequence, to parent conferences with staff, student, and if need be, outside agencies/authorities.

## **ESSENTIAL PARTNERS IN EDUCATION**

### **A. Parents**

All parents are expected to:

- Recognize that the education of their children is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the dress code.
- Help their children understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
- Know school rules and help children understand them.
- Convey to their children a supportive attitude toward education and the school district.
- Build good relationships with teachers, other parents and their children’s friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.

### **B. Teachers**

All district teachers are expected to:

- Establish and maintain a safe, orderly and stimulating school environment that emphasizes active engagement of students in the learning process.
- Maintain a climate of mutual respect and dignity, which will strengthen students’ self-concept and promote confidence to learn.

- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents:
  - Course objectives and requirements
  - Marking/grading procedures
  - Assignment deadlines
  - Expectations for students
  - Classroom conduct plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.

### **C. School Counselors**

All district school counselors are expected to:

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

### **D. Principals**

All district Principals are expected to:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
- Evaluate on a regular basis all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### **E. Superintendent**

The Superintendent is expected to:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
- Inform the board about educational trends relating to student discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

## **F. Board Of Education**

The Board of Education is expected to:

- Collaborate with student, teacher, administrator, parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
- Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementations.
- Lead by example by conducting board meetings in a professional, respectful and courteous manner.

## **SPECIAL AREAS OF PROHIBITED CONDUCT**

There is a direct connection between the way students behave and the way they learn. Positive student behavior helps set the educational environment that allows teachers to teach and encourages students to learn. The District Conduct Committee cannot reasonably write a Code of Conduct in such detail as to anticipate every type of misconduct that could possibly occur. Therefore, various rules and policies (school district Code of Conduct, handbooks, etc.) serve as a guideline encouraging students to become self disciplined, responsible students making proper decisions which keep our school respectful, safe and organized for learning.

Students who cannot accept responsibility and violate school rules will be required to accept penalties and more regulated supervision. The vast range of penalties is listed in the Responses to Student Misconduct section. These penalties may be imposed either alone or in combination. Depending upon the nature of the violation, it is the Board's desire that responses to student misconduct be progressive, i.e. a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty.

A number of areas involving student conduct merit special attention and are addressed in this section. Federal law and the Project SAVE legislation provide for automatic suspensions in the cases of weapons possession, violent behavior and repeated disruptiveness.

### **A. Dangerous Weapons In School**

No student may have in his or her possession upon school premises, in a school vehicle or at a school sponsored program, any rifle, shotgun, pistol, revolver, other firearm, explosive, knives, dangerous chemical, or any object which is not necessary for school activities and which could be used as a weapon. The Federal Gun-Free Schools Act of 1994 requires that any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- The student's age.
- The student's grade in school.
- The student's prior disciplinary record.
- The superintendent's belief that other forms of discipline may be more effective.
- Input from parents, teachers and/or others.
- Other extenuating circumstances.

The student with a disability may be suspended only in accordance with the requirements of state and federal law.

## **B. Other Violent Acts**

Any student, who is found to have committed a violent act, other than bringing a weapon onto school property, could be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## **C. Repeated Substantial Disruption or Interference With School Procedure**

Any student, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, may be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214 (3-a) and this Code on four or more occasions during a semester.

If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## **D. Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in a school setting. A student's dress, grooming and appearance, including hair style/color, jewelry or other accessories, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process. The following items are specifically prohibited: spiked jewelry and long pocket chains.
- Recognize that extremely brief garments and see-through garments are prohibited. Examples include: muscle shirts, strapless tube tops, midriff tops, spaghetti straps, halter-tops, low-cut tops, etc. Shirts must touch top of pants. Also recognize that any garment/accessory that detracts from the learning environment or is inappropriate is not allowed.
- Ensure that under garments are discreetly covered with outer clothing. The length of skirts or shorts will be no shorter than 5 inches above the kneecap.
- Not include the wearing of pajama bottoms and/or tops.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. Slippers are not appropriate footwear. Sneakers are required to participate in physical education classes.
- Ensure that all tank top straps are two fingers wide.
- Not include the wearing of hats or other head covering except for a medical or religious purpose.

- Not include eyewear (i.e., tiger, alien, cat eye contact lenses) that obscures the natural appearance of the eye.
- Not include items that are sexually suggestive, vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability or gang related activities.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to remove the offending item and replace it with an acceptable item. Any student who refuses to do so shall be subject to a misconduct penalty, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further penalty, up to and including out of school suspension.

#### **E. Student Protests, Demonstrations and Sit-Ins**

The Board and the Superintendent have the authority and responsibility to maintain order and discipline with the district's schools as is necessary to protect the safety and welfare of the students, to secure the educational environment within the schools, and to protect the real and personal property owned and maintained by the district from damage. While the Board recognizes that students have a constitutional right to demonstrate peacefully during school hours, students are prohibited from engaging in conduct which otherwise endangers the safety, morals, health or welfare of themselves or others. The Board prohibits students from willfully disrupting the routine and daily schedule of the school or a school-sponsored event by participating in an individual or group activity, which has as its purpose the encouragement of noncompliance with an existing school policy, regulation or administrative decision. In addition, the Board prohibits students as individuals or groups from participating in sit-ins, stand-ins, walk-outs and other similar conduct which disrupts the order and discipline of the school and/or endangers the safety and welfare of themselves and other students in the school.

#### **F. Drug/Alcohol Policy**

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function or event:

- Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate;
- Alcohol or any alcoholic beverage;
- Any glue, aerosol paint or any other chemical substance intended for inhalation;
- Any other intoxicant or mood-changing, mind-altering drugs;
- Any medication including over the counter drugs is administered by the school nurse and must have the prescription label on it with a note from the doctor regarding dosage and time to be given. An adult must transport it to school. Please do not send your child with the prescription or over the counter medicines. He/she cannot self medicate.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled or otherwise taken internally, a prohibited substance recently enough that is detectable by the student’s physical appearance, actions, breath or speech. “Under the influence” means a student’s faculties are noticeably impaired, but the

student need not be legally intoxicated. Students are reminded that they are granted choices and if they choose to violate the Drug/Alcohol rule, the consequences of their behavior will be to serve the necessary discipline. It is the intention of the Northern Adirondack Central School District to intervene at the earliest stages of student involvement with drug/alcohol use. Any student with an infraction of this drug/alcohol rule will be recommended to intervention services established by the District Drug and Alcohol Policy and Referral Program. Appropriate referrals and parental contact shall be made in any case involving substance misuse. Outside agencies may be contacted by the administrator/designee as a means of following up the behaviors related to this section.

### **Drug/Alcohol Use and Special Student Functions**

Students under the influence and/or possession of drugs and/or alcohol at events sponsored by Northern Adirondack Central School, including but not limited to school dances, athletic events, junior prom, senior ball and/or class trip, will be immediately removed from the event, have a parental contact made, be subject to further conduct review and in the case of seniors, may not be allowed to participate in the graduation ceremony.

#### **G. Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- Protect oneself, another student, teacher or any person from physical injury.
- Protect the property of the school or others.
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if the student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

#### **Investigation of Complaints**

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent. This written complaint will be forwarded to the school attorney within seven days. The Superintendent will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished and the reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the school attorney upon completion of the investigation.

#### **H. Student Searches and Interrogations**

The Board 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 misconduct penalty on a student may question a student about an alleged violation of law or the district 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. In addition, the Board authorizes the Superintendent, building principals and school nurse to conduct searches of students

and their belongings 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 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 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 he or she possesses physical evidence that they violated the law or the district 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.

### **1. 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. The school district may also from time to time use trained police dogs for sniff searches of school lockers or vehicles on school property.

### **2. Documentation of Searches**

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

- a. Name, age and grade of student searched.
- b. Reasons for the search.
- c. Name of any informant(s).
- d. Purpose of search (that is, what item(s) were being sought).
- e. Type and scope of search.
- f. Person conducting search and his or her title and position.
- g. Witnesses, if any, to the search.
- h. Time and location of search.
- i. Results of search (that is, what item(s) were found).
- j. Disposition of items found.
- k. Time, manner and results of parental notification.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous items taken from a student. The principal or his or her 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 principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

### **3. 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:

- a. A search or an arrest warrant; or
- b. Probable cause to believe a crime has been committed on school property or at a school function; or
- c. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her 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. The principal or 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 of school. This means:

- a. They must be informed of their legal rights.
- b. They may remain silent if they so desire.
- c. They may request the presence of an attorney.

#### **4. 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 building principal or his or her designee. The principal or his or designee shall set the time and place of the interview. The principal or 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 his or her 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 will be required to remove his or her 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 he or she 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.

#### **Discipline of Students with Disabilities**

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

students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### **Strip Searches**

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student’s age, the student’s record and the need for such a search.

School officials will attempt to notify the student’s parent by telephone before conducting a strip search or in writing after the fact if the parent could not be reached by telephone.

### **Referrals**

#### **1. Counseling**

The Guidance Office shall handle all referrals of students to counseling.

#### **2. PINS Petitions**

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 16 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

#### **3. Juvenile Delinquents and Juvenile Offenders**

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or

- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

## **Maintenance and Enforcement of Public Order in School**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel. The restrictions of public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **A. Prohibited Conduct**

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages and/or controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- Loiter on or about school property.
- Play card or casino type games for money.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Leave school grounds without authorization.
- Posses or use a skateboard on school grounds.
- Smoke on school grounds.

### **B. Penalties**

Persons who violate this code shall be subject to the following penalties:

- Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- Students: They shall be subject to a conduct referral as the facts may warrant, in accordance with the due process requirements.
- Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant, in accordance with Education Law §3020-a or any other legal rights they may have.
- Staff members in classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and disciplinary action as the facts may warrant, in accordance with Civil Service Law §75 or any other legal rights they may have.
- Staff members other than those described above: They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant, in accordance with any legal rights they may have.

### **C. Enforcement**

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code. When the building principal or his or her designee sees an individual engage in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee 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 or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The district shall initiate a conduct referral against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves the right to pursue a civil or criminal legal action against any person violating the code.

## **PROCEDURES/REFERRALS/PENALTIES**

**The types of misconduct and levels of severity are applicable to students in K-12. Specific rules and regulations for students in the elementary, middle and high school are found in the student rules/handbooks/brochures.**

### **A. Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties other than a verbal warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below and in the student due process section of the Code.

#### **1. Detention**

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. The student will be provided transportation home.

#### **2. Suspension from transportation**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who present serious conduct problems may have their riding privileges suspended by the building principal, the superintendent or the designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. A student subjected 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 or the principal's designee to discuss the conduct and the penalty involved.

### **3. Suspension from athletic participation, extracurricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular 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.

### **4. In-school suspension**

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building principals and the superintendent, to place students who would otherwise be suspended from school as the result of a code of conduct 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 a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

### **5. Teacher disciplinary removal of disruptive students**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time-out" in an in-school suspension classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a school counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

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

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed

and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours or on the next school day.

The teacher must complete a district-established conduct referral form and meet with the principal or his or her designee 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 principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours or on the next school day after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

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 student's removal at 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 parents.

The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal or on the second school day following the removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- The charges against the student are not supported by substantial evidence.
- The student's removal is otherwise in violation of law, including the district's code of conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulations.

## **6. Suspension from school**

Suspension from school is a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the condition underlying the recommendation or referral warrants immediate attention. In such case a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education law §3214(3), the suspending authority must immediately notify the student verbally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority 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 at 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 parents of the right to request an immediate informal conference with the 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 parents 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 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 principal shall promptly advise the parents in writing of his or her decision. The 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 superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent’s decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent’s decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she 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 the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record.

The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct posed a life-threatening danger to the safety and well being of other students, school personnel or any other person lawfully on school property or attending a school function.

## **B. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose the penalty, consistent with the student's right to due process.

- Verbal warning – any member of the district staff.
- Parent contact – transportation supervisor, activity advisor, athletic director, coaches, school counselors, teachers, director of special education, principal, superintendent.
- Written warning – hall and lunch monitors, coaches, school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Written notification to parent – hall and lunch monitors, coaches, school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Special assignment (written or oral) – school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Behavioral contract – school counselors, teachers, athletic director, director of special education, principal, superintendent.
- Teacher/Parent/Student Conference – school counselors, teachers, athletic director, director of special education, principal, superintendent.

- School Counselor Referral for follow-up
- Detention – teachers, principal, superintendent.
- Suspension from transportation – director of transportation, principal, superintendent.
- Suspension from athletic participation – coaches, athletic director, principal, superintendent.
- Suspension from social or extracurricular activities – activity director, principal, superintendent.
- Suspension of other privileges including pass or activity restrictions – principal, superintendent.
- In-school suspension – principal, superintendent.
- Removal from classroom – teachers, principal.
- Short-term (five days or less) suspension from school – principal, superintendent.
- Long-term (more than five days) suspension from school – principal, superintendent.
- Involuntary transfer – principal, superintendent.
- Alternative Education Placement/Homebound Instruction; Special Education Temporary Educational Placement; CV-TEC – director of special education, principal, superintendent.
- Outside Agency Referral – school counselor, director of special education, principal, superintendent.
- Law Enforcement Referral – principal, superintendent.
- Permanent suspension from school – superintendent.

**Any illegal act may be reported to the proper authority!**

**PLEASE NOTE:** The administration reserves the right to alter any disciplinary action based upon individual circumstances.



**NORTHERN ADIRONDACK CENTRAL SCHOOL**  
**DISTRICT PERSONNEL**

**DISTRICT OFFICES**

**Superintendent of Schools** – Laura Marlow

**Business Manager** – Brian Tousignant

**Chairperson of Special Education** – Cindy Hoff

**Transportation Director** – Wayne Magoon

**School Lunch Manager** – Lisa Carter

**Athletic Director** – Jeff Doorey

**MIDDLE/HIGH SCHOOL**

**Middle School Principal** – Pamela Ross

**High School Principal** – Michael Loughman

**High School Counselor** – Timothy McAfee

**Middle School Counselor** – Mary Sexton

**High School Nurse** – Julie Finley

**ELEMENTARY SCHOOL**

**Elementary Principal** – Lisa Silver

**Elementary Counselor** – Christine Brudvig

**Elementary School Nurse** – Kimberly Barnes

**ADMINISTRATIVE ASSISTANTS**

**Superintendent's Office** – Rhonda Bult

**Business Office** – Sandy Dominic & Sarah Watts

**High School/Middle School** – Darla Bilow & Jamie Lord

**Elementary School** – Tricia Brassard & Mae Guay

**Counseling Office** – Jo Ann McNeil

**Special Education** – Tina Trombley