

Ellicottville Central School

Student Handbook

2019-2020

E*mbracing Change*

C*elebrating Success*

S*urpassing Expectations*

Mr. Robert R. Miller

Superintendent

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Middle/High School Principal

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This agenda belongs to:

Name: _____

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Mrs. Aimee Kilby, School Business Executive

Mrs. Sandra Olson, Guidance Secretary

Mrs. Melissa Sawicki, Superintendent's Secretary & District Clerk

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Mrs. Shawne Hunt, Technology Coordinator

Mr. Dave McCann, Athletic Director

Mrs. Vicky Williams, Cafeteria Manager

Mr. Bill Hasper, Transportation Director

STUDENT SERVICES

Mrs. Melissa Dahlman, CSE/CPSE Chairperson

Mrs. Tammy Eddy, Guidance Counselor

Mr. Daniel LaCroix, Guidance Counselor

Mr. Joe Prior, Psychologist

HEALTH OFFICE

The school health office is located in the elementary wing. If you are in need of the nurse, you must report to the office where the secretary will notify the nurse that you are on your way. If a student is to be released early because of sickness, he/she **MUST** go through the health office. ***The nurse will assess the student's condition and may notify parents. Students are NOT to use cell phones to call parents to be excused for illness unless he/she has received permission from the nurse or office personnel.*** The school nurse also acts as the district attendance officer.

PARENTS: If your child is to be absent for the school day, please call the Health Office at 716-699-2318 #4 in the morning to report the absence. School contact will eliminate phone calls and/or messages from the Health Office inquiring about a student's absence. Voice messages are appreciated, as are emails to khager@eville.wnyric.org. Emails serve a dual purpose: to notify the school and to provide documentation of an excuse.

PSYCHOLOGICAL SERVICES

Mr. Joe Prior serves as our full-time school psychologist. Please do not hesitate to contact him personally or you may go through the Guidance Office to make an appointment.

GUIDANCE COUNSELING SERVICES

The Guidance Office provides educational and vocational guidance and personal counseling for all students in grades K-12. To contact the Guidance Office, call 699-2316 and ask for the respective Guidance Counselor.

HOTLINE NUMBERS:

AIDS	1-800-541-AIDS
Alcoholism	1-800-ALCALLS
Cancer Information	1-800-422-6237
Cancer Information	1-800-422-6237
Child Abuse	1-800-342-3720
Drug Abuse.....	1-800-342-3720
Family Violence	1-800-942-6906
Nutritional Information.....	1-800-342-3009
Teen Pregnancy	1-800-422-6237

OTHER NUMBERS:

Cattaraugus County Council on Addiction & Recovery Services (CAREs).....	373-5202
Cattaraugus County Counseling Center	945-5211
Cattaraugus County Mental Health.....	373-8040
Cattaraugus County Sheriff's Department	938-9191
Center for Family Unity	945-1900
New York State Police.....	699-8012
Town of Ellicottville Police Department.....	699-2120

EMERGENCY SCHOOL CLOSING:

In case of severe weather conditions, it may be necessary to close or delay the opening of school. On such days, Power Announcement will be used to inform parents/guardians. The following radio and television stations will also be contacted:

FM Radio

WMXO – 101.5
WPIG – 95.7
WBLK – 93.7
WBUF – 92.9
WYRK – 106.5
WJYE – 96.1
WBEN – 107.7

AM Radio

WGGO – 1590
WHDL – 1450
WECK – 1230
WNED – 970
WMNS – 1360

Television Stations

WGRZ – 2
WIVB – 4
WKBW – 7

ELLCOTTVILLE CENTRAL SCHOOL

CODE OF CONDUCT AND DISCIPLINE CODE

(INCLUDING "BILL OF STUDENT RIGHTS AND RESPONSIBILITIES")

It is the Board's belief that each student should be treated as a person who can reasonably be expected to be responsible for their own behavior. The school administration will assist each student in this program of personal respect for the rights and property of others and consistently apply the code in the classrooms and throughout the school.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial.

Teachers will first use all of their resources to create a change in behavior in the classroom.

When the teacher has made every effort to bring about positive behavioral changes, and has been unsuccessful, the student will be referred to administration. Once done, the administration assumes the role of deciding what further action will be taken.

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

The District recognizes the need to clearly define the long-standing set of expectations for acceptable conduct and to ensure that discipline, when necessary, is administered promptly and consistently. The District will also comply with the Violent and Disruptive Incident Reporting (VADIR) and Dignity for All Students (DASA) reporting requirements of the New York State Education Department.

Essential Definitions for Code of Conduct and Bill of Student Rights and Responsibilities:

- **Color:** In this usage, the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of their race. (Source: Oxford Dictionary)
- **Disability:** Any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered normal for a human being. The expression "person with a disability" is preferred over "disabled person". (Source: World Health Organization)
- **Dignity Act Coordinator (DAC):** The person(s) designated by the school district Board of Education trained in human relations to handle situations involving complaints of discrimination and/or harassment; typically the guidance counselors or principals in their absence.
- **Ethnic Group:** A group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and/or ideology that stresses ancestry. Some ethnic groups may emphasize marrying within the group or "endogamy".
- **Gender Identity:** The socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender") (SOURCE: World Health Organization)
- **Grievance:** An issue that a student or employee believes is a violation of his/her civil rights.
- **Harassment:** 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 conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- **LGBTQ:** An acronym that refers to individuals who self-identify as either lesbian, gay, bisexual, transgender, or questioning.
- **National Origin:** A person's country of birth or their ancestors' country of birth. (Source: Wisconsin Civil Rights publication)
- **Race:** This term is now considered by many cultural anthropologist and sociologists to be more of a social or mental construct than an objective biological fact. In common usage, the word appears to be used to describe geographically local or global human population groups distinguished as a more or less distinct group by genetically transmitted physical characteristics. For purposes of enumeration, the U.S. Census Bureau uses terms such as: "White/Caucasian, Black/African American/African-American descent, Asian, Bi-racial, Hispanics/Latinos, etc." to describe and classify the inhabitants of the United States.
- **Religion:** A person or group's religion is the specific fundamental beliefs and practices generally agreed to by large numbers of the group....a body of persons adhering to a particular set of beliefs and practices.
- **Religious Practice:** This term includes practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc. The motivation for the practice is more significant than the nature of the activity in this definition. One individual may eat a certain diet for religious reasons, while another may eat the exact same identical diet for secular (health/environmental) reason. (Source: EEOC Govt. policy)

- **School Bus:** Any motor vehicle owned by a public or government agency or private school 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, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.
- **School Employee:** Any full-time or part-time teacher, secretary, clerk, clerical staff person, teaching assistant, custodian, administrator, or any person receiving compensation for services rendered to the school district.
- **School Function:** A school-sponsored extra-curricular activity, regardless of location.
- **School Property:** 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, in or on a school bus.
- **Sex:** The biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex.") (SOURCE: World Health Organization)
- **Student:** Any person enrolled as a student in any school and/or educational or recreational program authorized by the school district.
- **Transgender:** An umbrella term that refers to people who identify their gender differently from what is traditionally associated with the sex assigned to them at birth. This includes people who have undergone medical procedures to change their sex and those who have not.
- **Weight:** Aside from its obvious meaning in the physical sciences, in weight discrimination legislation from a variety of sources, the word is used in reference to a person's "size" or sometimes interchangeably with a person's size. Interestingly, the District of Columbia has a law that prohibits discrimination based on a "personal appearance."

BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline, observing and adhering to legitimate rules and regulations.

Responsibility is inherent in the exercise of every right and it must be emphasized that **lack of responsibility means a weakening of rights.**

A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis, in an environment free of discrimination, harassment and/or intimidation, regardless of, but not limited to: race, color, weight, creed, religion, religious practice, ethnic group, national origin, political affiliation, sex, sexual orientation, gender identity, disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibility

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school. Be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React positively to direction given by teachers, administrators, and other personnel.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Abide by the school dress code.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extra-curricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

ESSENTIAL PARTNERS

A. **Parents** – All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of the parent and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Insist their children be dressed and groomed in a manner consistent with student dress code.
5. Be familiar with school rules and help their children to understand them.
6. Convey to their children a supportive attitude toward education and the district.
7. Build good relationships with teachers, other parents and their children's friends.
8. Help their children deal effectively with peer pressure.
9. Inform school officials of changes in the home situation that may affect student conduct or performance.
10. Provide a place for study and ensure homework assignments are completed to the best of the student's ability.
11. Teach their children respect and dignity for themselves, and other students regardless of actual perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

B. **ALL School Staff** – All staff members of the District are expected to:

1. Participate in District provided training to raise awareness and understanding of the Code of Conduct.
2. Participate in District provided training to raise awareness, sensitivity, and reporting requirements of potential acts of: bullying, discrimination or harassment directed at students by students or staff on school property or at school functions, including, but not limited to: incidents based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender/gender identity, or sex.
3. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
4. Confront incidents of harassment and discrimination in any situation that threatens the emotional and/or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
5. School employees who witness or receive a report (oral or written) of harassment, bullying and/or discrimination must orally notify the Superintendent, Principal, or their designee no later than one (1) school day after witnessing or receiving a report of such incident. The employee must then file a written report within two (2) school days after making the oral report.
6. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

C. **Teachers** – All teacher serving the District are expected to:

1. Maintain a climate of mutual respect and learning.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Be familiar with procedures and enforce them in a fair, consistent manner.
5. Communicate with students, parents, and other teachers concerning growth and achievement.

D. **Guidance Counselors** –

1. Are student advocates.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Facilitate student/teacher/counselor conferences as needed.
4. Review with students their educational progress and career plans.
5. Provide information to assist students with their career/college planning.
6. Encourage students to benefit from the curriculum and extra-curricular programs.
7. Serve as Dignity Act Coordinators as follows:
 - **Grades Pre-K – 7:** Mr. Daniel LaCroix - Phone (716) 699-2318 ext. 1603 ; E-mail – dlacroix@eville.wnyric.org
 - **Grades 8 - 12:** Mrs. Tammy Eddy – Phone (716) 699 – 2316 ext. 1512 ; E-mail – teddy@eville.wnyric.org

E. Principals –

1. Promote a safe and orderly school environment conducive to teaching and learning that is free from intimidation, discrimination and harassment.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal
3. Evaluate all instructional programs.
4. Enforce the code of conduct.
5. Ensure the enforcement of the code of conduct is in compliance with state and federal laws relating to students with disabilities.
6. Collect and maintain information and complete the Violent and Disruptive Incident Report, which will be reviewed with the Superintendent prior to submitting to NYSED.
7. Collect and maintain information and complete the Dignity for All Students Act Report, which will be reviewed with the Superintendent prior to submitting to NYSED.
8. Provide for a system which individuals can use to report incidents of intimidation, harassment and bullying to the District.
9. Follow up on any incidents of bullying, discrimination and harassment that are witnessed or otherwise brought to the Principal's attention, in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

F. Superintendent –

1. Promote a safe and orderly school environment conducive to teaching and learning that is free from intimidation, discrimination and harassment.
2. Review school policies with staff.
3. Review the code of conduct annually with the Board of Education.
4. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved.
5. Facilitate/provide training to raise awareness and sensitivity to potential acts of discrimination or harassment directed at students by students or staff on school property or at school functions; including, but not limited to, incidents based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender/gender identity, or sex.
6. The Superintendent, Principal or their designee shall notify the appropriate law enforcement agency when it is believed that any harassment, bullying and/or discrimination constitute criminal conduct.

G. Board of Education –

1. Lead by example by conducting board meetings in a professional, respectful and courteous manner.
2. Review annually the District's code of conduct.
3. Appoint at least one (1) Dignity Act Coordinator. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of, but not limited to, perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender/gender identity, or sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

BOARD OF EDUCATION EXPECTATIONS

The Board of Education expects all students, employees, parents, those in parental relations to students, and visitors to conduct themselves in an appropriate and civil manner, with proper regard to the rights and welfare of other students, district personnel and other members of the school community, and for 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 use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The Board of Education affirms the expectation for appropriate student conduct while on school property or engaged in a school function. The Behavior Code is designed to ensure a safe and orderly environment for all students, employees, parents and visitors of the school. Violations of the code of conduct may result in disciplinary action.

- A. Classroom management issues, whenever possible, should be handled by the classroom teacher.
- B. When a student is referred to the principal, the teacher must indicate the steps he/she has taken to resolve the problem prior to referral. **Disciplinary action may include, but is not limited to:**
 - 1. Verbal warning
 - 2. Written Warning
 - 3. Written notification to parents or guardians
 - 4. Probation
 - 5. Reprimand
 - 6. Detention
 - 7. Suspension from transportation
 - 8. Suspension from participation in athletic events
 - 9. Suspension from social or extra-curricular activities
 - 10. Suspension from other privileges
 - 11. Exclusion from a particular class
 - 12. In-school suspension
 - 13. Suspension not in excess of five (5) days
 - 14. Suspension in excess of five (5) days (determined by a Superintendent's Hearing)
 - 15. Full financial restitution of damages to school property
 - 16. For acts that are considered criminal, illegal, or violent the proper law enforcement agency may be contacted. Agencies include, but are not limited to: the police, a PINS referral, family court, etc.
 - 17. In the event a student receives multiple referrals within a school year, and for which disciplinary actions taken by the school do not have an effect, the school may file a person in need of supervision (PINS) petition.

Please Note: Anytime a student is suspended (either In-school or Out-of-school) he/she is ineligible to participate and/or attend any extra-curricular / athletic activities starting at 3:00 p.m. of the day that he/she is informed of the suspension and continuing through to the start of school on the day he/she may return to school. This may include weekends as follows:

- If the student is notified of the suspension on Friday
- The student is actually suspended on a Friday
- The suspension starts before and ends after the weekend

In the event a student is suspended out-of-school for any period of time, the appropriate administrator will notify the parent or person in parental relation immediately via phone (or other verbal form of communication) and then follow up this verbal conduct with a letter. Disciplinary measures that do not rise to the level of an out-of-school suspension will result in the parent or person in parental relation being notified in one or more of the following manners: a discipline referral being sent home for a parent's signature, a phone call, e-mail, etc.

If a student is suspended for more than 2 consecutive days for a single incident and he/she has not yet completed the school year in which he/she has turned 16 years old, or has an IEP or a 504 plan, he/she will be provided the opportunity for alternative instruction which will be set up by the appropriate principal.

A discipline matrix will be revised annually by school administration and printed in student agendas for reference purposes. This discipline matrix should be considered an official appendix to the Code of Conduct, as it identifies inappropriate behaviors and possible corresponding consequences.

All employees of Ellicottville Central School are responsible for school discipline.

BEHAVIOR CODE FOR SCHOOL PROPERTY AND SCHOOL FUNCTIONS

The following behaviors are considered inappropriate and prohibited:

- A. Bullying** – Unwanted, aggressive behavior against any student by students or employees which involves:
- **A real or perceived imbalance of power** - Individuals who bully use their power, such as physical strength, access to embarrassing information and popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
 - **The intent to cause harm** - The person bullying has a goal to cause harm.
 - **Repetition** – Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include, but are not limited to:

- **Verbal** – Name calling; teasing, inappropriate sexual comments, taunting and threatening to cause harm.
- **Social** – Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, embarrassing someone in public.
- **Physical** – Hitting, punching, shoving, kicking, pinching, spitting, pushing, taking/breaking someone's things, or making mean or rude gestures.

Bullying can occur on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property.

- B. Cheating / Plagiarism** – Copying or “stealing” the work of others is unacceptable. This includes copying a friend's homework.

- C. Cyberbullying** – Bullying which occurs through the use of electronic technology, such as cell phones, computers, and tablets. It can also involve the use of communication tools, such as social media sites, text messages, chat and websites. Cyberbullying can occur on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property.

Examples of cyberbullying include, but are not limited to:

- Sending hurtful, rude, or mean text messages or e-mails to others.
- Spreading rumors or lies about others by text message or e-mail or posting on social networking sites.
- Creating or sharing pictures, websites, videos or social media profiles, including fake profiles that embarrass, humiliate, or make fun of others.

Cyberbullying is different from face-to-face bullying because messages, videos, pictures and/or images can, among other things, be:

- Sent 24 hours a day, 7 days a week, 365 days a year.
- Distributed quickly to a very wide audience.
- Sent anonymously.

- D. Discrimination** – A single incident or a series of incidents where a student is subjected to actions that shall include, but are not limited to, threats, intimidation, or abuse with or without physical contact based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex by a student and/or employee on school property or at a school function that creates a hostile environment of such a severe or persuasive nature that it:

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

- E. Disorderly Conduct** – Defined by N.Y.S. Penal Law as engaging in behaviors “with the intent to cause public inconvenience, annoyance, or alarm or recklessly creating a risk thereof.” In general, disorderly conduct includes, but is not limited to, endangerment or harassment of others; i.e.) pushing, shoving, throwing objects, running in the hall, blocking halls or stairs and all other similar activities. The willful disruption of the orderly conduct of classes or any other school program or activity may be considered disorderly conduct.

- F. Disrupting Instruction** – Students engaged in general inappropriate behavior that disrupts the educational process of others may, at the minimum, be sent to the office by the teacher, and at the discretion of administration, be subject to detention(s), in-school suspension, and, for more serious behaviors, out of school suspension.

- G. Display of Affection** – Kissing, petting, or overt displays of affection.

- H. **Fighting** – Fighting in school or on school property with other students or school staff.
- I. **Forged Notes / Excuses** - Any student that knowingly signs a parent's signature.
- J. **Harassment** – same as Discrimination
- K. **Hazing** – *ECS Board of Education Policy #7534: Hazing of Students*, defines hazing among students as “any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate.” Hazing of students will not be tolerated.
- L. **Inappropriate Use of Technology** – Technological resources are provided to support learning and enhance instruction. Resources include, but are not limited to, computers and computer networks. Please refer to the ECS “Student Use of Computerized Information Resources (Acceptable Use Guidelines)” for more information.
- M. **Intimidation / Threats** – Making statements, comments and/or taking actions that put an individual in fear of bodily and/or emotional harm.
- N. **Insubordination** – Failure to comply with the reasonable request of an administrator, a teacher, or a staff member.
- O. **Posing as a Parent / Guardian** – Any student that calls the school posing as a parent / guardian to excuse a student, provide permission, etc.
- P. **Sexting** – Sending, receiving or forwarding of sexually suggestive, nude or nearly nude photos through text messages or e-mail. Due to the nature of these offenses, the police may be involved. Sexting may also be considered Sexual Harassment.
- Q. **Swearing / Obscene / Vulgar Language** - Students need to use acceptable language at school at all times (including extra-curricular and after school activities). Swearing, obscene and/or vulgar language will not be tolerated, and, in certain cases, may be legally considered disorderly conduct. Students need to realize that they cannot always use the language that is heard on TV, the radio or CD's, in movies, etc. as a gauge to determine what is acceptable. Students will be held to a “higher standard” than “pop culture” in this area.
- R. **Sexual Harassment** – *ECS Board of Education Policy #7532: Sexual Harassment of Students*, defines sexual harassment as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature...” Sexual harassment may be occurring when comments of a sexual nature: affect a student's decision to participate in activities; include obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; substantially or unreasonably interferes with a student's academic performance or participation in school activities.
- S. **Tardiness** – Arriving to first period class after the announcements have begun or after the beginning bell for all other classes. Please see **Comprehensive Student Attendance Policy**.
- T. **Theft** – An act of stealing. The student will be held responsible for returning all stolen property or the replacement value of said property. In addition, the student may be subject to legal action or recourse taken by the school district.
- U. **Trespassing** – Students are not permitted in the building after normal school hours without permission of a teacher, principal, or superintendent. Students found on a roof on school grounds at any time will face serious consequences, which may include suspension and/or possible criminal charges.
- V. **Vandalism** – The willful destruction, damaging, or defacing of school property or equipment.

Students should realize that choosing to engage in the above behaviors might result in disciplinary measures. The consequences for these behaviors, as well as other inappropriate behaviors and consequences will be covered annually in the Middle/High School or Elementary School Progressive Discipline Matrix. Students also need to realize that, in some cases, these acts may be criminal in nature, and, therefore, subject to police involvement beyond any actions taken by the school.

Trespassing

Students are not permitted in the building after normal school hours unless they are being supervised by a staff member or they have written permission from the principal or superintendent. In general senior pranks are considered inappropriate and may also constitute trespassing. Not only do they create a disturbance to the educational environment; consume employee time to correct; and, at times, cause damage to the school; they may create an unforeseen safety risk to those who are engaged in such activities. In light of this, senior pranks (or other grade level / group pranks) will not be tolerated. Students engaging in such a prank may be subject to disciplinary consequences, which could include the privilege to participate in graduation ceremonies.

Students found on a roof on school grounds, at any time, will be considered trespassing and may face serious consequences.

All students should realize that trespassing, depending on the circumstances, may be considered illegal and may involve criminal proceedings in addition to school consequences.

OVERVIEW OF ECS DRUG ABUSE POLICY AND REGULATIONS

The Ellicottville Central School has been established as a "Drug Free Zone" in accordance with the state mandates and recognized by the Great Valley Town Board.

All drug related penalties carry a more severe penalty due to that status, which includes said property and the area 1,000 ft. from any boundary. The Ellicottville Central School Board of Education firmly believes that the total community is concerned about and is partially responsible for eliminating all illegal traffic and/or use of drugs and alcohol within our district. The school is mainly responsible for teaching students about the harmful effect of drugs and alcohol to the human body and about all the laws related to the subject.

Teachers also teach about the useful effect of legal drugs legally prescribed. However, it is the firm conviction that the parents, the churches, law enforcement agencies and all members of our community must also be involved in developing positive attitudes in students toward the subject.

"The Board of Education recognizes that our youth act in accordance with the precepts and examples of their elders, and they also recognize the influence and pressures on the youth in our community which do affect their behavior and the decision to use or not to use drugs and/or alcoholic beverages." The Board of Education requests that all agencies and members of the community work together in helping our youth to make intelligent decisions based on known scientific facts and with good moral judgment.

Situations involving illegal drugs and/or alcohol will be handled as follows:

- Persons shall be banned from entering school grounds, school buses or school sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school sponsored function shall mean a school sponsored or school authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state
- All school staff who suspect a student or other staff member, or employee of misuse of drugs or alcohol on school property will report it to the Superintendent, Principal, or School Nurse immediately and relate in confidence the known facts concerning the case at their own discretion.
- The Superintendent or Principal and the School Nurse will conduct an investigation into the matter and document all information obtained.
- The Superintendent or Principal will call a Law Enforcement Agency and the parents of the student if the information appears to be substantial that a crime has been committed. He/she will also discuss this with the staff member or employee if such is involved.
- The Law Enforcement Agency will conduct their own investigation and gather evidence to discover if a crime has been committed and proceed to court at their own discretion. If a student is under eighteen years of age, the parent will be attendance during the interview with the student (if conducted on school property).
- The school administration will use such form of disciplinary action as is deemed necessary for violation of the law and school rules and regulations as it pertains to students (please see below). The school recognizes the damaging results, which might occur when these substances are abused.

For the purpose of this policy the following definitions of "drug" and "substance" will be followed.

- **Drug** – Any substance, which alters the normal processes of the mind and/or body. In addition, synthetic cannabinoids will be treated as illegal drugs at school and/or school functions. These products are produced, distributed, marketed, and sold as legal alternatives to marijuana and often carry a label stating "not for human consumption" to disguise the true nature of the substance. Synthetic cannabinoid products may include, but are not limited to: incense, herbal mixtures, or potpourri. They are often sold in convenience stores, gas stations, and smoke shops.
- **Substance Abuse** – The use, usually by self-administration, of any drug for recreational purposes.

GUIDELINES FOR DISCIPLINE INVOLVING ALCOHOL / DRUGS / DRUG PARAPHERNALIA

In all cases involving the use, possession, and/or distribution of alcohol; controlled, prescription or illegal drugs; drug paraphernalia; over the counter (OTC) medications (without a prescription), and/or drug/alcohol "look-a-likes":

1. Parents will be notified by phone and in writing.
2. PINS Petitions may be filed with the Cattaraugus County Probation Department.

1st Offense may result in any or all of the following:

- Minimum of a five (5) days out-of-school suspension
- Notification to Law Enforcement Agency
- Possible Superintendent's Hearing to determine the future status of the student.

2nd Offense may result in any or all of the following:

- Minimum of a five (5) days out-of-school suspension
- Notification to Law Enforcement Agency
- Superintendent's Hearing to determine the future status of the student.

Students involved in extra-curricular and/or interscholastic sports may be subject to additional restrictions and/or consequences other than those listed above. For example: a student athlete who is in attendance at an underage drinking party, may be subject to consequences whether or not he/she actually used, possessed, and/or distributed the items above. Furthermore, students engaged in the promotion of the use of alcohol and/or drugs may be subject to disciplinary actions. Student athletes should refer to ECS District Policy #7422 for more information regarding these procedures.

GUIDELINES FOR DISCIPLINE INVOLVING TOBACCO, TOBACCO PRODUCTS AND ANY FORM OF ELECTRONIC CIGARETTE

Possession/Use may result in any of the following:

- **1st Offense** - Minimum of one (1) day in-school suspension
- **2nd Offense** – Minimum of three (3) days out-of-school suspension
- **3rd and Subsequent Offenses** – Appropriate actions as deemed necessary by administration.

Incidents involving **distribution/sale** of tobacco products or devices may be met with more severe consequences.

Students violating the rules pertaining to Drugs/Alcohol/Tobacco will be offered the opportunity to meet with personnel from the Cattaraugus County Council on Alcohol & Substance Abuse, which provides our school with a Prevention Specialist who works with students in individual and group activities.

GUIDELINES FOR HANDLING ACTS OF VIOLENCE AND/OR WEAPONS

A violent person is defined as one whom:

- Commits an act of violence or threatens violence on a teacher, other school district employee or student
- Possesses, displays, or threatens to use a gun, knife, or other dangerous weapon
- Knowingly and intentionally destroys the personal property of a teacher or other school district property (New York State Law 12:108)

Students that acted in a violent manner as outlined above will be subject to a minimum 1 day in-school suspension. However, these students need to realize and understand that such activities often carry much more severe consequences.

"Weapon" means a firearm defined in 18 USC§921 for the purpose of the Gun Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause injury or death.

Refer to Board Policy 7360. In accordance with the Gun Free School Act 1994, any student who is determined to have brought a "firearm", as defined by federal law, to school will be expelled from school for a period of not less than one calendar year.

POSSESSION, DISPLAY, SALE OR USE OF FIREWORKS AND/OR ARSON

Possession, display, sale, or use of fireworks and arson (New York State Law 12:140) is prohibited. Students caught in possession or using these items, or engaging in related activities will be subject to a minimum 1 day in-school suspension. However, these students need to realize and understand that such activities often carry much more severe consequences.

AFFIRMATIVE DUTY TO REPORT

The most important responsibility held by the Ellicottville Central School and its employees is to ensure the health, safety and welfare of students and staff at all times. In light of this, all students, school employees, parents, persons in a parental relation, and visitors to the school have an affirmative duty to report incidents that are illegal; violent; involve the use/possession/distribution of drugs, alcohol, or tobacco; involve the possession and/or use of weapons; constitute discrimination, harassment and/or bullying; or otherwise compromise the health, safety and/or welfare of students and/or staff. In all cases, the anonymity of an individual making a report will be maintained to the greatest extent possible; but anonymity is not a guarantee.

If it is determined that the student did not follow through on his/her affirmative duty to report; knowingly making a false statement to staff or administration; or otherwise withholds information crucial to ensuring everyone's health, safety and welfare, he/she may be subject to disciplinary actions deemed appropriate by administration.

REPORTING INCIDENTS OF DISCRIMINATION, HARASSMENT, AND BULLYING

Incidents of discrimination, harassment and bullying should be reported to school officials as soon as possible using any of the following methods:

- Contact the DAC or an administrator to make a verbal report (in person or via the phone).
- Telling a teacher who will contact a DAC or a principal.
- Making a report via the "Report a Concern" link in the District website (www.ellicottvillecentral.com). These reports will be reviewed by a school administrator who will either investigate the report directly or turn it over to the DAC to investigate. After an investigation, the situation will be handled according to the District Code of Conduct.
- Making a written report. Reports may be mailed to the school or dropped off in the "Concerns Container" located in the Guidance Offices. Reports may be anonymous. Written reports should include: a description of the incident(s), the date(s) of the incident(s), the location(s) of the incidents, the time(s) of the incident(s), the name of the victim, the name of the alleged aggressor(s), the name(s) of the witness(es) (if applicable), and a number to call if the reporter would like to be contacted.

Appeals to Outcomes of Incidents of Discrimination, Harassment and Bullying

If a person making a report on an incident(s) of discrimination, harassment and bullying is dissatisfied with the outcome of the report, he/she may appeal the situation to the next subsequent level of supervision. These levels, in order are:

- Dignity Act Coordinator (DAC)
- Principal
- Superintendent
- Board of Education

Individuals making a report or requesting an appeal should note that immediately going to the Superintendent or Board of Education will not necessarily provide the quickest results. Talking with the individual closest to the situation with the most facts often provides for a quicker solution to an incident.

HUMAN SERVICE AGENCIES

E.C.S. is committed to ensuring that all avenues are exhausted when trying to assist students in need of help, whether it is at school or outside the building. In light of this, there may be times when the school will work with parents or persons in parental relations with appropriate human service agencies. For example, a school administrator may recommend that a family seek family counseling services outside of the school environment.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress must be safe, appropriate and not disruptive or interfere with the educational process.

The following types of clothing and jewelry have been a particular concern in the past and ARE NOT TO BE WORN IN SCHOOL:

1. Dresses, skirts or shorts where the bottom hem rises above the fingertips of the student when that student is standing in a relaxed state.
2. Tops that do not come below the waistline and cover the midriff area, sitting or standing. The navel and back must be covered at all times.
3. Brief garments, such as, but not limited to: tube, net, halter-tops, fishnet, open mesh, shirts with excessive openings for the arms, spaghetti straps, plunging neck lines, or "see-through" shirts. Shirts that do not extend beyond the shoulder MUST cover any and all parts of undergarments at all times.
4. Inappropriate writing, symbols, or pictures on clothing or jewelry (including, but not limited to, violence, sex/sexual innuendos, tobacco, alcohol or drugs).
5. Pants with revealing slits, holes, or openings "other than the fly". Pants must be worn at the hip and in conjunction with the shirt covering the navel and back at all times (sitting or standing).
6. Undergarments or their images should be concealed at all times.
7. Hats, hoods and headgear, except for medical or religious reasons. Hats and headgear not attached to a shirt are to be left in lockers during school hours. They are not to be carried by students throughout the day. If a hat is being worn in conjunction with an outfit on spirit day, class color day, etc., the majority of the hat must fit the criteria of the day (for example, on class color day, at least 75% of the hat must match the class color).
8. Items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Heelys (any shoe with affixed wheels) are not allowed in the school at any time.

If a student is inappropriately dressed, he/she may comply by:

- Changing into or covering up with something else they have.
- Turning an inappropriate t-shirt inside out.
- Wearing one of our "office" t-shirts.
- Calling and asking a parent to bring in appropriate clothing.

If a student refuses to comply, further administrative action may be taken.

Expectations Regarding Care & Storage of Personal Belongings

1. Students must keep personal belongings, including book bags, locked in a locker at all times. Book bags left unattended will be confiscated and may be searched for ownership and contents. At no time should a student share a locker with another student, or share the combination to their lock.
2. Students who store personal belongings (including cell phones) in school lockers are doing so at their own risk. Incidents of theft will be investigated to the furthest extent possible. However, incidents involving unlocked lockers will be difficult to resolve.
3. Book bags should generally only be used to transport materials to and from a student's home. Students shall NOT carry bags in the hall, classrooms, cafeteria, or into restrooms. Exceptions to this rule may be granted for medical purposes, e.g., a student who may need to carry a small bag or purse for medical reasons. Please see Mrs. Hager for more information regarding self-carry medical needs.
4. Athletes shall work with coaching staff to determine most appropriate storage of athletic equipment on campus. Athletes should seek to lock belongings in their lockers issued for physical education.

******* End of Student Code of Conduct and Discipline Code *******

COMPREHENSIVE STUDENT ATTENDANCE OVERVIEW

CLASS ATTENDANCE AND ACADEMIC SUCCESS IN COURSE WORK – GRADES 6-12

Absences will be classified in one of two categories:

1. **Excused**

- Personal illness, death in the family, or physician appointments (with parent note or, in the case of extended illness, a physician's note)
- Religious observance
- Court appearances (with documentation from court or judge)
- College visits & military obligations (with prior documentation from college or military)
- Educational reasons (i.e., but not limited to: music lessons, field trips, etc.)
- All day attendance at BOCES (with documentation and required teacher signatures)

2. **Unexcused**

- Any absence not listed as excused

Upon returning to school, following an absence, tardy, or early departure, a student must present a note to the office, written by a parent/guardian, stating the reason for the absence(s). All such excuses must be turned in to the office within two (2) days of the absence. It shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and /or tests in accordance with the District policy for make-up work.

Make-Up Policy

1. Students in grades 7-12 will have one (1) day per day of absence, upon returning to school to complete work missed during the absence(s) without penalty. A teacher MAY extend the due date beyond one (1) day, but is under no obligation to do so.
2. If a student is absent for a period of three (3) or more days, it will be the responsibility of the student to work out a plan for make-up work directly with each teacher he/she has.
3. If a student will be going on a family vacation, he/she must make arrangements with his/her teachers prior to leaving to address work that will be missed while absent.

CLASS ATTENDANCE AND ACADEMIC SUCCESS IN COURSE CREDIT – GRADES 6-12

A student will be considered in attendance if the student is:

1. Physically present in the classroom or working under the direction of the classroom teacher during the scheduled class meeting time for more than 50% of the period; or
2. Working pursuant to an approved independent study program; or
3. Receiving approved alternative instruction.

As attendance in classes is directly linked to student learning and achievement, up to 20% of a student's grade each marking period will be based on classroom participation. A student may not be allowed the opportunity to make up participation grades if he/she is absent on a given day. Students will be allowed to make up quizzes and tests, and exceptions (e.g. field trips) will be made at teacher discretion.

In addition, a student's overall long-term attendance pattern over time can seriously impact the student's achievement. Consequently, if a student reaches twenty (20) absences in a full year course or ten (10) absences in a half year course, the following actions may be taken:

- The student and parent/guardian will be scheduled for a "due process" hearing with the middle/high school principal. Depending on the circumstances of the absences, the principal may establish a "contract" to allow the student to continue in a given class for credit.
- If the student is failing the class with a grade less than 60% when he/she reaches the maximum number of allowable absences, he/she will be denied credit for the class.

- If the student has a grade above a 60% when he/she reaches the maximum number of allowable absences, an **Attendance Improvement Plan** will be created to provide the student with the opportunity to improve both grades and attendance. This plan will be created with the Middle/High School Principal.
- Students that are denied course credit based on attendance and failing grades will be required to “audit” the class for the remainder of the year for no credit. Students auditing a class will not be allowed to take tests or complete assignments, but must be in attendance to learn from day to day instruction and interactions that take place within the classroom environment.
- If, after being denied course credit for exceeding the maximum number of allowable absences, a student is absent an additional ten (10) days, he/she may be denied the opportunity to attend summer school, if available, or take an on-line course at the district’s expense for credit recovery.

SCHOOL HOURS

School officially starts with the ringing of the 8:12 a.m. bell and continues through 2:55 p.m. **ALL** students are expected to be in attendance during these hours for **ALL** classes. Students **WILL NOT BE ALLOWED** to report to school late if they have a 1st period study hall or leave early if they have a study hall last period. Students that leave early without appropriate parent/guardian permission will be subject to appropriate consequences. **NO** student can sign himself/herself out without parent/guardian permission (either in writing or via a phone call between the main office and the parent/guardian).

Signing In and Out of School

Any time a student arrives late for school, he/she must stop in the main office to sign in. The student should have a signed note indicating the reason for the late arrival. Failure to sign in after a late arrival may result in the student being inaccurately recorded as “absent.” Unexcused and/or undocumented tardiness will result in disciplinary action at the discretion of the Middle / High School Principal, in addition to enforcement of attendance policies related to absence from class.

When a student needs to sign out of school before the end of the school day, he/she may only do so with parental permission, or if sent home by the school nurse due to illness. This permission should be in the form of a signed note. In rare cases, a parent may call to excuse a student and the student will then be required to bring a note to school the next day. The exception to providing a note will be if the parent reports to the office and signs the student out in person.

Early Arrival

With the exception of seniors, students arriving at school before 8:00 a.m. **MUST** report to the High School Cafeteria until the bell rings. *Reporting to lockers prior to 8:00 a.m. is a **senior privilege**.*

LOCKERS

Lockers are issued to each student at the beginning of the school year. While they are issued for your convenience, they are school property, and administration has the right to search them when deemed necessary. Students are expected to keep their lockers neat and orderly and free of damage to the greatest extent possible. Lockers are not to be shared or changed. **Keep them locked at all times and do not give your combination to other students.** Any problems with lockers should be immediately communicated to the main office. The school will take no responsibility for articles stolen from lockers. Lost or damaged locks must be replaced at the cost of \$5.00.

6-12 GRADING SYSTEM

Numerical grades are used with 65% as the lowest passing grade. The first two quarter grades below 50% will be recorded as *50 and averaged accordingly. The 3rd quarter and 4th quarter will be recorded and averaged as earned. In a ½ year course, a 1st quarter below 50% will be recorded as a *50. The 2nd quarter grade will be recorded and averaged as earned.

Final test grades will be recorded and averaged as earned, according to a formula approved by school administration, which will be shared with students at the beginning of the year. Students who receive “incomplete” grades, have 5 weeks to make up the grade or it will become a *50 or grade earned, depending on the grading quarter.

In order to earn course credit, either school or Regents, a student must attain a final average of at least 65%. Regent’s credit is earned by successfully completing a course (65%) and passing the appropriate Regents examination.

All overdue, make-up, incomplete, etc. assignments **MUST** be completed and turned in by 2:30 p.m. on the Friday prior to graduation.

Students that have to repeat a Regents course, **MUST** also retake the corresponding Regents exam as the course final, regardless of previous Regents scores for that exam.

End of Marking Periods

- 1st quarter = November 8, 2019
- 2nd quarter = January 23, 2020
- 3rd quarter = April 9, 2020
- 4th quarter = June 25, 2020

Course Load

Every student in high school shall be registered in the equivalent of at least 6 credit bearing courses in each of the four years, grade 9 through 12, including Physical Education. Six (6) credits of study shall be carried for the duration of the academic year.

Course Drop/Add Policy Process

1. Students and parents are advised that they should consider course selection carefully and the election of courses at the time represents a firm commitment to scheduling decisions.
2. Student schedules will be mailed in August. All schedule changes should be made prior to the 1st day of school. The Guidance Office will be open the last two (2) weeks of August.
3. **All requests to change a schedule must be made in writing no later than two (2) weeks after the start of the class.**
4. All requests by students to change study halls require the written permission of the principal.

No Doubling – English or Social Studies

Students will not be scheduled to take two (2) or more English or two or more Social Studies classes at the same time due to failure. For example: If a student fails English 9, he/she will have to retake it in summer school or take it the following year. Students will not be permitted to take English 10 until English 9 has been successfully completed. **EXCEPTION:** A senior needing to double on only one class to graduate, may be allowed to do so, but only with Administration, Guidance and teacher approval. New English or Social Studies classes will not be started in January.

Summer School

If available, the district may send students to summer school that have failed a class/classes during the regular school year. All requests to attend summer school **MUST** be approved by the middle/high school principal.

For students that fail an ECS class with a 50% or higher, the student must receive a 65% average in summer school in order to receive course credit. The student's final overall average will be determined as follows:

- The four (4) quarterly grades and final exam will be averaged with the summer school grade and summer school final exam.
- If this average is higher than 65%, then it will be used for the student's transcript and GPA.
- If this average is less than 65%, then 65% will be used for the student's transcript and GPA.
- If a student receives a grade less than 65% in summer school, the student will receive no course credit, and must re-take the course at ECS.

For students that fail an ECS class with a grade less than 50%, the student and parent must meet with the student's Guidance Counselor and Principal to determine if summer school will be an option for the student. Options may include, but are not limited to, allowing the student to take summer school AND continue with the same class into the following school year until an overall passing average of 65% is achieved (typically one or two marking periods).

In cases of failure, where the student has excessive absences or excessively low grades due to lack of work during the school year, the student will not be allowed to attend summer school and must re-take the course at ECS the following year. In addition, if a student fails three (3) or more classes in a given year, administration reserves the right to not allow the student to take summer school classes, and, instead, have the student repeat the school year. Students should also be advised that administration may consult with teachers to determine a student's work effort and participation prior to being allowed to attend summer school.

*Students wishing to retake the Regents exams in August **MUST** register through the ECS Guidance Office by June 30th.

ACADEMIC ELIGIBILITY

Copies of the Academic Eligibility Regulations will be distributed to students at the beginning of the school year.

HONOR ROLL

Students achieving an average of 90% or higher will be placed on the "High Honor Roll" while students achieving an average of 85% or higher will be listed on the "Honor Roll". An incomplete grade, "Inc.", prevents honor roll eligibility.

NATIONAL HONOR SOCIETY

At the beginning of each school year, all students will be provided with written information regarding NHS guidelines, selection process, etc. Additional copies of this information may be obtained in the main office.

FINANCIAL COMMITMENTS

Students are expected to respect school property assigned to them (laptops, textbooks, lockers, uniforms, etc.) A student will be charged repair/replacement costs if said school property is lost, damaged or destroyed. Failure to fulfill respective financial obligations may result in the student being unable to participate in extra-curricular activities until such obligations are met.

ATTENTION SENIORS: *A student with outstanding financial obligations at the end of the senior year may not be allowed to participate in graduation ceremonies unless all such obligations are met.*

BOCES

Students interested in exploring a variety of Career & Technical Education programs are encouraged to discuss the offerings with your Guidance Counselor. Generally, students entering 11th grade have the opportunity to begin occupationally related programs, which are held at the North Center in Ellicottville.

Juniors attend classes at the North Center in the morning, while seniors attend their second year programs in the afternoon.

*NOTE: Students that fail a class/classes required for graduation as a sophomore at ECS, they **MUST** take such class (classes) during summer school in order to be eligible to attend a CTE class at BOCES as a junior.

CLASSROOM RULES

The following rules have been adopted by the Board of Education in an effort to outline the appropriate behavior that is expected of students enrolled in the Ellicottville Central School.

- Complying with a reasonable request of all school personnel and substitutes.
- Be in class and on time.
- Be prepared for class by bringing the appropriate tools (books, pens, notebooks, paper, etc.)
- Focus on the task of the day according to the instructor's plans.
- Show a respectful attitude for each other and the entire school community.
- Use appropriate language.
- Be courteous.
- Be responsible for all assignments.

RULES OF CONDUCT FOR STUDY HALLS

- All students **MUST** report to study hall first before signing out to another location.
- Students must comply with a reasonable request of all school personnel and substitutes.
- Study halls are provided so that students can study, complete homework or read.
- Students wishing to report to another teacher or class during a scheduled study hall **MUST** get a pass from that teacher **BEFORE** report to study hall. Study hall teachers will **NOT** provide passes for students to go and ask a teacher if it is OK for them to come to their room.
- Students getting a pass to their locker, lavatory, office, etc., **MUST** report to that location and that location only. Students with passes to one location and found in other locations may be subject to disciplinary actions. (i.e. A student found in the lavatory with a pass to his/her locker will be subject to disciplinary actions.)
- Students getting a pass to the lavatory **MUST** report to the lavatory closest to the study hall. Traveling to any other lavatory is unacceptable. If a student is unsure of the location of the closest lavatory, they should check with their teacher before leaving the classroom.
- Substitute teachers will not provide library passes.
- A student cannot get a pass to the library from a teacher that he/she does not have for a class.

PASS SYSTEM

It is the responsibility of ALL students to be present in class and involved in the educational process. To leave a class, the student must receive teacher consent and **MUST HAVE AN ECS PASS**. Students found without a pass will be escorted back to their assigned class and/or depending on circumstances, subject to disciplinary measures.

DETENTION

Detention will be after school from 3:00 p.m. – 4:00 p.m. and supervised by a staff member. Students assigned to detention **MUST** arrive by 3:00 p.m. for the detention to be counted. Students serving detention must be prepared to work on school assignments, cannot bring food or beverages into the room, cannot use electrical/digital devices (except a calculator for homework), and remain quiet and seated for the entire time. Detentions must be served as follows:

- If a student is notified that he/she has a detention before 1:00 p.m., he/she will serve it that afternoon. If the student is notified after 1:00 p.m., he/she will serve it the next afternoon.
- If there is a late bus available, the student may ride the late bus.
- If a late bus is not available, then parents will need to make arrangements to pick their child up at 4:00 p.m.
- Students receiving a detention will be responsible for notifying their parents that they have detention, why, and that they need to be picked up at 4:00 p.m. Students, while in the office, may contact their parents by using a school phone, calling on a cell phone, or by texting.
- A written referral will also be sent home with the student detailing the event. Parents will need to sign this referral and have their child return it to the main office the next morning.
- If a student does not serve a detention(s) as assigned, he/she will serve in-school suspension the next day for insubordination, **AND** he/she will still owe the detention(s).

OFFICE TELEPHONE USE

Under extenuating circumstances, students may be allowed to use the phone in the main office. Please limit calls during the day to less than two minutes so that the phone lines may remain open.

The office will take messages and contact students so that classes are not interrupted with calls from home. Whenever possible, students will be made aware of phone message during study halls, lunch or between classes.

FACULTY ROOMS

Under no circumstances are students allowed in faculty rooms. Students are not allowed to purchase items from the vending machines located in the faculty rooms.

ELECTRONIC AND DIGITAL DEVICES

MP3 players, I-Pods, handheld games, etc.

These electronic and digital devices (including head phones and ear buds) are not allowed during school hours. Head phones and ear buds are not to be seen during the school day. Those students in violation of this rule will have the item(s) confiscated and returned to their parents/guardians.

Laptop Computers

Due to the potential risk of the introduction of viruses to the ECS computer network, as well as the compromising of the filtering and security systems in place, **students must discuss bringing personal laptop computers to school with a teacher prior to bringing it.**

Cell Phones

Students will be allowed to possess a cell phone while on school premises during school hours (8:00 a.m. – 2:55 p.m.), **but they MUST understand this is a privilege, and the following rules will be in effect:**

- A. Cell phones are to be turned off, *and put away; their use will not be allowed during school hours except as specified in this policy. Examples of cell phone use include, but are not limited to, using the phone to make a phone call, texting, sending pictures, looking up information on the internet, and/or accessing social media.*
- B. Inappropriate use will result in progressive consequences as follows:
 1. **1st Offense:**
 - The cell phone will be confiscated and turned into the main office.
 - The student will be allowed to pick up the phone at the end of the school day.
 2. **2nd Offense:**
 - The cell phone will be confiscated and turned into the main office.
 - The student's parent will be required to pick up the phone **OR** the student will be assigned two (2) after school detentions. *Office staff/administration will **NOT** be obligated to notify parents that the cell phone is in the office; the **STUDENT** will have to tell his/her parents*
 3. **3rd Offense:**
 - The cell phone will be confiscated and turned into the main office.
 - The student's parent **MUST** pick up the phone. *Office staff/administration will **NOT** be obligated to notify parents that the cell phone is in the office; the **STUDENT** will have to tell his/her parents.*
 - The student will be assigned two (2) after school detentions.
 4. **4th Offense:**
 - The student will not be allowed to possess the cell phone during school hours.
 - Other consequences as determined appropriate by school administration, including confiscation of the cell phone.
- C. A student's count of cell phone infractions will be "reset" at the beginning of the 2nd semester.
- D. If a student refuses to turn in his/her cell phone immediately when asked to do so by a staff member, he/she will be considered insubordinate and, at the least, be assigned 1 day of in-school suspension. *Repeat offenders will face additional, stiffer consequences.*
- E. Students **MUST** realize if they use their cell phone to engage in bullying, intimidation, or harassment of others, their phone and its contents, may be subject to confiscation and review by school administration, in accordance with the Dignity for All Students Act and NYS Law. If determined that the phone has been used for activities that are illegal or criminal, it may be turned over to the police.
- F. Students caught calling parents for early dismissal without permission of the school nurse or administration, are subject to disciplinary actions, including in-school suspension. Students are prohibited from using their cell phone to order food or receive other deliveries during regular school hours.
- G. Students **MUST** understand they may be subject to serious disciplinary actions if they are caught taking pictures/videos of other students or staff members, and then transmitting and/or posting those pictures/videos.

The exceptions to these rules are:

- A student may use his/her cell phone during their lunch period.

- A student may use his/her cell phone to make an emergency call/text in either the school office or nurse's office provided he/she has obtained appropriate permission.

Teachers may grant permission to use cell phones in a classroom for a specific lesson. Students should always check with a teacher before assuming it is acceptable to use their phone in class.

BUS SAFETY RULES & REGULATIONS

- Follow the driver's directions the first time they are given.
- Stay in your seat.
- Keep head, hands and feet inside the bus and to yourself.
- No drinking, eating, cursing, swearing or loud talking.
- Be at the pick-up point on time.
- Violation of the rules **WILL** result in disciplinary action.

STAYING AFTER SCHOOL

Students should stay after school only if they have a supervised activity or scheduled event. Loitering after school to hang out in the halls, classrooms, playground, etc. and socialize is unacceptable and you will be asked to call home for a ride or report to a designated location/study hall.

Students **MAY NOT** simply stay after school for scheduled sporting events that take place in the evening. Students must leave and return at the appropriate time for the event.

Due to safety concerns, and the fact that Route 219 is a busy highway with no sidewalks, students are not allowed to stay late and walk to a nearby destination (i.e. Dollar General), and then return for an activity/event. Similarly, students are not allowed to simply walk to such destinations after school as opposed to taking the bus.

Any student missing his/her afternoon bus **MUST** report to the Main Office immediately. Appropriate arrangements will be made at that time (i.e. calling a parent, riding the late bus home, etc.).

RULES & REGULATIONS FOR STUDENT DRIVERS

Students and parents are advised that ECS has comprehensive rules and regulations for student drivers. Any student wishing to drive to school must pick up a copy of these rules and regulations and complete the corresponding application in the High School Office before driving.

FIELD TRIPS

All field trips require parental permission and the appropriate form if students are leaving the building. All school rules and policies are in effect during a school-sponsored field trip or program.

CAFETERIA RELATED ITEMS

Breakfast Program

Students in grades 6-12 will be offered the opportunity to have breakfast daily. Students will be released from the buses at 7:50 a.m. if they would like to report to the cafeteria for breakfast.

Free/Reduced Lunch Program

All families have the opportunity to apply for free or reduced priced meals. Applications will be mailed out with the September newsletter but are also available in the main office. The forms should be filled out and returned to the high school office.

Cafeteria Procedures

- All purchases must be completed with a student I.D. card. Payments on a student's account can be done with a check or cash to the cashier in the cafeteria. Parents may mail checks to the school.
- At no time will a student be allowed to go hungry. However, students will not be able to charge a second lunch, extra helpings, or a-la-carte items if sufficient funds are not available.
- With the exception of sanctioned and supervised classroom activities, **NO FOOD OR BEVERAGE IS ALLOWED TO LEAVE THE CAFETERIA.** This rule applies to all times during the school day. This rule also applies to breakfast food and beverages (coffee, juice, etc.) before 1st period.
- All students are expected to stay on campus for lunch. **WE DO NOT HAVE AN OPEN CAMPUS AT LUNCH. ALL STUDENTS MUST REMAIN ON CAMPUS AND IN THE CAFETERIA.**

- Students are not allowed to carry beverages (excluding water) with them throughout the day.
- Throwing **ANY** items in the cafeteria will not be tolerated.
- **STUDENTS ARE NOT ALLOWED TO “ORDER OUT,” AND HAVE THE ORDER DELIVERED TO THE SCHOOL UNLESS IT IS PRE-APPROVED BY A TEACHER AND THE PRINCIPAL.**
- Students that do not have their I.D. cards for lunch on a given day will be asked to wait at the end of the line. On these days the student will not be allowed to “charge” a-la-carte items or second lunches.
- If a student loses his/her I.D. card, he/she must purchase a replacement card in the office.

RULES FOR SCHOOL DANCES

1. All school rules and policies are in effect at school dances.
2. Students must arrive at the dance within 1 hour of the official start time. Students arriving later will not be admitted unless he/she has sought prior permission from the Principal. Arrival times for the Prom will be established and students will be notified, at the latest, in March of each year.
3. If a student leaves the building, he/she may not re-enter.
4. The dress code for Homecoming and Winter Weekend will be as follows:
 - a. No Jeans
 - b. No Print T-shirts
5. Visiting students (guests) must be sponsored by an ECS student (one guest for ECS student). Guests must be registered in the main office and approved by the Principal. It is the responsibility of the ECS “host” student to ensure that his/her guest is aware of **ALL** “ECS Rules for School Dances”, including the dress code. Guests not adhering to the dress code will not be admitted to the dance.
6. In general, a high school dance is intended for ECS student grades 9-12. Attendance of other guests is limited as follows:
 - a. Guests of ECS students that have graduated or dropped out must not have done so prior to June of the previous school year.
 - b. Freshman and sophomores may invite an 8th grader as a guest (one guest per freshman/sophomore). Juniors and seniors may **NOT** invite 8th graders as guests.
 - c. Guests must be registered by the “host” student in the main office and a permission slip with parental signatures must be completed and on file prior to the dance.
 - d. 6th and 7th grade students **WILL NOT** be allowed to attend a high school dance.
7. In general, the Junior/Senior Prom is intended for students in 11th and 12th grade. Attendance of other guests is limited as follows:
 - a. Guests of ECS students that have graduated or dropped out must not have done so prior to June dating back 2 years from the current school year (i.e. for the 2019 Prom, a guest cannot have graduated or dropped out of school before June 2017).
 - b. Juniors/Seniors may invite a freshman or sophomore as a guest (one guest per junior/senior).
 - c. Guests must be registered by the “host” student in the main office and a permission slip with parental signatures must be completed and on file prior to the dance.
 - d. If an ECS student has purchased or had purchased for them a “couples ticket” with another ECS student, then he/she is not eligible to bring an additional guest.
 - e. Middle school students **WILL NOT** be allowed to attend the Prom.
8. In general, a middle school dance is intended for ECS students in grades 6-8. Attendance of other guests is limited as follows:
 - a. At the discretion of the advisors of the organization sponsoring the dance and with permission from the Principal, guests (grades 6-8 from another school) may be registered by the “host” student in the main office and a permission slip with parental signatures must be completed and on file prior to the dance.
 - b. **Students in grades other than 6-8, may not attend a middle school dance** (exception: when one of these classes is sponsoring a middle school dance, students may be permitted to “work” the dance).
 - c. Middle school dances are considered casual dress (jeans, sneakers, etc.) unless specifically designated otherwise. In all cases, all attire worn at a middle school dance must adhere to the “Student Dress Code”, as outlined in this agenda.
9. Students are **NOT** allowed on or behind the stage, in the gym, or in the lower lobby.
10. Students are to make arrangements for rides prior to the end of the dance. Failure to do so may jeopardize attendance at future dances. All rides should be at the school at the conclusion of the scheduled dance.
11. Violation of the school rules may result in expulsion from the dance as well as further disciplinary actions that may be deemed necessary by administration. Future attendance at dances may also be impacted, depending on the incident.

SPECTATOR RULES FOR HOME & AWAY ATHLETIC EVENTS

Sportsmanship

Sportsmanship is possessing and practicing the skill of a sportsman: honesty; being fair-minded; having knowledge of rules; respecting rules and officials; demonstrating self-control; recognizing good play; treating others and all situations in a manner you would expect to be treated; and accepting victory with grace and defeat with dignity.

Athletic competition is intended to be educational. We must all remember that each school's team is just that, "the school's team." Participation is an honor and privilege, which requires student athletes to conduct themselves as to bring honor and pride to their school and community.

General Rules: Home Games

1. All comments made to players and officials will be **POSITIVE**.
2. All fans must remain in the gym during basketball and volleyball games.
3. Pop is **NOT** allowed in the gym during games.
4. Treat our guests with respect.
5. All school rules are in effect during a school sponsored event, home or away.
6. No spectators are allowed on the courts or playing fields. Anyone entering those areas during a contest will be removed from the game.
7. Students who leave the building will **NOT** be allowed to re-enter.
8. Parking lots are off limits during football games.
9. Students are **NOT** allowed in the building during football games.

General Rules: Away Games

1. Students riding spectator or team busses must return on the same bus (exception: written note signed by the parent/guardian to drive his/her own child home). In such cases, the chaperone needs to make visual contact with the parent/guardian when releasing the student.
2. To be able to practice, participate and/or attend any extra-curricular or after school activity, students must sign into school by 9:00 a.m. and remain in attendance, following their regular schedule for the remainder of the day. This includes Fridays, in order to participate in weekend activities. Extenuating circumstances will require **PRIOR** administrative approval. Students that try to attend any game (home or away) in violation of this rule, will be subjected to discipline actions the next school day.
3. All school rules are in effect during a school sponsored event, home or away.
4. Seating on the bus will be handled by the chaperones and/or bus driver.
5. Students, at no time, may leave the school grounds at an away contest.
6. Appropriate behavior is expected at all times on the bus and at an opposing school.
7. All bus rules must be followed (refer to Bus Safety Rules).
8. Students must sign up ahead of time to ride spectator buses.

ATHLETIC POLICY

Students and parents are advised that ECS has a comprehensive athletic policy which governs student participation in interscholastic sports. Prior to the start of each season, each student athlete will receive a copy of this policy, as well as corresponding signature sheet for student and parents/guardians. Any individual wishing to receive a copy of this policy may obtain one from the Middle/High School Office or Athletic Director.

SPECIAL NOTE FOR PARTICIPATION IN ATHLETIC & EXTRACURRICULAR EVENTS

To be able to practice, participate and/or attend any extra-curricular or after school activity, students must sign into school by 9:00 A.M. and remain in attendance, following their regular schedule for the remainder of the day. This includes Fridays, in order to attend and/or participate in weekend activities. Extenuating circumstances, including medical appointments and early dismissal on event days, will require **PRIOR** administrative approval. Students who try to attend any game, practice or event in violation of this rule may be assigned disciplinary action at the discretion of the Middle / High School Principal.

COMPREHENSIVE SAFETY PROCEDURES

Only the front doors of the elementary and high school offices will be open during school hours. All other exterior doors are locked so all visitors must use the main doors to enter the school. All visitors must register in the main office to receive visitor passes.

During an evacuation (i.e. fire drill), all students are to exit the building via the nearest exit with his/her class and remain with his/her teacher. Students are expected to display model behavior during an evacuation of the building.

A "lock down" procedure has been established in an effort to deal with individuals or groups who may endanger the lives of students and staff. The procedure will be reviewed several times throughout the year so that staff and students are familiar with the procedures. Upon notification of a "lock down" procedure, students and staff are to go directly to the nearest classroom, lock the door, cover the windows, and remain silent until further instructions are given.

Yellow folders with safety information and procedures will be placed in every room (in a rack mounted on the wall) in the building. These are to be used by the teachers or staff members during all fire drills or other emergency procedures.

Summary of Most Common Safety Procedures at Ellicottville Central School

- **Shelter in Place:** This is considered one of the least intrusive procedures. It is used to secure students safely in classes, and restrict movement in hallways and throughout the building. Examples of when this may be used include: a medical emergency in the building, overt disruption in hallway, or staging for possible transition to **Lockout**, **Lockdown** or **Evacuation**. A **Shelter in Place** not only secures students, it allows for time to assess a situation without taking too extreme a measure. During a **Shelter in Place** teachers and students may continue normal classroom activities behind closed and locked doors.
- **Lockout:** This is considered a mid-level procedure. It is used when an actual or potential threat exists from **outside** the school building (Ex. Escaped fugitive, unusual disturbance in the parking lot or road, disgruntled employee or spouse, etc.). During a **Lockout**, all outside activities are cancelled and the exterior doors and windows are closed and locked. Once the building is secure, we may decide to allow normal activities within the school.
- **Evacuation:** This can be considered a mid-level procedure or a high level procedure based on the situation. Routine fire drills fall in this category as a mid-level procedure. When we need to evacuate and relocate to another location due to an imminent threat such as a bomb or chemical threat this is considered a high level procedure. Please know should we need to evacuate to another location, we will notify parents that we are doing so, but for safety reasons will not announce in advance where we are evacuating to.
- **Lockdown:** ***This is considered our highest alert!*** A **Lockdown** is used when an actual or imminent threat exists and we need to immediately secure students. Examples of when this may be used include: a trespasser with a weapon is on campus, there is a hostage situation, or there is a riot. In a **lockdown**, students and staff are not only secured behind locked doors, they are to be out of sight and silent.

DURING EVACUATIONS AND "LOCK DOWNS", EVERYONE MUST ASSUME THE SITUATION IS EXTREMELY DANGEROUS!

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES)

Program Implementation

The Ellicottville Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the school system will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "online services" and "Internet". The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Ellicottville Central School District. The standards of acceptable use, as well as prohibited conduct by students accessing the DCS, as outlined in the District policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the District Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students at all levels where there is such software use. In addition, the building principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing such selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of

telecommunications and electronic information resources to conduct research and other studies designed to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to other which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the DCS

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Individual users of the District's computerized information resources are responsible for their behavior and communications over the DCS. It is presumed that users will comply with District standards and will honor the agreements they have signed.

A student is responsible for keeping a log of all contacts made on the District's computer network. The full internet address of each correspondence on the network must be included in this log. A count of all mail received must be included in this log. The District computer coordinator and his/her designee will be responsible for placing a log book near each computer capable of accessing the network.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Ellicottville Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Student should **NOT** expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of the Ellicottville Central School District policy, the Code of Conduct, and Federal, State, or Local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or Federal, State, and Local laws including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities prohibited by student users of the DCS include, but are not limited to:

1. Using the DCS to obtain, view download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
2. Using obscene or vulgar language.
3. Harassing, insulting or attacking others.
4. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5. Using unauthorized software on the DCS.
6. Charging, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
7. Violating copyright law.
8. Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
9. Disclosing an individual password to others or using others' passwords.
10. Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or Federal, State or Local law or regulations.
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that network's acceptable use policy.

If a student or a student's parent/guardian has a District network account, or any other account or program which will enable direct or indirect access to the DCS, any access by the student to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to the DCS shall mean using a computer in a manner which results in the user gaining access to the DCS, including access to any and all information, records or other material contained or stored in the DCS.

Sanctions

1. Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as Federal, State and Local law.
3. When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction and/or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the DCS or would be provided with alternative technology education. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Parental/Guardian "Opt Out" of Student Use of DCS

The District respects the right of each parent/guardian to be fully informed of all requirements of this policy and any procedures adopted to ensure acceptable use of the DCS. Procedures will be established to define the process by which parents/guardians may submit a written request to deny or rescind student use of the DCS in accordance with law, regulation, and/or District policies and procedures.

PROGRESSIVE DISCIPLINE MATRIX FOR 2019-2020

This matrix is a supplement to the Board of Education Policies, Board of Education Regulations and the Student Agenda/Handbook. If discrepancies arise between any of these documents, the following order will be followed to determine actions:

- Board of Education Policy
- Board of Education Regulations
- Code of Conduct
- Student Agenda/Handbook
- General Discipline Matrix

It should be noted that not every situation can be foreseen and, therefore, may not fit into this matrix. In light of this, administration will always consider all of the facts in each situation before making a final decision. Administration reserves the right to make appropriate disciplinary decisions that differ from this matrix when warranted. In due process, the students have a right to appeal.

Please note: If a student has not completed discipline obligations by the end of the school year, such obligations may be assigned during exam weeks, over the summer, or carried over to the start of the following school year per administrative discretion.

BEHAVIOR / ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Tardy to school/class per semester <i>(All students will start with a "clean" tardy slate at the beginning of 3rd marking period.)</i>	1 st offense = four (4) tardies •One (1) detention	2 nd offense = three (3) additional tardies •One (1) detentions	3 rd offense = Two (2) additional tardies •One (1) detention •Consequences of subsequent tardies will be handled in a progressive manner.
Tardy to school for student drivers per semester	1 st offense = four (4) tardies •One (1) detention	2 nd offense = three (3) additional tardies •One (1) detentions	3 rd offense = third set of three (3) tardies •Loss of driving privileges for one (1) week •Consequences of subsequent tardies will be handled in a progressive manner.
Skipping class	•Minimum two (2) detentions	•One (1) day in-school suspension (ISS)	•Two (2) days in-school suspension with parent conference •Consequences of subsequent skipping of classes will be handled in a progressive manner
Leaving class	•Two (2) detentions	•Minimum two (2) detentions	•One (1) day in-school suspension •Consequences of subsequent leaving of classes will be handled in a progressive manner.
Leaving school without PRIOR permission and NOT returning	•Two (2) days in-school suspension	•Two (2) days in-school suspension and parent conference	•Three or more (3+) days in-school suspension and parent conference •Out-of-school suspension
Leaving school without PRIOR permission and returning	•One (1) day in-school suspension	•Two (2) days in-school suspension	•Three (3) days in-school suspension and parent conference
Skipping Detention	•One (1) day in-school suspension the following day IN ADDITION to any detentions still owed	•Two (2) days in-school suspension the following 2 days IN ADDITION to any detentions still owed	•Two (2) days in-school suspension the following 2 days IN ADDITION to any detentions still owed and parent conference

BEHAVIOR / ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Bullying, Intimidation, Harassment	•Consequences may range from a counseling session with the Dignity Act Coordinator to a Superintendent's Hearing depending on the individual circumstances of the situation	•Consequences may range from a detention to a Superintendent's Hearing depending on the individual circumstances of the situation	
	In extreme, excessive, abusive, etc. situations, administration may modify consequences including the involvement of the police and/or the legal system.		
Verbal altercations between students	•Minimum of conflict resolution	•Continued conflict resolution and two (2) detentions	•Minimum of one (1) detention
Minor physical altercation between students (pushing, shoving, grabbing, etc.)	•Minimum of conflict resolution and one (1) detention	•Continued conflict resolution and two (2) detentions	•Minimum of one (1) day in-school suspension
Major physical altercation between students (punching, slapping, etc.)	•Minimum of three (3) out-of-school suspension	•Minimum of five (5) days out-of-school suspension with mandatory parent conference	•Five (5) days out-of-school suspension with Superintendent's hearing
Non-directed swearing (Depending on words used, amount, context, etc.)	•Minimum of one (1) detention to five (5) days in-school suspension	•Minimum of two (2) detentions to five (5) days in-school suspension	•Minimum of one (1) day in-school suspension to five (5) days in-school suspension and possible parent conference
	In extreme, excessive, abusive, etc. situations, administration may modify consequences.		
Swearing directed at Staff (Depending on words used, amount, context, etc.)	•Minimum of two (2) detentions to five (5) days out-of-school suspension	•Minimum of one (1) day in-school suspension to five (5) days out-of-school suspension	•Minimum of three (3) days in-school suspension to five (5) days out-of-school suspension and parent conference
	In extreme, excessive, abusive, etc. situations, administration may modify consequences.		
Inappropriate gestures	Consequences may range from detention to out-of-school suspension and parent conference depending on the gestures used and the circumstances of the situation.		
Sexual harassment	Consequences may range from detention to out-of-school suspension and Superintendent's hearing depending on the individual circumstances of the situation.		
Sexual misconduct	•Five (5) days out-of-school suspension •Superintendent's hearing •Police action		
Throwing ANYTHING in the cafeteria	Consequences may range from detention to out-of-school suspension and parent conference depending on the circumstances of the situation.		
Threats WITHOUT weapon possession	•Minimum one (1) detention	•Minimum one (1) day in-school suspension	•Minimum one (1) day out-of-school suspension
	Specific, graphic, well-articulated, etc. threats may result in harsher consequences.		
Threats WITH weapon possession	•Minimum of five (5) days out-of-school suspension •Police action •Superintendent's hearing	•Minimum of five (5) days out-of-school suspension •Police action •Superintendent's hearing	
Weapon possession	•In-school suspension •Out-of-school suspension •Police action •Superintendent's hearing		

BEHAVIOR / ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Cheating (copying another student's answers or work and submitting it as your own)	•Grade of zero (0) on assignment/quiz/test for all participants	•Grade of zero (0) on assignment/quiz/test for all participants •Two (2) detentions	•Grade of zero (0) on assignment/quiz/test for all participants •One (1) day in-school suspension
Plagiarism (copying the work or writings of a non-student and submitting it as your own)	•Grade of zero (0) on assignment/quiz/test for all participants	•Grade of zero (0) on assignment/quiz/test for all participants • One (1) day in-school suspension	•Grade of zero (0) on assignment/quiz/test for all participants •One (1) day out-of-school suspension
Forging notes/excuses	• One (1) day in-school suspension	• Two (2) days in-school suspension	•One (1) day out-of-school suspension
Posing as a parent/guardian	• One (1) day in-school suspension	• Two (2) days in-school suspension	•One (1) day out-of-school suspension
Lying to staff	Consequences may range from detention to out-of-school suspension and parent conference depending on the circumstances of the situation.		
Display of affection (kissing, petting or overt displays of affection)	•Minimum verbal warning	•Minimum one (1) detention	•Minimum of one (1) day in-school suspension •Parent conference
Trespassing	•One (1) day out-of-school suspension	•Minimum of five (5) days out-of-school suspension and possible Superintendent's hearing	•Minimum of five (5) days out-of-school suspension and Superintendent's hearing
Vandalism (consequences for vandalism will always take into account the extent of damage and therefore may not follow this matrix)	•Minimum one (1) day in-school suspension and compensation for damages	•Minimum out-of-school suspension, compensation for damages and Superintendent's hearing	
Theft	•Detention •In-school suspension •Police action	•In-school suspension •Out-of-school suspension •Police action	•In-school suspension •Out-of-school suspension •Police action •Superintendent's hearing
Hazing	•In-school suspension •Out-of-school suspension •Superintendent's hearing •Removal from Team or Club	•Out-of-school suspension •Superintendent's hearing •Removal from Team or Club	
Violation of Acceptable Use of Technology Guidelines (use of school computers)	•Detention •Loss of privileges •Restricted access to resources with supervision •In-school suspension •Out-of-school suspension	•Detention •Loss of privileges •Restricted access to resources with supervision •In-school suspension •Out-of-school suspension	•Detention •Loss of privileges •Restricted access to resources with supervision •In-school suspension •Out-of-school suspension
Possession/Use of electronic devices during the school day	•Warning to put device away	•Confiscation for remainder of the day	•Confiscation and parental pick-up
Cell phone use during the school day	Please refer to the Cell Phone Policy		
Disorderly Conduct (see student agenda for definition)	•Detention •In-school suspension •Out-of-school suspension	•Detention •In-school suspension •Out-of-school suspension •Superintendent's hearing	•Detention •In-school suspension •Out-of-school suspension •Superintendent's hearing
Disrupting instruction	•Parent conference •Detention	•Parent conference •Detention •In-school suspension •Out-of-school suspension	•Detention •In-school suspension •Out-of-school suspension
Insubordination with a substitute teacher / aide	•One (1) detention	•Two (2) detentions	•In-school suspension

BEHAVIOR / ACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Alcohol / Drugs / Drug Paraphernalia (use, possession, distribution, sale, promotion of or being under the influence of these items or "look-a-likes")	<ul style="list-style-type: none"> •Five (5) days out-of-school suspension •Police action •Possible Superintendent's hearing 	<ul style="list-style-type: none"> •Five (5) days out-of-school suspension •Police action •Superintendent's hearing 	
Tobacco possession / use (including e-cigarettes)	One (1) day In-school suspension	Three (3) days out-of-school suspension	<ul style="list-style-type: none"> •In-school suspension •Out-of-school suspension •Superintendent's hearing
Tobacco sale / distribution (including e-cigarettes)	<ul style="list-style-type: none"> •In-school suspension •Out-of-school suspension •Superintendent's hearing 	<ul style="list-style-type: none"> •In-school suspension •Out-of-school suspension •Superintendent's hearing 	<ul style="list-style-type: none"> •In-school suspension •Out-of-school suspension •Superintendent's hearing
Dress code violations	<ul style="list-style-type: none"> •Warning •Change clothes •Turn item inside out 	<ul style="list-style-type: none"> •Detention •Change clothes •Turn item inside out 	<ul style="list-style-type: none"> •Two (2) detentions •Possible in-school suspension •Change clothes •Turn item inside out