



**DISTRICT  
CODE OF  
CONDUCT**

2022-2023

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## Introduction

The Cuba-Rushford Central School Board of Education (the “Board”) is committed to providing a safe, respectful, 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 administration reserves the discretion to impose discipline based on the seriousness of the infraction, as well as the circumstances surrounding the infraction. Final disciplinary consequences remain the decision of the administration and may, if deemed warranted by the administration, include a combination of policies/guidelines contained in this Code of Conduct. Unless otherwise indicated, this Code of Conduct applies

to all students, school personnel, parents, and other visitors when on school property or attending a school function. Violations of this Code of Conduct may result in suspension from school, referral to law enforcement, and other disciplinary actions including the loss of the privilege to participate in, or attend, co-curricular and extracurricular activities. School employees may establish rules not addressed in this Code for their individual classrooms.

By reading this Code of Conduct, students, parents, employees and visitors should gain a clear understanding of expected behavior at Cuba-Rushford. Students are mature enough to realize that choices in life have consequences; some good and some not so good. The Code helps everyone know what the consequences of those choices are.

The Code of Conduct is reviewed annually by a committee that includes students, teachers, parents, and administration. A yearly survey is distributed to solicit feedback and suggestions. We extend our appreciation to those who took the time to submit feedback and suggestions this year, contributing to the ongoing improvement of Cuba-Rushford.

## **Student and Parent Bill of Rights and Responsibilities**

**With every right comes a responsibility.**

***Right:***

***Responsibility:***

- |   |   |  |
|---|---|--|
| <i>1) To attend school in the district in which one's parent or legal guardian resides.</i>   | → | <i>To attend school daily, regularly and on time.</i>  |
| <i>2) To expect that school will be a safe, respectful, orderly, and purposeful place for all students to gain an education and to be treated fairly.</i> | → | <i>To be aware of all rules and expectations regulating student behavior, to discuss these expectations at home, and to conduct oneself in accordance with these guidelines.</i> |
| <i>3) To be respected as an individual and attend without fear of physical harm, intimidation, or harassment.</i>   | → | <i>To respect one another and accept responsibility for one's own actions. To seek help in solving problems that may lead to discipline proceedings.</i>                         |
| <i>4) To express one's opinions verbally, in writing, through art or attire.</i>  | → | <i>To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.</i>                                       |

- 5) *To be afforded equal and appropriate educational opportunities and the highest quality education.* → *To be aware of available educational programs in order to use and develop one's capabilities to their maximum. To strive to do the highest quality work possible and accept the opportunity to receive a good education. To react to directions by a school employee in a respectful and positive manner.*
- 6) *To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.* → *To work to the best of one's ability in all academic and extracurricular activities, and also to be fair and supportive of others. To exhibit reasonable conduct at all school sponsored events in accordance with school rules.*
- 7) *To have access to relevant and objective information concerning drug and alcohol abuse and mental health needs, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.* → *To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.*
- 8) *To be protected from actual or perceived discrimination or harm based on race, color, weight, national origin, ethnic group, religion or religious practice, sex, gender/gender identity, sexual orientation, or disability by employees or students on school property or at a schoolsponsored event, function, or activity.* → *To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act; to conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination; to report and encourage others to report any incidents of intimidation, harassment, or discrimination.*
- 9) *To have school rules and conditions available for review and whenever necessary have explanation from school personnel.* → *To be aware of school rules, and when necessary request a meeting with principals for review and provide suggestions for ongoing development.*

## **School Employee Bill of Rights and Responsibilities**

**With every right comes a responsibility.**

*Right:*

1) *Expect students will respect health and safety of all persons in the school setting and facilitate a productive learning environment.*

2) *Be free from dealing with threatening, abusive, insulting language or gestures.*

3) *To make decisions in the best interest of students.*

*Responsibility:*

→ *Be aware of and enforce all school rules and discipline procedures. Provide safe and appropriate learning environment for all students.*

→ *Submit, in writing, any such instances to direct supervisor.*

- *Communicate decisions and respond in a timely manner to students and parents/guardians. Demonstrate interest in learning and concern for students' achievement.*



## **Definitions**

Key definitions included **in this Code of Conduct** and the Dignity for All Students Act are as follows:

- **Bullying** means when someone repeatedly and on purpose says and/or does mean or hurtful things to another person.
- **Cyberbullying** means harassment or bullying as defined in this Code of Conduct where such harassment or bullying occurs through any form of electronic communication.
- **Disability** means (a) a physical, mental, or medical impairment resulting from anatomical, physiological, genetic, or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically-accepted clinical or laboratory diagnostic techniques; or (b) a record of such an impairment; or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and 1125[3]).
- **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.

- **Emotional Harm** means harm to student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.
- **Employee** means any person receiving compensation from a school District or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 111[4] and 1125[3]).
- **Gender** means actual or perceived sex and shall include a person’s gender identity or expression.
- **Harassment** shall mean (a) the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm, physical injury, or cause a student to fear for his or her physical safety. Such conduct includes acts of harassment and/or bullying that occur on school property, at a school event, or off school property where such acts of harassment and bullying create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property. Acts of harassment and bullying shall include but are not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, nation origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- **Hostile environment** means an environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.
- **Insubordination** means an act by a student that is disobedient or defiant of authority.
- **Parent** means parent, guardian, or person in parental relation to a student.
- **School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities, or vehicles privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other person acting in a supervisory capacity to or from school or school activities (Education Law Section 111[1] and Vehicle and Traffic law Section 142). • **School Function** shall mean a school-sponsored extracurricular event or activity.
- **School Property** shall mean (a) in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a

public elementary or secondary school; or (b) in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law.

- **Sexual orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality.



### **Use of Electronics During the School Day**

1. Use of cell phones, iPods, electronic games, etc. can be a disruption to the learning process. These items are prohibited in hallways. Students in grades 9-12 are not permitted to use cell phones in classes, including study halls, unless permission from classroom supervisor has been granted. Students in grades 6-8 will be required to put their cell phones in a designated spot during instructional periods, including study halls.
2. Free use of electronic devices is limited to the cafeteria and bus rides ONLY.
3. Laser pointers are prohibited in and on school property and school buses.
4. Students may wear one earphone, headphone, air pod, etc. while in the hallway. Use of headphones, earphones, air pods, etc, in the classroom is at the discretion of the teacher. Music cannot be played loud enough to be heard.

Students who are using any electronic device in an undesignated area or without permission from the teacher will be assigned the following consequences:

1. Lunch detention
2. After school detention
3. Device (phone, headphones, etc.) will be left in the main office for the day for a period of time to be determined by the building principal or his/her designee.



4. Refusal to turn in device (phone, headphones, etc.) will result in ISS.
  5. Repeat offenses may result in ISS.
- CRCS will not be responsible for lost or stolen items.

## **Dress Code**

Individual students have the responsibility to attend school in appropriate dress that meets healthy and safety standards, does not interfere or distract from the educational program and is not revealing, risqué or offensive. Parents/guardians have the responsibility to ensure that their student is dressed in accordance with the dress code. Students who violate the dress code may be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary consequences, up to and including out-of-school suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Individual buildings may regulate acceptable attire based on age appropriateness.

- A. Prohibited clothing and attire include but may not be limited to:
1. Those that contain expressions or insignias which are obscene.
  2. Those that contain objectionable language including insults of any nature.
  3. Those which contain racial, ethnic or religious prejudice.
  4. Those which advertise or advocate the use of drugs, alcohol or tobacco.
  5. Those which contain references to violence or the use of weapons.
  6. Those which expose any undergarments.
  7. Those which expose, by sight or outline, private parts of the body in a lewd or indecent manner.
  8. Those which expose cleavage or midriff.
  9. Those without straps.
  10. Skirts and dresses that fall above fingertip length or mid-thigh.
  11. Wearing or carrying outdoor coats, bookbags, blankets, and purses. Drawstring bags may be used for PE only.
  12. Sunglasses during school hours without medical documentation.
  13. Hats or headwear, except for medical and religious purposes.
  14. Safe and appropriate footwear must be worn.
  15. Students are not permitted to have energy drinks during the school day.

Students who are out of compliance with the dress code will be assigned the following consequences at the discretion of the building principal or his/her designee:

1. Change clothes
2. Change clothes and a lunch detention
3. Change clothes and an after-school detention
4. In school suspension

5. Failure to change clothes when out of compliance may result in ISS

Teachers and all District personnel should exemplify appropriate attire and dress professionally, with the exception of dress-down days or supervisor approval.

## **Prohibited Student Conduct**

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

The best discipline is self-imposed, and the students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to enforce the Code of Conduct and encourage growth through conversations, placing emphasis on the student's ability to grow in self-discipline.

The Board of Education recognizes the need to make its expectations specific and clear for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and to focus on safety and respect for the rights and property of others. Students who violate these school rules will be required to accept the penalties for their conduct.

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

- 1) Engage in conduct that is disorderly and disruptive. Examples of disorderly or disruptive conduct include but are not limited to:**
  - a. Running in hallways.
  - b. Making unreasonable and excessive noise, including excessively loud music.
  - c. Using language or gestures that are profane, lewd, vulgar, or abusive.
  - d. Obstructing vehicular or pedestrian traffic.
  - e. Engaging in any willful act which disrupts the normal operation of the classroom or school community.
  - f. Trespassing.
  - g. Misusing computer/electronic communications devices or using computers or electronic communication devices when not permitted.
  - h. Pranks on any school property.
- 2) Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:**
  - a. Failing to comply with the reasonable directions of school employee in charge of students.
  - b. Displaying behavior that is rude and disrespectful.
  - c. Truancy and cutting school or class without parent permission.
  - d. Skipping detention.
  - e. Being in the hall without a pass.
  - f. Violating the technology acceptable use policy.

**3) Engage in conduct that is violent. Examples of violent conduct include but are not limited to:**

- a. Committing or attempting an act of violence (such as hitting, kicking, punching, and scratching) upon any person lawfully on school property.
- b. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. Weapons are defined as:
  1. A firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paint ball gun.
  2. A switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife.
  3. A billy club, blackjack, bludgeon, chukka stick, or metal knuckles.
  4. A sandbag or sand club.
  5. A sling shot or slung shot.
  6. A martial arts instrument, including, but not limited to, a kung fu star, ninja star, nunchuck, or shuriken.
  7. An explosive, including, but not limited to, a firecracker or other fireworks.
  8. A deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray.
  9. An imitation gun.
  10. Loaded or blank cartridges or other ammunitions.
  11. Any other deadly or dangerous instrument.
- c. Displaying what appears to be a weapon.
- d. Threatening to use any weapon.
- e. Intentionally damaging or destroying the property of a student, teacher, administrator, other District employee, or other person lawfully on school property, including graffiti or arson.
- f. Intentionally damaging or destroying school District property.
- g. Verbal or written threat.

**4) Engage in any conduct that endangers the safety, morals, health, or welfare of others.**

**Examples of such conduct include but are not limited to:**

- a. Inappropriate public displays of affection (PDA's). Display of affection is limited to handholding, permissible only in grades 9-12.
- b. Lying to school personnel.
- c. Stealing the property of students, school personnel, or other persons lawfully on school property or attending a school function.
- d. Defamation, which includes making false or inappropriate representations that are demeaning or harming to the reputation of an individual or identifiable group.
- e. Actual or perceived discrimination based on a person's race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identify, marital or veteran status, or disability as a basis for treating another in a negative manner on school property or at a school function.

- Students who violate this component of the Code of Conduct are subject to the following:
    1. Meet with school official, as assigned by the principal, for education regarding Diversity, Equity, and Inclusion
    2. Restorative Justice circle with the principal or his/her designee, the perpetrator, and the victim
    3. Three days of ISS
    4. Consultation with a school counselor will be offered to the victim
  - Students who repeatedly violate this component of the Code of Conduct may be assigned OSS, a Superintendent's Hearing, referral to counseling, or referral to law enforcement.
- f. Harassment, intimidation, or bullying by any means, including but not limited to the creation of a hostile environment by verbal or non-verbal conduct, intimidation, verbal threats or abuse, including cyber bullying, that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits; or mental, emotional and/or physical well-being; including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such acts of harassment and bullying include those that occur on school property; at a school function or off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Harassing and bullying behavior may be based on any characteristic, including, but not limited to, actual or perceived race, color, weight creed, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender and gender identity.
- Students who violate this component of the Code of Conduct are subject to the following:
    1. Meet with school official, as assigned by the principal, for education regarding harassment and bullying.
    2. Restorative Justice circle with the principal or his/her designee, the perpetrator, and the victim.
    3. 3 days ISS.
    4. If harassment or bullying occurred through use of school technology, the offending student will complete a Digital Citizenship Course with a school assigned official.
    5. Consultation with a school counselor will be offered to the victim.
  - Students who repeatedly violate this component of the Code of Conduct may be assigned OSS, a Superintendent's Hearing, referral to counseling, or referral to law enforcement.
- g. The use of any device to record, transmit, or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.

- h. Unwelcome or unwanted sexual gestures, sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures, or auditory recordings, and other verbal or physical conduct or communication of a sexual nature are prohibited. When investigated, any of these could be found as sexual harassment. If found as sexual harassment, students are subject to the following:
  1. Meet with school official, as assigned by the principal, for education regarding healthy and consensual relationships.
  2. Restorative Justice circle with the principal or his/her designee, the perpetrator, and the victim.
  3. 3 days ISS.
  4. Consultation with a school counselor will be offered to the victim.
  - Students who repeatedly violate this component of the Code of Conduct may be assigned OSS, a Superintendent’s Hearing, referral to counseling, or referral to law enforcement.
- i. Hazing, which includes any intentional or reckless act against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.
- j. Selling, using, or possessing obscene material.
- k. Using vulgar or abusive language, cursing, or swearing.
- l. Possessing, using, consuming, selling or attempting to sell, distributing, or exchanging:
  1. A cigarette, e-cigarette, vaping or vaping paraphernalia, cigar, pipe, chewing or smokeless tobacco, or look-alike substances.
  2. Alcoholic beverages or illegal substances or being under the influence of either. Illegal substances include but are not limited to inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs,” as well as any paraphernalia for the use of such illegal substances.
  3. Prescription and over-the-counter drugs, including dietary supplements, weight loss pills, etc.
  4. Incendiary devices.
  - Students who violate this component of the Code of Conduct are subject to the following:
    1. Confiscate item, notify parents, remainder of the day plus 1 additional day of ISS.
    2. Confiscate item, notify parents, 3 days ISS.
    3. Confiscate item, notify parents, 3 days OSS.
    4. All students will complete a mandatory tobacco or substance education and cessation program.
  - Students who repeatedly violate this component of the Code of Conduct may be assigned up to 5 days OSS, a Superintendent’s Hearing, and referral to counseling for substance abuse.
- m. Gambling.
- n. Indecent exposure; that is, exposure to the sight or outline of the private parts of the body in a lewd or indecent manner.

- o. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  - p. Having knowledge of, but failing to report, threatened violent or disruptive acts.
- 5) **Engage in misconduct while in a school vehicle or any vehicle contracted by the District.** It is crucial for students to behave appropriately while riding on District/contracted vehicles to ensure their safety and that of other passengers and to avoid distracting the vehicle driver. When in any school vehicle, students are required to conduct themselves in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated. This applies anywhere on school property, or on school or contracted buses/vehicles.
- 6) **Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:**
- a. Plagiarism
  - b. Cheating.
  - c. Copying.
  - d. Altering records.
  - e. Assisting another student in any of the above actions.
  - f. Use of smart watches. All smart watches need to be turned in during tests and quizzes.
  - g. Accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
- 7) **Engage in off-campus misconduct that endangers the health and safety of student or staff within the school or creates a material disruption to the educational process. Examples of misconduct include, but are not limited to:**
- a. Cyberbullying
  - b. Threatening, hazing, harassing students or school personnel over the phone or internet.
  - c. Using message boards, group chats, or social media platforms to convey threats derogatory comments, or post inappropriate or offensive pictures of students or school personnel.

## **Reporting Violations**

All students and employees are expected to promptly report violations of the Code of Conduct to an employee or supervisor of the District. Anyone observing a person possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to any District employee. Anyone observing a person being harassed, bullied, and/or discriminated against by another student to a staff member shall report this information either orally or in writing, immediately to a school employee or through the District's online alert system.



### **DASA – Dignity for All Students Act**

A student’s ability to learn and to meet high academic standards, and the school’s ability to educate its students, is compromised by incidents of discrimination or harassment, including bullying, taunting, or intimidation. The Dignity Act makes it official policy that all students in public schools have the right to an education free of discrimination and harassment. The Dignity Act addresses issues including, but not limited to, acts of discrimination and harassment based on a student’s race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex. Material incidents of harassment and discrimination include:

- 1) A single incident or a series of related incidents where a student is subjected to harassment and/or discrimination by a student or school employee on school property or at a school function that creates a hostile environment by conduct, with or without physical contact, and/or by verbal threats, intimidation, or abuse, of such a severe or pervasive nature that the discrimination or harassment:
  - a. has or would have the effect of unreasonably interfering with a student’s educational performance, opportunities or benefits, or mental, emotional, and/or physical well-being, or
  - b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

***District contacts*** for reporting material incidents of harassment and discrimination are:

<b>ELEMENTARY SCHOOL</b>	<b>MIDDLE/HIGH SCHOOL</b>
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<b>Jennifer Mosher</b> , Principal 585-968-1760, extension 3111 <a href="mailto:jmosher@mycrs.org">jmosher@mycrs.org</a>	<b>Katie Ralston</b> , Lead Principal 585-968-2650, extension 4422 <a href="mailto:kralston@mycrs.org">kralston@mycrs.org</a>	<b>Christopher Fee</b> , Principal 585-968-2650, extension 4428 <a href="mailto:cfee@mycrs.org">cfee@mycrs.org</a>
<b>Sue Giardini</b> , Counselor 585-968-1760, extension 3207 <a href="mailto:sgiardini@mycrs.org">sgiardini@mycrs.org</a>	<b>Charanna Swartwout</b> , H.S. Counselor 585-968-2650, extension 4430 <a href="mailto:cswartwout@mycrs.org">cswartwout@mycrs.org</a>	<b>Kelly Volz</b> , M.S. Counselor 585-968-2650, extension 4439 <a href="mailto:kvolz@mycrs.org">kvolz@mycrs.org</a>

Staff who receive oral or written reports of harassment, bullying and/or discrimination or witness such acts shall orally report the incident within one (1) school day to the principal, the principal's designees, the superintendent or the Dignity Act Coordinator. Following the oral report of acts of harassment, discrimination and/or bullying, a written report shall be filed within two (2) school days following the oral report. The District's principal, superintendent, or his/her designees shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written report is made.

When an investigation certifies a material incident of harassment, bullying and/or discrimination, the principal, superintendent, or his/her designee shall take prompt action, consistent with the District's Code, included but not limited to Section 100.2(I)(2)(ii)(h), reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment and create a more positive school culture and climate, prevent reoccurrence of the behavior and ensure the safety of the student or students against whom such behavior was directed.

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

Any weapon, alcohol, or illegal substance found shall be confiscated immediately by any school employee. The parent/guardian of the student will be notified of the disciplinary sanction, which may include permanent suspension and referral for prosecution.

The principal or his/her designees must notify the appropriate local law enforcement agency of those Code of Conduct violations that may constitute a crime and substantially affect the order or security of the school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation.

### **Confidentiality**

It is District policy and practice to respect the privacy of all parties and witnesses to bullying. To the extent possible, the District will not release the details of a complaint or the identity of the complainant of the individual(s) against whom the complaint is filed to any third parties who do



not need to know such information. However, because an individual's desire for confidentiality must be balanced with the District's legal obligation to provide due process to the accused, to conduct a prompt and thorough investigation and/or to take necessary. Steps to resolve the complaint, the District retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. The request may limit the District's ability to respond to his/her complaint.
2. District policy and federal law prohibit retaliation against complainants and witnesses.
3. The District will attempt to prevent any retaliation.
4. The District will take strong responsive action if retaliation occurs.

## **Disciplinary Penalties, Procedures, and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to enforce the Code of Conduct and encourage growth through conversations, placing emphasis on students' abilities to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education, and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **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 that penalty, consistent with the student's right to due process. The consequences apply to each of the components of prohibited conduct defined above, and in most cases are intended to be implemented as progressive discipline. Unless explicitly indicated

in the previous section, any of the following consequences can be assigned. Some infractions are more serious than others, in which case the classroom teacher, principal or his/her designee, or superintendent may issue discipline at an elevated step.

- 1) Verbal warning – given by any District personnel.
- 2) Written warning – given by any District personnel.
- 3) Written notification to parent – sent by any District personnel – copy supplied to principal if requested.
- 4) Contact parents via telephone, email, or any electronic method - any District personnel.
- 5) Conferences with parents in person, via phone, or Zoom – and District personnel.
- 6) Lunch Detention – by teacher, principal, or superintendent.
- 7) Detention – teachers (teacher detention), principal, superintendent.
- 8) Suspension from transportation – principal, superintendent.
- 9) Suspension from athletic participation – coaches, athletic director, principal, superintendent.
- 10) Suspension from social or extracurricular activities – activity director/advisor, principal, superintendent.
- 11) Suspension of other privileges – principal, superintendent.
- 12) Restitution for damages – principal, superintendent, law enforcement.
- 13) Removal from classroom – teachers, principal, superintendent.
- 14) In-school suspension – principal, superintendent.
- 15) Short-term (5 days or less) suspension – principal, superintendent, Board of Education.
- 16) Long-term (more than 5 days) suspension – Superintendent’s Hearing, to be held prior to student’s return to school.
- 17) Permanent suspension from school – principal, superintendent, Board of Education.
- 18) Referral to outside agencies, including, but not limited to, youth court, law enforcement, and probation– principal, superintendent, Board of Education.

### **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 an oral warning, written warning, or written notification to their parents are entitled to additional rights (explained below) before the penalty is imposed.

- 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’s parent will be notified upon assignment of a detention.
- 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 principal’s attention. Students who become a serious disciplinary problem may have their riding privileges

suspended by the principal or the superintendent or his/her designees. In such cases, the student's parent/guardian will become responsible for seeing that the student gets to and from school safely and timely. 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/guardian will be provided with a reasonable opportunity for an informal conference with the principal or the principal's designee to discuss the conduct and penalty involved.

- 3) **Suspension from athletic participation, extracurricular activities and other privileges** – A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent/guardian 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 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 a ISS is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the principal or the principal's designee to discuss the conduct and penalty involved.

- 5) **Teacher disciplinary removal of disruptive students (classroom suspension)** – 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 selfcontrol in an alternative setting. Such practices may include, but are not limited to: short-term "Time Out" in an elementary classroom or in an administrator's office; sending a student into the hallway briefly; sending a student to the principal's office for the remainder of the class time only; sending a student to a guidance 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 of Conduct. 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 to 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, repeatedly violates the teacher's classroom behavior rules, or impedes the teacher's ability to continue to instruct.

A 6-12 teacher may remove a disruptive student from class for up to two consecutive days. The removal from class applies to the class of the removing teacher only. A Pre-K - 5 teacher may remove a disruptive pupil for up to two half days.

If the disruptive student does not pose a danger, cause an ongoing threat of disruption to the academic process, or repeatedly behaves disrespectfully, 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, causes an ongoing threat of disruption, or repeatedly behaves disrespectfully, 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.

The teacher must complete a District-established disciplinary removal form and meet with the principal or 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 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 after the student's removal, the administrator in charge 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 administrator in charge 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 at the last known address for the parents within 24 hours of the student's removal. 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 a conference scheduled during the workday and will welcome the teacher's participation outside of the workday.

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

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

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

The principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and 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 a classroom by the classroom teacher shall be offered continued educational programming and activities until permitted to return to the classroom. Each teacher must keep a complete log on the District-provided student management system for all cases of removal of students from class. The principal must keep a log of all removals of students from class.

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

- 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 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 conditions underlying the recommendation or referral warrant immediate attention. In such cases 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.*

- 7) **Short-term (5 days or less) suspension from school** – When the superintendent or principal (“suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority or his/her designee must immediately notify the student orally. 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 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/guardians of the right to request an immediately 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/guardians. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures that 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 disposes such 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 (5) business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within ten (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 ten (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.

- 8) **Long-term (more than 5 days) suspension from school** – When the superintendent or principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and their parents/guardians 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, which 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 ten (10) business days of the date of the superintendent's decision, unless the parent/guardian 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.

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

### **Minimum Periods of Suspension**

1) **Students who bring a weapon to school.**

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 the penalty, the superintendent may consider the following: a. The student's age.

b. The student's grade in school.

c. The student's prior disciplinary record.

d. The superintendent's belief that other forms of discipline may be more effective.

e. Input from parents, teachers, and/or others.

f. Other extenuating circumstances.

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

2) **Students who commit violent acts other than bringing a weapon to school.**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall 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.

- 3) **Students who are repeatedly substantially disruptive of the educational process or who repeatedly substantially interfere with the teacher’s authority over the classroom.** Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or who substantially interferes with the teacher’s authority over the classroom will be subject to short- and long-term suspensions. Students’ disciplinary files will be reviewed on a case-by-case basis, with consequences assigned appropriately at the discretion of the administrator in relation to the Code of Conduct. If the proposed penalty is the minimum five-day suspension, the student and the student’s parent 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.

### **Referrals**

1) **Counseling**

The guidance counselors, CSE chair, principal, school psychologist, school nurse, and teachers shall handle all referrals of students to counseling.

2) **PINS Diversion Petitions.**

The District may file a Person in Need of Supervision (PINS) petition in Family Court on any student under the age of 18 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 possessing marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be sufficient basis for filing a PINS petition.

A PINS petition may be brought against a student with a disability only after a manifestation determination has been held in order to rule out that misconduct leading to the filing of the Petition is a manifestation of the student’s disability.

3) **Juvenile Delinquents and Juvenile Offenders**

The superintendent or his/her designee 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.
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law SS1.20(42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.



### **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 are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

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

### **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 be reasonably used, reasonable physical force may be used to:

- 1) Protect oneself, another student, teacher, or any person from physical injury.
- 2) Protect the property of the school or others.
- 3) Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school District functions, powers, and duties, if that 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.

### **Student Searches and Interrogations**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District 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. School officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, principal and school nurse (upon direction from the superintendent or principal) to conduct searches – including dog searches – of students and their belongings including but not limited to lockers, vehicles, etc. if reasonable suspicion exists 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.

**a. Student Lockers, Desks, and other Storage Places**

Each student is assigned a locker, which is not to be shared and is to be kept locked at all times. Students assume responsibility for everything placed in their own locker. All personal items and books not in use are to be kept in lockers. The District is not responsible for the loss of items from any locker.

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 areas. Student lockers, desks and other areas of the building are property of the District and, therefore, may be searched at any time without prior notice to students or parents/guardians and without their consent. If deemed necessary, school officials may invite law enforcement to assist in the search of lockers, desks, and other school storage places.

**b. Electronic Device Policy**

Any and all electronic devices, including but not limited to cell phones, smart watches, iPads, tablets, laptops, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student which, at the discretion of the school, may be revoked should circumstances warrant.

**Visitors to the Schools**

Because schools are a place for learning and work, certain limits must be set for visits from parents/guardians, former students, community members, etc. The principal or his/her designee is responsible for all persons in the building and on the school grounds and is expected to maintain security and safety of individuals and school property at all times. For these reasons, the following rules apply to visitors to the schools:

- a) Anyone who is not a regular staff member or student of the school will be considered a visitor.
- b) All visitors are required to provide photo ID and sign in at the receptionist desk. Visitors will be provided a photo identification tag, which must be worn at all times while in the school or on school grounds. The visitor must sign out when leaving the building.
- c) Visitors attending school functions that are open to the public, such as concerts, community meetings, athletic and extracurricular events are not required to sign in.
- d) Parents/guardians or community members who wish to meet with any school staff are required to call the school and arrange a meeting ahead of time, so any disruptions are kept to a minimum.
- e) Teachers are expected not to take class time to discuss individual matters with any visitors.
- f) Any unauthorized person on school property will be reported to the principal or his/her designee and will be asked to leave. The police will be called if the situation warrants.
- g) All visitors are expected to abide by the rules of this Code of Conduct.

## **Attendance Policy**

Regular attendance in school is essential to the orderly progress of each student. Students develop habits which last a lifetime. Priorities and responsibilities must be set early. The school will carefully monitor students' absences, dismissals, and tardiness. Students may only be released from school on the written request of a parent/guardian who comes to the school to sign students out.

The school day begins with homeroom at 8:00 AM and ends at 3:00 PM. Students report to homeroom no later than 8:12 AM. Students may only be excused to go home sick by the school nurse. Students are not able to independently call or text home to be picked up but must go to the school nurse who will make the call to the parent/guardian.

### **Daily Attendance**

On the morning of each absence, parents/guardians should contact the school's receptionist at 585968-2650. Without this notification, an automated phone call is generated, and the school will contact the parent/guardian on the day of the third consecutive absence to verify each day's absence. A written excuse is still required for each student absence, regardless of phone calls.

Attendance will be taken in every class period in grades 6-12. Each student is required to attend school each day except for the following reasons as stipulated by New York State Education Department:

- 1) Personal/family illness – a doctor's note should be provided whenever possible. No more than ten (10) parent notes will be accepted without a doctor note.
- 2) Death in the family
- 3) Impassable roads/unsafe travel
- 4) Religious observance
- 5) Quarantine
- 6) Required court appearance
- 7) Health clinics and remedial treatment (Doctor note required – please make every effort to schedule appointments outside the school day)
- 8) Approved school sponsored trips
- 9) Scheduled college visits (require pre-approval from Guidance Office)
- 10) Permission of building principal

After a student has entered school grounds, he/she is not permitted to leave without a legal excuse for a reason noted above.

### **Unexcused Absences**

Unexcused absences occur when a student is absent with the knowledge and consent, stated or implied, of his/her parent/guardian for any reason other than those stated as legal absences in the above section.

### **Truancy**

A student whose parent or guardian expects him/her to be in school and who does not attend for other than lawful reasons is truant. Truancy is a serious offense. Students may face disciplinary action including PINS or referral to law enforcement.

### **Excuses**

In the case of absence, a parent/guardian's written statement for the absences listed above will be accepted up to ten (10) excuses and must be provided within one (1) week of the absence or tardy. Doctor notes should be provided whenever possible and as soon as possible and will only be applied to the dates indicated on the note.

### **Early Dismissal**

All students needing to leave the building while school is in session, including the lunch period, must be signed out by a parent/guardian. Phone calls are not allowed for early dismissal as they are difficult to confirm, and parent/guardian signature is required. A written parent excuse is required each time.

### **Tardiness to School**

Students who are tardy for a class disrupt the educational process and show disrespect for their fellow students, teachers and the educational program. Unless there is a legal reason, students are expected to attend school on time. In the event of tardiness, students must sign in at the receptionist desk and have up to one (1) week to submit a written excuse. Upon the third tardy per quarter, a lunch detention will be assigned for each additional late. Chronic tardiness will result in a parent/administration meeting and potential disciplinary action and/or referral to PINS.

### **Classroom Attendance**

Each student must be in each assigned period in a timely manner, for the entire period. Students may be referred to the main office for disciplinary action following the third or more tardy of less than five minutes. Acute lateness of greater than 5 minutes will automatically result in a referral.

All students must participate in a physical education program each year. A medical excuse from a doctor must include a return to activity date and the student must discuss with their instructor a way to make up the missed classes. A medical excuse does not exempt a student from the physical education requirement, only from active participation.

### **Attendance and Co-Curricular Activities**

Students must be in continuous attendance from 8:00 AM – 3:00 PM in order to participate or attend that day's activities, afternoon or evening. This includes games, dances, extra-curricular events. Friday attendance will be used for all weekend events. Exceptions may be granted by the principal or his/her designee for students who miss school for legal reasons.

### **Extended Absences**

Students who are absent because of any type of illness for an extended period of time are entitled to receive tutorial instruction to the extent permitted under NYS Education Law. Parents/guardians must contact the school as soon as they are aware of the extent of the long-term illness or extended absence. A doctor note is required for all such circumstances. After this arrangement is made and tutorial instruction begins, students will be considered excused absent with due dates and timelines as established between the building principal and parent/guardian.

### **Middle School Attendance**

The middle school has adopted an attendance policy similar to the high school to ensure student success. If your son or daughter misses a total of 20 classes in a full year, retention may be considered depending on their academic progress.

PLEASE NOTE: Medical and extenuating circumstances are considered.

### **High School Attendance**

- 1) For high school credit-bearing courses, credit for a course will be tied to appropriate classroom attendance.
- 2) Any absence from class of more than 50% of the class period is counted as an absence. Any absence for less than 50% of the class period is considered tardy.
- 3) For a one-credit course, students may not exceed 20 unexcused absences (UA). Work must be made up for all excused absences (AE).
- 4) For a half-credit course, students may not exceed 10 unexcused absences (UA). Work must be made up for all excused absences (AE).
- 5) Once the student has exceeded 20 or 10 unexcused absences, he or she will no longer be able to submit work for credit. not be allowed to turn in work or take tests/quizzes. Zeros will be entered for any assignment, test/quiz, or project once the allowable number of unexcused absences is exceeded.
- 6) There is a no late work policy in the high school. Any student who does not turn in homework the day it is due will receive a 0 for the assignment.
- 7) In the case of extraordinary circumstances whereby a student has exceeded the allowable number of unexcused absences, parents will be notified that they can make an appeal to the building principals.

### **Compulsory Attendance**

The Compulsory Education Law of New York State requires enrollment of all children between the ages of 6 and the end of the school year in which the child turns 16. We ask for the participation of parents in seeing to it that their children attend school regularly. Students over the age of compulsory school attendance may be dropped from enrollment if they have been absent 20 consecutive school days. As mandated reporters, CRCS is required to call Child Protective Services with concerns of educational neglect if chronic absenteeism, tardiness, or truancy occurs.

## **Technology Usage Policy**

The District will make available a variety of technological resources to support learning and enhance instruction. Our goal in providing this service to teachers and students is to promote educational excellence. The internet, a global information infrastructure, is a network of networks used by educators, business, government, military, organizations, libraries, and individuals to educate, inform, and entertain. The users (defined as any student, teacher, administrator, staff member, or community member utilizing a District device) of these tools take on certain responsibilities, including the use of technology in an ethical manner.

### **Ethical Guidelines for Responsible Use**

We encourage the use of computers and technology available at Cuba-Rushford. However, with this privilege comes responsibility.

1. **Acceptable Use-** The use of access privileges must be to support education and research and be consistent with educational objectives of CRCS. Transmission of any material in violation of Federal or State regulations is prohibited. This includes but is not limited to, copyrighted material, and threatening or obscene material.
2. **Privileges-** The use of school devices and internet is a privilege. Inappropriate use will result in the loss of privileges. The system administrators will determine what appropriate use is and may deny access privileges at any time. The administration, faculty, and staff of Cuba-Rushford School District may request the system administrator to deny privileges of internet access to individuals.
3. **Computer Etiquette-** The use of the CRCS computer system by any user includes the following requirements: be polite, use appropriate language (no profanity), illegal activities are forbidden, students are not to reveal their name, personal phone number or address to any other person, and students are not to annoy other students.
4. **Security-** Users will not intentionally develop or activate programs that harass other users, infiltrate the network or other computers, or alter in any way software components or network settings. This includes, but is not limited to revealing, using or attempting to learn user's passwords, spreading viruses, or attempting to enter the restricted system. CRCS has the right to monitor network activity in any form it sees fit to maintain the integrity of the network. Students are not allowed to access any Internet chat rooms (exception Microsoft Teams). Students and parents are representatives of the school, have the responsibility for reporting misuse of the system to appropriate officials at CRCS.
5. **Vandalism-** Vandalism is defined as the malicious attempt to damage software, hardware, or to harm or destroy the data of another user. Vandalism will result in the loss of computer privileges and may include notification of law enforcement authorities.
6. **Liability-** Use of the District computer equipment, Internet accounts, and networks and information contained on them is a privilege. While every reasonable effort will be made by the District personnel to provide Internet filters to questionable materials, the student and the parent/guardian also must accept responsibility of ethical usage of District facilities.

### **Consequences of Violations**

Suspected violations of acceptable use will be communicated to appropriate school personnel. Persons found to be in violation of acceptable use may be denied technology access on the basis of inappropriate use of District equipment. Any determination of unacceptable usage serious enough to require disconnection shall be promptly communicated to appropriate supervisory staff for further action.

Consequences of violations of this policy may include but are not

limited to: 1) suspension/revocation of Internet or network access

2) suspension/revocation of computer privileges, school suspension

3) monetary liability for damage to equipment and/or software

4) legal action and prosecution by law enforcement

### **Damaged iPad/Computer Policy**

- First broken device will be replaced with a device that is one year older and requires a conversation between the student and a school administrator.
- Second broken device will require a meeting with the SRO regarding property damage, followed by a written reflection of the incident that caused the damage and a plan for prevention of future damage. The written statement will be turned into the technology department.
- Third broken device is a charge of the cost of repair for the device or a referral to Youth Court.
- The student's number of broken devices does not reset every year.

## **Interscholastic Athletics & Extracurricular Code of Conduct**

Participation in interscholastic sports and extra-curricular activities at Cuba Rushford School District is a privilege. CRCS has a long standing and proud tradition of excellence in extra-curricular activities. As a member of a team or group, students represent not only Cuba Rushford, but also their families, coaches, advisors, and community.

Therefore, certain responsibilities accompany student participation. All students who plan to participate in interscholastic athletics and extra-curricular activities are responsible for understanding and abiding by this Code of Conduct. It is our intention to make all parents/guardians and participants aware of the expectations for proper attitude and behavior.

### **Sportsmanship**

Proper conduct by all in attendance at CRCS athletic events is expected. Respecting and striving to uphold Sportsmanship Guidelines will provide an atmosphere of behavior that is consistent with the goals and purposes of the total education program. **Guidelines**

- Know the current rules of the activity.
- Set an example in controlling unsportsmanlike behavior.
- Create a friendly atmosphere for competition among players, coaches, spectators, and officials.
- Treat everyone with respect-including opposing players and coaches.
- Exercise self-control in accepting decision of officials.
- Respect the integrity and judgement of game officials.
- Recognize outstanding performances by all athletes.

### **Parent/Guardian Guidelines**

The athletic department encourages parents/guardians to share in their child's education by attending games and showing positive, constructive support. If a parent has a question, the athletic staff welcomes the opportunity to talk at an appropriate time. Discussions should occur at least 12 to 24 hours after the game/practice in question. Discussion on the field/court are often fragmentary, incomplete, and public. Conversations deserve both privacy and time. Parents are encouraged to establish a meeting time with the coach in an appropriate setting.

Failure to follow the guidelines will result in the parent/guardian receiving a letter from CRCS regarding his/her actions. If the parent/guardian continues such behavior, he/she will not be allowed to attend the next contest.

### **Ejections**

CRCS athletes and coaches are required to follow the guidelines established by the NYSPHSAA. Coaches and players ejected for an athletic contest for any reason will be required to sit out the rest of the particular contest and the next scheduled contest. Parents/guardians ejected from athletic contests will be required to leave the field/court immediately, as well as the premises, and he/she any not attend the next scheduled contest. Also, parent/guardians ejected from events will be required to meet with the AD and/or an administrator prior to attending another contest.



### Attendance

Students not in attendance for the school day may not attend after school events, unless authorized by a Building Principal.

- Student-athletes must be in homeroom by 8:12 every day.
- Students must be in continuous attendance until 3:00 pm, arriving no later than 8:12 am, in order to participate or attend that day's activities-afternoon or evening. Exceptions may be granted by the principal or his/her designee based on extenuating circumstances. Students that must leave during the school day for a legal reason MUST present a parent/doctor's note that documents the reason for the legal absence to the Receptionist/Nurse to be eligible for participation. If a student is suspended in or out of school, he/she may not participate in a sport activity for the day, whether practice or game. Disciplinary action will occur for habitual offenders.
- Students arriving after 8:12 am with an unexcused absence will NOT be allowed to participate in after-school activities.
- Each student-athlete must make every effort to be in school for the entire school day following athletic events. If a poor attendance pattern develops, the coach will take disciplinary action.

### Academic Performance/Eligibility

As an educational institution, Cuba Rushford School District wishes to place a strong emphasis on academic excellence. To this end, the district provides assistance to those students who are experiencing academic difficulties.

At the beginning of each activity/season, the athletic department/advisor will send the guidance department a list of students participating in the interscholastic athletic programs and drama club for that season. Students will have their academic performance evaluated on a weekly basis. Every Monday, a failure list will be generated from the PowerSchool grade book with the names of all students who are not maintaining a minimum average of 65% for the current quarter.

Step 1	1 <sup>st</sup> time on list	1-week probation period (warning)	Continue practice & contest
Step 2	2 <sup>nd</sup> time on list	1-week suspension period	Continue practice-No contest
Step 3	3 <sup>rd</sup> time on list	1-week suspension period	Continue practice-No contest
Step 4	4 <sup>th</sup> time on list	Final 1-week suspension period	No practice or contests
Step 5	5 <sup>th</sup> time on list	Dismissed from team	Removed from roster

A. (Step 1) A student who is failing two or three subjects will be placed on an Ineligibility List.

- A student who appears on the Ineligibility List during a season will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
- The first time during a season a student appears on the Ineligibility List, he/she will be placed on probation and will have one week to get his/her name removed from the list, or suspension will follow. This is a warning. Only one probationary period (warning) will be granted per student per season.
- While on probation, the student will be allowed to participate in all practices and contests.
- The parent/guardian and coach/advisor of the student on the Ineligibility List will be notified via phone call and/or written notice from the athletic department.
- **A student failing four or more subjects will be placed on Step 4 immediately.**

B. (Step 2) A student who continues to appear on the Ineligibility List after a probationary (warning) period has been granted will begin serving a one-week suspension period from the Monday of notification by the athletic director until the Monday following the notification.

- A student who appears on the Ineligibility List during a season will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
- While serving the one-week suspension, the student may continue to attend and participate in practice but will not be eligible to participate in any interscholastic athletic contest or activity. Travel with the team to any away contests during the one-week suspension periods is up to the coach.
- The parent/guardian and coach/advisor of the student on the Ineligibility List will be notified via phone call and/or written notice from the athletic department.
- At the end of the one-week suspension period, the student will regain eligibility provided his/her name does not continue to appear on the Ineligibility List.

C. (Step 3) A student who continues to appear on the Ineligibility List after the initial one-week suspension period will receive a second one-week suspension period from the Monday of notification by the athletic director until the Monday following the notification.

- A student who appears on the Ineligibility List during a season will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
- While serving the one-week suspension, the student may continue to attend and participate in practice but will not be eligible to participate in any interscholastic athletic contest or activity. Travel with the team to any away contests during the one-week suspension periods is up to the coach.
- The parent/guardian and coach/advisor of the student on the Ineligibility List will be notified via phone call and/or written notice from the athletic department.
- At the end of the one-week suspension period, the student will regain eligibility provided his/her name does not continue to appear on the Ineligibility List.

- D. (Step 4) A student who continues to appear on the Ineligibility List after the second one-week suspension period will receive a final one-week suspension period from the Monday of notification by the athletic director until Monday following the notification.
- A student who appears on the Ineligibility List during a season will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
  - While serving the one-week suspension, the student may continue to attend and participate in practice but will not be eligible to participate in any interscholastic athletic contest or activity. Travel with the team to any away contests during the one-week suspension periods is up to the coach.
  - The parent/guardian and coach/advisor of the student on the Ineligibility List will be notified via phone call and/or written notice from the athletic department.
  - At the end of the one-week suspension period, the student will regain eligibility provided his/her name does not continue to appear on the Ineligibility List.
- E. (Step 5) A student who continues to appear on the Ineligibility List after the final one-week suspension period will be dismissed from his/her respective athletic team or club for the remainder of the season, due to academic needs.
- A student being dismissed for academic needs from his/her respective athletic team or club will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
  - The parent/guardian and coach/advisor of the student will be notified of the dismissal via phone call and/or written notice from the athletic office.
  - The student will be removed from the team roster and will be ineligible for any athletic awards for the respective sports season.

### **School and Community Behavior**

- A. Student athletes will not display behavior which could be detrimental to themselves, other students, the team, the school, or the Community.
- B. Student athletes will not participate in bullying or harassing behaviors while representing the school. Student athletes will not participate in any hazing type activities.
- C. Students athletes referred to the office for poor conduct may be subject to disciplinary action from the coach.
- D. Any student athletes caught stealing, vandalizing school property, arrested, or in possession of stolen items may be suspended or dismissed from the team.
- E. An in-season athlete/participant shall not be in possession or consume of an alcoholic beverage or tobacco product.
- F. An in-season athlete/participant shall not be in possession of, under the influence of, or consuming or using marijuana, anabolic steroids or any illegal and/or controlled substance or prescription drug not prescribed for the student by a licensed medical provider. Students who find themselves at a location where prohibited or illegal activities are taking place must make every effort to safely leave as soon as possible. Students shall never intentionally visit a destination where prohibited or illegal activities are occurring or are planned to occur.

- All infractions of items E or F from above will result in the immediate suspension of the student for 25% of the season. A minimum of two sessions with a substance abuse counselor will also be required prior to the student's return to competition.
  - A second infraction of items E or F from above will result in the immediate suspension of the student for 50% of the season. A minimum of two sessions with a substance abuse counselor will also be required prior to the student's return to competition.
  - A third infraction of items E or F from above will result in the immediate suspension of the student for one calendar year.
- G. A coach or advisor of a co-curricular activity may impose additional requirements which are unique to his/her activity or sport.
- H. Students may not use social media sites and/or computer applications to publish or post disparaging and/or harassing remarks about any CRCS community members (students, teachers, administrators, coaches, staff member) or students and/or adults from other schools and/or communities.
- I. Any student athlete leaving the site of an athletic activity early, without permission from the coach, will be suspended for 10% of that season, starting immediately following the incident.  
Any further discipline will be at discretion of the coach.
- J. Any student who is absent from practice for a period of five or more consecutive days must have a minimum of three days of practice for reconditioning purposes prior to participation in an activity. If a student misses three or four consecutive days of practice, two days of reconditioning must take place.
- K. In the event that a student fails to attend scheduled practices for five days then they will be considered to have left the team or activity and is at the that time given one week to hand in uniform and equipment. The coach or advisor will act on these cases as he/she determines it to be the best interest of the program or activity. The student athlete will not be allowed to use the weight room or gym facility for the remainder of the season.

### **Transportation**

- A. All students must ride to and from all school events in transportation provided by the District, except under certain circumstances preapproved by the Athletic Director and/or School Administration.
- B. A student who misses a scheduled bus for an away event will not be permitted to participate in that event. It should be noted that school time will be used, and coaches will not leave the school building until the scheduled departing time.
- C. A student may ride home with his/her own parent/guardian after a parent signs a release form at the event site.
- D. Under no circumstances will students be allowed to ride home with other students.

### **Other Standards & Related Penalties**

**Examinations, Physicals, and Injuries** - Before a student may practice or participate on any team, he/she must be examined or cleared by a doctor. Registration and a Health Review

form must be completed in FamilyID prior to the start of the season and reviewed by the Health Office prior to participation in the sport. All injuries that occur during practice or games must be reported to the coach. If an injury requires medical examination, further participation requires clearance by a medical doctor and a written note must be provided to the school nurse. The coach will fill out an Accident Report and submit it to the nurse.

**Equipment and Uniforms-** Equipment and/or uniforms will be issued to activity members by the coach/advisor. Participants must return their uniforms and equipment to the coach or advisor within the week following the end of the season or activity. Each participant is responsible for any loss or damage to school items and until satisfactory restitution is made further participation in any athletic program or activity will not be allowed.

**Dual Sport Athletes-** Two sport athletes must declare their primary sport. They must attend all practices and events for that sport. They may attend the secondary sport if the scheduling of events does not conflict with the primary sport.

**Attendance at Practice, Contest and Events-** Attendance is important, not only during regular school hours, but at all practice sessions, contests, and activities. Students must adhere to attendance criteria as established by the coach or advisor.

**Supervision of Students Before/After School Sponsored Events/Practices-**

Coaches/advisors are responsible for supervising the students in their respective activities while those students are participating in a practice/activity. Students involved in a practice/activity should be picked up at school when the practice/activity concludes. Students SHOULD NOT arrive at school for their practice/activity more than 15 minutes prior to the established start time for the practice/activity.

**National Honor Society, FFA and Student Council-** Members of these groups will abide by the rules described in this Code for the entire time that they serve in the NHS and FFA, or in the case of the Student Council, the entire time from the date of their election until their term ends. Students who will be returning to school and accept entry into these organizations are agreeing to follow the code even when school is not in session. This includes the summer vacation, as well as other vacations. **Physical Education-** NYSPHSAA regulations state that a student must be enrolled in physical education to participate in athletics. Student-athletes are expected to participate in each and every physical education class. If a student does not participate in physical education class, he/she will not be eligible to participate in practice or a game on that day. Parents will be notified if a pattern of nonparticipation in physical education develops. A student-athlete failing physical education will be ineligible to compete in games until the next progress report or marking period.

## **Additional Policies and Procedures**

### **Senior Privileges**

The senior privilege policy is reviewed with all seniors on the first day of school.

- With senior privileges, seniors may:
  - Sign into at the start of their first class
  - Sign out of school after their last class
    - Sign out of school during lunch, but may not order food to be delivered to the school
    - Sign out of school during study hall
- Senior privileges may be revoked for any of the following reasons:
  - Failing 1 or more classes at the conclusion of each 5-weeks

- Signing out early or signing in late, causing the student to miss or be tardy for class
- Bringing food back from lunch for other students
- Cited for dangerous or reckless driving during senior privileges
- Excessive attendance issues (tardy, absences, early dismissals)
- Discipline issues

Senior privileges will begin **after** the first 5 weeks of school. Senior privileges are a privilege, not a right. Seniors are expected to act in accordance with the Code of Conduct and understand that privileges may be revoked at the discretion of administration at any time. **A senior who does not have senior privileges is required to be in school for the duration of the school day unless a written parent note is submitted.**

### **Transportation Rules & Regulations**

The school bus is an extension of the school campus. Therefore, the rules of the school also apply to bus transportation. Students must not engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses so as not to distract the driver and to ensure the safety of themselves and other passengers.

#### **Bus Transportation Rules**

- 1) Observe classroom conduct.
- 2) Be courteous, use no profane language.
- 3) Keep the bus clean by cleaning your surrounding area.
- 4) Cooperate with the driver.
- 5) Do not possess or use alcohol, nicotine or marijuana products, including chewing tobacco, cigarettes, vapes, etc.
- 6) Do not damage bus or tamper with any equipment.
- 7) Stay seated for the duration of the ride. The driver and monitors have the authority to assign seats.
- 8) Keep heads, hands, and feet inside the bus
- 9) Do not fight, push, or shove.
- 10) Do not bring flammable materials on the bus.

#### **Late Bus Transportation Rules**

The school district provides a late bus Monday through Friday at 5:30 PM for students who remain after school for extra help, detention or club activities. Students wishing to ride the late bus must sign up at the receptionist desk by 2:00 PM. The late bus will be cancelled if no one signs up by 2:00 PM and parents/guardians will be required to provide transportation for any students up who did not sign up for the late bus.

#### **Student Provided Transportation**

Students are not allowed to provide transportation for other students to off campus programming.

Participants in Interscholastic or Extra-Curricular events may only travel by school transportation. Exceptions may be granted only by the building principal or his/her designee.

## **School Dances**

The advisor of the group sponsoring a school dance will be responsible for the conduct and behavior of students at the dance and will be considered the Chaperone in Charge. It is the responsibility of the Chaperone in Charge to ensure that the rules listed below are enforced and that the dance is both a safe and beneficial experience for the students at CRCS. In the event that an advisor is not present at a dance, another CRCS staff member must be designated the Chaperone in Charge.

To ensure a safe environment for all, the following protocols have been established:

1. The minimum number of CRCS staff members serving as chaperones at a school dance is two. The Police Department will also be notified of dance dates and times.
2. To be eligible to attend a dance, students must be in continuous attendance until dismissal on the day of the dance. Student attendance must commence no later than 8:12 AM without an excused absence. Saturday dances will be based on Friday's attendance.
3. Students must arrive to the dance within the first hour of the dance beginning. Exceptions to this may only be granted by the principal or his/her designee.
4. If students leave a school dance, they must leave the school grounds and may not return to the dance. Anyone found on the school grounds during a dance who does not have a legitimate reason to be there, will be asked to leave.
5. Students who misbehave will be told to leave the dance. Students who are told to leave for misbehavior will either be released to their parents/guardians or to the police if necessary.
6. Misbehavior at a school dance will be formally reported by chaperones on a school referral form. Chaperones will describe the incident on a student referral form. Consequences for misbehavior at a school dance may include banning the student from a number of dances or from all dances for the rest of the school year, as well as the full range of penalties listed in the Code of Conduct.
7. Students must arrange for a timely pickup following the dance. The Chaperone in Charge will ensure that students do not loiter on school grounds after a dance.
8. Middle school students may not attend high school dances and high school students may not attend middle school dances in any capacity.
9. Guests from other districts are allowed only with prior permission from the principal or his/her designee. The student bringing a guest must obtain a guest permission form from the main office and return it to the main office no later than 24 hours before the date of the dance.

## **Cafeteria**

Lunch time is intended to be a break during the school day when students may eat and socialize in a casual and orderly atmosphere. Some basic rules are necessary to create this environment. All students will report to the cafeteria only during their assigned lunch time. Students are not permitted to leave the building or to be elsewhere in the building during their lunch time, unless they have a pass from the teacher. Permission for bathroom use is granted by the cafeteria monitors.

It is expected that students will conduct themselves with good manners while in the cafeteria. Prohibited behaviors include:

- 1) Throwing of food or any other objects
- 2) Excessive noise/wandering
- 3) Horse play or any other inappropriate physical activity
- 4) Inappropriate language or gestures

Throwing food or other articles in the cafeteria constitutes a safety hazard for students and staff. It also disrupts the educational process for the remainder of the day. Students who throw food may be subject to disciplinary action including out of school suspension.

Students are responsible for returning their lunch trays to the washing station and disposing of any other lunch debris in appropriate containers. Tables and surrounding areas should be left clean.

All other school rules apply while students are in the cafeteria. Violations of school or cafeteria rules will result in a disciplinary referral and students may lose cafeteria privileges.

Lunch monitors are responsible for supervision of a safe and orderly environment in the cafeteria. Lunch monitors are authorized to assign tables, assign seats, separate students, or request a student be removed from the cafeteria for a specific amount of time.

### **Student Parking**

Student parking space is offered as a convenience. Cuba Rushford School District provides safe bus transportation for all students in the Middle-High School. Parking on campus is not a student right; it is a privilege that must be very carefully considered by parents and students. The school's primary responsibility is to provide a safe campus that protects students and bus traffic.

Students who use motor vehicles unsafely (speed, improper signaling, driving in an unsafe manner, disobeying local or state driving regulations, blocking roadways or emergency exits, ignoring the directions of staff or parking in an incorrect location, excessive beeping and or revving an engine) will lose the privilege of parking a vehicle on school property.

### **ISS Expectations**

Rules and expectations for ISS are clearly defined and written out for all students. These rules and expectations are reviewed with all students at the start of ISS, and the student will be required to sign the sheet acknowledging that all rules were reviewed.

1. Students must report to the office at 8:12 AM to begin serving ISS.
2. Students are able to purchase breakfast or bring breakfast from home, but they must eat breakfast before 8:30 AM.
3. Student's cell phone/iWatch will be placed in the front of the room at the start of ISS.
4. Students must bring all materials, including writing utensils, iPad/MacBook, class materials, and homework for productive study.
5. Students will do school-assigned or school related work. Any work not completed during ISS that is due in class that day will result in a 0.
6. The ISS supervisor will escort the students to the cafeteria to purchase a lunch. Lunch will be eaten in the ISS room.



7. Generally, there will be one AM and one PM restroom break. The supervisor will escort students to the restroom, but students are required to use the school pass protocol. Students may not socialize during restroom privilege time.
8. The following will be observed at ISS in addition to regular classroom rules:
  - a. No talking except by permission of supervisor.
  - b. No eating, drinking except during breakfast/lunch period (water bottles will be allowed).
  - c. No sleeping or laying head on desk.
  - d. No cellphones, audio equipment, playing cards, or amusement items permitted.
  - e. iPad/MacBook use should only be for work given by a teacher. iPad/MacBook will be taken if work is not being done.
  - f. No hoods, hats, coats, or bookbags should be worn during ISS.
9. Any person not following the rules will be escorted to the main office and day of ISS will not count. The student will be required to serve the time again the following day of attendance.
10. All students will be dismissed at 3:00 PM if serving a full day ISS, or after 5<sup>th</sup> period if serving a half day.
11. Failure to comply to these rules will result in an additional day of ISS or OSS.

### **After School Monitoring Rules and Expectations**

Students will be supervised from 3:10 PM-5:30 PM prominently in the cafeteria for after school monitoring. Students are to be in the cafeteria while waiting for a ride from a parent, the late bus, or a practice/game. In addition to following the school Code of Conduct, all Students are expected to:

1. Sign in and out on an attendance sheet. Once a student signs out to leave school, the student may not return.
2. Ask permission to leave the cafeteria.
3. Stay seated at lunch tables the entire duration.
4. No throwing food or any other objects.
5. No excessive noise/wandering.
6. No horseplay or any other inappropriate physical activity.
7. No inappropriate language or gestures.
8. Walk to the designated bus pick up area at 5:25 PM with the monitor.

If a student violates any of the expectations listed above, s/he will receive a suspension from after school activities for a time determined by the building principal.

The after-school monitor will get the late bus sheet from the Receptionist desk each day. Each late bus rider should be signed in.

The after-school monitor will walk the kids to the late bus and ensure the driver receives the late bus sign in sheet to check all students are on the bus.

The after-school monitor will place the after-school sign-in sheets on the Middle High School Secretary's desk each night.

## **Dissemination and Review**

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

- a) Reviewing and summarizing the Code of Conduct to all students at the beginning of each school year.
- b) Posting a copy of the Code of Conduct on the Cuba-Rushford Central School website for parent/guardian and community review at the beginning of the school year.
- c) Notifying all current teachers and other staff members that a copy of the Code of Conduct and any amendments to the Code are available online at the District site.
- d) Providing all employees with a copy of the current Code of Conduct.
- e) All parents/guardians will receive annual notices of the Dignity Act Coordinator and the name of designated building officials to who complaints of alleged harassment, discrimination, and/or bullying may be made. Information will be provided in a manner determined by the school and will be posted on the District website.

## **Review of Code of Conduct**

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

The Board may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representatives of students, teachers, administrators, and parents. The district will also solicit feedback and suggestions for changes to the Code via electronic survey. Before officially adopting the Code of Conduct, the Board will have a principal or his/her designee present suggested revisions during a public meeting in which the public can comment.

The Code of Conduct and any amendments will be filed with the Commissioner no later than 30 days after adoption.

