

North Warren Central School District



***Student Handbook
Student Rights and Responsibilities
2017-2018***

I. Mission Statement (taken from the Code of Conduct 7.3.1)

At North Warren Central School, we feel that learning is best achieved in an orderly, purposeful atmosphere, which is free from threat of physical harm and limited in classroom distractions. It is our desire to maintain a learning environment that is not oppressive, but is supportive of teaching and learning.

We realize that within North Warren Central School there needs to exist an atmosphere that is orderly without being rigid, quiet without being oppressive and generally conducive to achievement of desired goals and objectives. We want to promote a school climate that is warm and responsive, emphasizing learning and providing instructional support for learners.

Maintaining an active responsive learning environment is one of our greater challenges. We know that the effort is needed because a well-disciplined school not only promotes goal achievement, but significantly promotes the ideal that students become self-disciplined managers of their own actions and resources.

II. Student Rights and Responsibilities

Students in the North Warren Central School are provided an equal opportunity to pursue an education. All students possess those rights of citizenship guaranteed by the Constitution of the United States and The State of New York. We feel that these citizenship rights may not be altered, abridged or obstructed in any way, except through due process of law.

In order to preserve individual rights while promoting learning, there is a need to recognize the rights of others. Therefore, students must assume responsibility for the way they exercise their rights. Students need to recognize the boundaries of their rights and accept consequences for their actions. All students should promote the dignity of and respect for the rights of others.

We know that working toward mutual trust and understanding will lend support to responsible use of rights. By applying the concept of mutual respect, we may be better able to promote learning and development of self-discipline, a sense of responsibility and acceptance of others.

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 learning environment, all district students have the right to:

- A. Participate in school activities, on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- B. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty. Be suspended from instruction only after their rights have been observed.
- C. Express verbally and in writing their thoughts concerning issues without interfering with the educational process and/or the freedom of others to express themselves.
- D. Address the administration and the Board on the same terms as any district resident.
- E. Assemble peacefully as part of the educational process as defined by existing policy, curriculum or as authorized by the Board of Education or Superintendent of School.

II. Student Rights and Responsibilities Cont.

- F. Take part in school activities, curricular and extra-curricular, unless properly suspended from participation pursuant to the code of conduct.
- G. Access school rules and when necessary, receive an explanation of those rules from school personnel.
- H. Be treated in a respectful manner by other students and other members of the school community.

It shall be the responsibility of students in the North Warren Central School:

- A. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- B. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- C. Attend school and classes every day unless they are legally excused and be in class, on time, and prepared to work to learn.
- D. Take advantage of all school curricular and extra-curricular offerings by working to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.
- E. Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- F. Ask questions when they do not understand.
- G. Work hard to develop ways to control their anger.
- H. Seek help in solving problems that might lead to discipline.
- I. Dress in accordance with the standards set by the district dress code; dress appropriately for school and school functions.
- J. Accept responsibility for their actions.
- K. Conduct themselves as ambassadors 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.

III. Other Roles and Responsibilities

Role of Parents and Guardians

- A. Know that the education of their child(ren) is a joint responsibility of the parents and the whole school community.
- B. Provide school officials with current working home, work and emergency telephone numbers (cell phones or pagers are insufficient by themselves) so that school may reach parents to discuss student progress and other matters of mutual concern.
- C. Send children to school in accordance with New York State laws and district policies ready to responsibly participate and learn.
- D. Ensure that student absences are properly excused for a reason accepted as “excused” under NY Education Law and to provide appropriate school personnel with a reason for every absence; submit excuse when student returns to school.
- E. Firmly guide students to attend school regularly, on time and prepared.
- F. Insist and help their children to be dressed and groomed in a manner consistent with the student dress code.
- G. Help their children understand that in a democratic society, appropriate rules and laws are required to maintain a safe, orderly environment; know school rules and assist children in understanding them.
- H. Know school and classroom rules and help their children understand them.
- I. Convey to your children a supportive attitude toward them, their education and the district.
- J. Build good relationships with teachers, other parents and your children’s friends’. Communicate your feelings and ideas to school personnel.
- K. Be aware of the power of peer pressure and help their children deal effectively with the peer pressure at all grade levels.
- L. Inform school officials of changes in the home situation that may affect student conduct or performance.
- M. Provide a safe, quiet place for study and ensure the completion of homework assignments.

Role of the Teacher

- A. To promote development of healthy student self-concept and promote student confidence to learn by maintaining a climate of mutual respect and dignity in the classroom and on school property.
- B. Know their students as learners and through teaching demonstrate a commitment to student achievement.
- C. Be prepared to teach and to demonstrate interest in teaching and professional development.
- D. Be prepared to teach, recognize value of classroom time and be committed to using bell to bell teaching.
- E. Know school policies, rules and this code, obey them and enforce them in a fair and consistent manner.
- F. Communicate to students and parents: Yearly plans, Course objectives and requirements, Marking and grading procedures, Assignment deadlines, Expectations for students, Classroom discipline plan, what students need to be successful.
- G. Communicate regularly with students, parents and other teachers concerning student growth and achievement.
- H. Know district emergency and security procedures and assist the school in their implementation, as appropriate.
- I. Report all violations of this code of conduct to the principal or designee.
- J. Know and follow the procedures for student discipline listed in this code as they relate to teachers.
- K. Know school rules, help students understand them and enforce the rules.
- L. Know when it is appropriate to refer students to Guidance and other student services.

Role of Student Services Personnel

- A. School Guidance Counselors assist students to cope with peer pressure and emerging personal, social and emotional problems.
- B. School psychologists provide appropriate services as requested by the principal or designee or study team.
- C. Child support services personnel (Occupational therapist, physical therapist, and speech therapist) provide appropriate skilled-services as requested.

Role of the Principal

- A. Ensure that students and staff have the opportunity to communicate regularly with the Principal and have opportunities to approach the Principal directly for redress and grievances.
- B. Promote a safe, orderly and stimulating school climate supporting active teaching and learning.
- C. Evaluate all instructional programs on a regular basis.
- D. Support development of and participation in appropriate extra-curricular activities.
- E. Be responsible for enforcing the District's Discipline Policy; ensure that all cases are resolved promptly and fairly.
- F. Work with all staff to understand and enforce all school rules and the code of conduct.

Role of the Superintendent and other Administrators

- A. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning with high expectations and student achievement.
- B. Review with district administrators the policies of the Board and state and federal laws relating to school operations and management.
- C. Inform the Board about educational trends relating to student discipline.
- D. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- E. Work to promote learning programs in all the disciplines.
- F. Maintain a future orientation for board and staff.
- G. Work with district administrators and staff in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Role of All District Employees

- A. Promote a safe and orderly school environment.
- B. Know and obey this code of conduct and all other district rules and policies.

Role of the Board of Education

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

IV. Student Dress Code

North Warren Central School will regulate student dress to insure that students attend school in clothing that meets health and safety standards and that does not disrupt or interfere with educational process. North Warren Central School students shall display common sense and good taste in their manner of dress. Clothing that limits full participation in school activities such as science laboratories, technology projects, or physical education activities, etc., will not be permitted. Students and their parents have the primary responsibility for ensuring acceptable student dress and appearance. Teachers and all other district personnel shall exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students shall:

- A. Wear shirts that appropriately cover their upper body. Shoulder straps for tank tops should be three fingers wide. Extremely brief garments such as tube tops, halter tops, spaghetti straps, midriff-revealing apparel, and shirts with plunging necklines are not appropriate to wear to school and will not be allowed.
- B. Completely cover underwear with outer clothing; no visible underclothing will be permitted.
- C. Wear skirts or shorts of an appropriate length, measured to the end of the longest fingertip when arms are held by their sides.
- D. Wear appropriate footwear at all times. Footwear safety regulations for specific classes shall be followed in order to ensure participation.
- E. Not wear hats, bandanas or other head covers in the school buildings except for those whose medical condition or religious belief dictates otherwise.
- F. Not wear items that are vulgar, obscene, libelous, gang-related, or that bully or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- G. Not wear items that promote, advertise and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- H. Not wear chains, spikes, and other potentially dangerous accessories.
- I. Wear appropriate clothing to safely participate in physical education class or athletic teams, per the guideline set by the coach or teacher.
- J. Not wear sunglasses without a doctor's note on file with the nurse.

The principal or designee shall be responsible for informing all students and their parents of the dress code at the beginning of the school year, as well as any revisions to the dress code that are made during the school year.

Protocols for Violations of the Student Dress Code:

If a student is determined to be in violation of the student dress code:

1st offense: The student will receive a warning and be asked to modify their appearance by covering up or replacing the item of clothing that caused the violation. The staff member who gave the warning will send an email to notify the main office and cc: the rest of the teachers that will have the student in class on that day.

IV Student Dress Code Continued:

2nd offense: If a student receives a second offense, either in the same day or on a subsequent day, the student will be sent to the main office to speak with the principal regarding the specifics of the dress code and they shall be required to modify their appearance to come into compliance with the dress code. Compliance may be accomplished by the issuance of a large tee shirt to be worn over the offending clothing. An email will be sent to the main office and a cc: copy to the classroom teachers who have that student.

3rd offense: A student that receives a 3rd offense, either in the same day or on a subsequent day, will be required to call home and have their parent or guardian bring appropriate clothes to school before continuing with the day. A disciplinary note will be entered into Schooltool.

Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including, out of school suspension.

Adopted: October 7,2002

Revised and Adopted: August 10, 2009

Revised and Adopted: May 8, 2017

V. Prohibited Student Conduct

The Board expects all students to conduct themselves in a civil manner, with proper regard for 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-discipline and students must learn to assume and accept responsibility for the 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 students: ability to grow in self-discipline.

The Board realizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Student may be subject to disciplinary action, up to and including suspension from school when they, either alone or with others:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 - 1) Running in hallways
 - 2) Making unreasonable noise
 - 3) Using language or gestures that are profane, lewd, vulgar or abusive.
 - 4) Obstructing vehicular or pedestrian traffic.
 - 5) Engaging in any willful act which disrupts the normal operation of the school community.
 - 6) Tampering with or vandalizing any school district property.
 - 7) Trespassing. Students are not permitted in other district buildings with- out permission from an administrator.
 - 8) Computer/electronic communications misuse, including any use of computers, software, or internet/intranet account that is unauthorized or violates any portion of this code of conduct; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

V. Prohibited Student Conduct Cont.

- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 - 1) Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2) Lateness for, missing or leaving classes, alternative instruction or the school building or school property without permission.
 - 3) Skipping detention, in-school suspension or any other disciplinary assignment.

- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
 - 1) Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 - 2) Any violation of the student dress code as described in this code of conduct, or as further described in any school's guidelines regarding student dress code.
 - 3) Any conduct that is disorderly as defined in this code or in other district policies.

- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
 - 1) Committing an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 - 2) Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 - 3) Possessing a weapon, a dangerous weapon or an instrument of violence. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - 4) Displaying what appears to be a weapon, a dangerous weapon or instrument of violence.
 - 5) Threatening to use any weapon, a dangerous weapon or instrument of violence
 - 6) Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 - 7) Intentionally damaging or destroying school property.

- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:
 - 1) Lying to school personnel
 - 2) Stealing property of the school district, other students, school personnel, or any other person lawfully on school property or attending a school function.
 - 3) Defamation, which includes making false or unprivileged statements or representations, about an individual or identifiable group of individuals, that harm the reputation of the person or the identifiable group by demeaning them.
 - 4) Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - 5) Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 - 6) Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - 7) Hazing, which includes any intentional or reckless act on school property or at a school sponsored activity directed against another for the purpose of initiation, affiliation or membership.
 - 8) Bullying, which includes violent conduct, harassment and/or intimidation as defined above.
 - 9) Selling, using or possessing obscene material.
 - 10) Using vulgar or abusive language, cursing or swearing.

- 11) Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 - 12) Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either.
 - 13) Unauthorized use or sharing of prescription and over the counter drugs.
 - 14) Gambling
 - 15) Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 - 16) Initiating a report warning of fire, explosion, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 - 17) Using a computerized information system to engage in any of the above conduct.
- F. Engage in misconduct while on a school bus or field trip bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, use of vulgar language, pushing, shoving, fighting or any other violation of this code of conduct on a school bus will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
- 1) Plagiarism
 - 2) Cheating
 - 3) Copying
 - 4) Altering records
 - 5) Assisting another student in any of the above actions

VI. Reporting Violations

All students are expected to promptly report and describe violations of the code of conduct to a teacher, school counselor, the building principal or superintendent. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report and describe this information immediately to a teacher, the building principal, the assistant principal or the superintendent. Any student who files a false report engages in disruptive behavior under this code.

All district staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner.

Any weapon, alcohol or illegal substance found shall be confiscated immediately and parents will be notified. The building principal or designee must notify the appropriate local law enforcement agency of these code violations. The notification must identify the student and explain the conduct that violated the code of conduct and allegedly constituted a crime.

VII. Disciplinary Penalties, Procedures and Referrals

A. Principles of Discipline and consequences of Behavior

Effective discipline deals directly with the problem at the time and place it occurs, and in a way that students see as fair and impartial

Firm, fair and consistent disciplinary action serves the learner the best when changing behavior. In determining the appropriate disciplinary sanction, consider the following:

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

With the exception of a serious penalty or referral to law enforcement, discipline will be progressive. Progressive discipline means that a learner's first offense will usually merit a lighter penalty than subsequent violations.

B. Range of Penalties

Students violating the code of conduct may be subject to the following penalties, either alone or in combination. Penalties will be applied by staff consistent with the learner's right to due process.

- 1) Oral warning-any member of the district staff
- 2) Written warning-bus drivers, teacher aides/teacher assistants serving as hall and lunch monitors, coaches, school counselors, teachers, principal or superintendent.
- 3) Written notification to parent-bus driver, monitor, coaches, school counselors, teachers, principal or superintendent.
- 4) Detention or other age-appropriate in-school penalty-teachers, principal, superintendent.
- 5) Suspension from transportation-principal, superintendent.
- 6) Suspension from athletic participation– Athletic Director, principal, superintendent.
- 7) Suspension from social or extracurricular activities-Activity/club advisor, Principal, Superintendent.
- 8) Restitution for the value of stolen or damaged property-Principal, Superintendent.
- 9) Suspension of other privileges—Principal, Superintendent.
- 10) In-school suspension– Principal, Superintendent.
- 11) Removal from classroom-Teacher, Assistant Principal, Principal or Superintendent.
- 12) Short-term (five days or less) out-of-school suspension-Principal, Superintendent or Board
- 13) Long-term (more than five days) out-of-school suspension– Principal, Superintendent or Board
- 14) Permanent suspension from school-Superintendent or Board

C. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, the student must be informed of the alleged misconduct and school personnel must investigate, to the extent necessary, the facts surrounding the allegation. All students will have an opportunity to present their version of the facts in connection with the imposition of the penalty.

- 1) Detention: Teachers, Principal and the superintendent may use before, during or after school detention as a penalty for student misconduct when deemed appropriate by the principal or Superintendent in situations where a student's removal from the classroom would be inappropriate
- 2) Suspension from transportation: If a student does not conduct him/herself properly on a bus, the bus driver is expected to immediately notify the Head Mechanic and building Principal. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or Superintendent. In such cases, the student's parent/guardian will be responsible for seeing that students get to and from school safely.

The student and student's parent will be provided with a reasonable opportunity for an informal conference with the principal or the director of guidance to discuss the conduct and the suspension.

3) Suspension from athletic participation, extracurricular activities and other privileges

A student suspended from athletic participation, extra-curricular activities or other privileges will be provided with a reasonable opportunity for an informal conference with the principal or athletic director to discuss the conduct and the penalty involved.

4) In-school suspension from classes to supervised study

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment supportive of learning. The principal and the superintendent will then be authorized to suspend students from their regular classes who violate this code or school guidelines and place the students in an intensive supervised study program.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law S 3214. However, the student will be provided with a reasonable opportunity, within a reasonable time, to speak with the person imposing the in-school suspension from classes to discuss the conduct and the penalty involved.

5) Teacher disciplinary removal of disruptive students

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

VIII. Alternative Instruction during Suspension or Removal from Class

When a student of any age is removed from class by a teacher, or whenever a student of compulsory attendance age is suspended from school pursuant to Education Law S3214, the district will take immediate steps to provide alternative means of instruction for the student. A "suspension" is never a suspension from education, but from the location in which education takes place.

IX. Disciplines of Students with Disabilities

At times it may be necessary to suspend, remove or otherwise discipline students with disabilities as defined in this Code of Conduct to address disruptive or problem behavior.

CORPORAL PUNISHMENT:

IX. Disciplines of Students with Disabilities Cont.

The use of corporal punishment is expressly prohibited in the North Warren Central School. This shall not be construed to prohibit the use of physical force for the following reasons:

- 1) To protect oneself from physical injury.
- 2) To protect another pupil or teacher or any other person from physical injury
- 3) To protect the property of the school or of others.
- 4) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that pupil has refused to comply with a request from further disruptive acts.

X. Student Interrogations and Searches

A. Interrogations by School Personnel

The Board is committed to ensuring a safe and orderly atmosphere on school property and at school functions. In order to achieve this kind of environment, persons authorized to impose a disciplinary penalty may question a student about alleged violation of law or the district code of conduct. Under New York State Education law and Commissioner of Education decisions, students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

B. Searches by School Personnel (general guidelines)

The board authorizes the superintendent, building principal, school nurse and district security to conduct searches of students and their belongings if there is reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

C. Searches of student lockers, desks, computerized information systems and other school storage places

The rules of this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, computerized information systems and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, computer hard drives and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Students have exclusive use of a locker only so far as other students are concerned.

D. Removal of clothing during a student search

A search may require a student to remove some of his or her clothing, such as an outer coat or jacket, shoes, socks, sweaters, hats or vests, in conjunction with an investigation under this code of conduct. Students may also be required to empty pockets or shake out bulky clothing in the presence of school officials. If a school official believes it is necessary to conduct such a search of a student, the school official may do so only in the presence of another school official. The only exception to this rule is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

X. Student Interrogations and Searches

E. Police involvement in searches and interrogations of students

The district is committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. In contrast to the authority of school officials, who have authority under the Education Law to question students without parental consent, police officials have limited authority to interview or search students in schools or at school functions or to use school facilities in connection with police work.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the parents to give them the opportunity to be present during the police questioning or search.

XI. Visitors

Parents and other district citizens are encouraged to visit the school and classrooms to observe the work of students, teachers and other staff. Please note that the school is a place of work and learning and certain limits must be set for visits. The building principal or designee is responsible for all persons in the building and on the grounds.

The school policy is to accept only those visitors who have legitimate business in the school. All visitors and guests must register at the front desk in the atrium. Parents are always welcome, but all visitor rules apply.

Visitors are expected to leave promptly when their business is completed. Students are not encouraged to bring guests. Absolutely no visitors during exam weeks!

(Please refer to the board policy for further details.)

XII. Public Conduct on School Property

The district maintains an orderly, respectful learning, working environment that is supportive of students learning and teachers teaching. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this code, “public” will mean, all persons when on school property or attending a school function including but not limited to, students, teachers, other school employees, visitors, those using school property under a permit granted by the district and district personnel.

(A full copy of the Code of Conduct is available upon request)

General School Rules and Procedures:

Rules and procedures are established to assure fair and equitable operation of a school. All students are expected to know and comply with the rules listed in this handbook. Rules and procedures outlined in this handbook will govern student behavior at all times during school hours, on school grounds and after school hours for extra-curricular activities, alternative learning programs and on approved activities off school grounds.

Students are responsible for complying with a teacher’s directions or instructions at any time. If students feel the directions given are unfair or contrary to school procedures, students may report them later to the Principal. Disagreeing with the teacher is no excuse for not complying with the instruction at the time it is given.

Students are responsible for complying with the directions or instruction of any other adult in the school placed in a position of authority over students. If students feel the directions given are unfair or contrary to school procedures, or if students feel the person is exceeding appropriate authority, or is impolite, students should follow the directions and then later report the incident to the Principal.

Students should demonstrate self-respect and respect for others and their property.

Regular School Provisions

A. Units of Credit

- 1) A unit of study means at least 180 minutes of instruction per week throughout the school year, or the equivalent, approved by the Principal.
- 2) A unit of credit is earned by:
 - a. Attending the required number of classes and after course completion, demonstrating mastery of a course of study objectives, as outlined in a syllabus by achieving a passing average for the course of study.
 - b. To earn credit without taking a course of study, students must be approved for a course challenge. They then must achieve a passing score of at least 85% on a State Education Department approved examination in a course of study and successfully complete either an oral examination or a special project. A limit of 6 credits may be earned in this fashion.
 - c. Regents credit is earned by achieving a passing average in a given unit of study AND passing the associated Regents examination for the same.
- 3) To enter 9th grade, a passing average in core courses is required. Per the current promotion policy, if a student is failing two or more subjects in June, they will be required to attend summer school, or be retained at their current grade level.
- 4) The procedure for scheduling of students will include the provision that students must take a minimum of 6.5 credits per year, (if schedule allows), which will require taking elective courses that may or may not be the primary choice of the student. In a full A-Day / B-Day rotation, students will not be given more than a full and $\frac{1}{2}$ period study hall combined. If two elective choices are available during a given period and one is needed to prevent greater than the 1.5 study hall scenario from taking place, the student will be required to choose one of the two elective courses.
- 5) Math and science credit will be taken during a student's senior year, so that they are more prepared for the STEM (Science, Technology, Engineering and Math) requirements of 21st Century workforce. In order to be competitive in college or in the workplace, senior students should have math and science in their schedules to help them transition to their post-secondary goals.
- 6) To graduate- A student must earn a minimum of 22 credits. All work shall be completed by the final day of the course. No incomplete grades will be given except for students missing course requirements due to legally excused reasons.
- 7) For Credit:
 - a. Full Credit Course: (4 Ten Week Grades + Final Exam or Regents Exam = Final Grade) / 5
 - b. $\frac{1}{2}$ Credit Course: (2 Ten Week Grades X 2 + Final Exam = Final Grade) / 5

Class Rank for Graduation

- A. End of Junior Year of High School Credits establishes initial class rank.
- B. Final ranking for graduation takes place at the end of the 2nd marking period of the Senior year, calculated as follows: (Junior year average X 12 plus first 2 quarters of the Senior year) / 14. Rank and GPA will be based on a weighted average. Please see bullet D for details.
- C. In regard to the designation of class Valedictorian and Salutatorian, eligibility for this title requires that students must attend North Warren for minimum of their entire junior class year.
- D. All AP Courses and any college credit courses will be weighted at 1.05, or have 5% added to the final course grade.

Schedule Changes

Procedure for schedule changes:

- A. Student confers with the Guidance Counselor and receives schedule change slip to be approved and signed by teachers involved.
- B. After signed by teachers involved, that slip is returned to the Guidance Office.
- C. Schedule changes will be accommodated where the totals in each class section are still within reason, and graduation requirements are not impacted.
- D. Parent permission will be required on all changes that impact the graduation credential , (i.e. Regents vs. Advanced Regents designation)
- E. No schedule changes will be allowed during the first week of school.

Dropping a Course

A student may drop a course without penalty within the following time span after a course has begun:

First semester-From day one to the end of the first full week of school

Second semester-By the end of the first full week of school dropping a course after this time, if allowed by the Principal, will result in a W/F (Withdrawal/Failure) or W/P (Withdrawal/Pass) placed on the student's final transcript.

Course work must be completed by the end of the marking period/final day of the class.

School Hours

- A. The student day begins at 7:52 AM and ends at 2:52 PM. A late bus will be provided for any students for extra help and detention on Monday through Thursday.
- B. Students are expected to leave the Cafeteria at 7:52 AM in order to be in class on time at 7:55 AM.
- C. A student's scheduled lunch period is not free time. Students are to report to lunch just as a class. Student's need passes if they are late for lunch and they need to sign in and out as if they were in a class or study hall. Please sign in and out with the knowledge and approval of the Cafeteria Monitors. Students must obey all cafeteria rules and follow the direction of the cafeteria monitors. All other school rules also apply.

Study Program

- A. Students may request to stay after school on designated days to:
 - 1) Work with teachers
 - 2) Utilize instructional equipment and materials
- B. Teachers may request that students stay after school for additional help, enrichment or study.
- C. Students must report to the appropriate room no later than 2:55 PM.
- D. Study Time:
 - Days- Monday through Thursday
 - Time-2:55-3:55PM
 - Room-Assigned by teacher
 - Bus-Leaves between 4:00 and 4:05 PM
- E. Students must have the permission of their teacher in order to stay after school.
- F. It is the student's responsibility to sign up for the late bus no later than 1:30.
- G. If a student is finished before the bus arrives, the student will report to the After-School Detention Room to await the arrival of the late bus.

Computer Use Policy

Student will be given an acceptable use notification during the first week of school. The district will be enforcing the policy as stated.

Study Hall

The purpose of maintaining a Study Hall is to provide favorable conditions for study. Students should make use of study time by bringing enough materials to Study Hall to last the whole period.

At the beginning of the period the teacher will take attendance and report it to the Nurse, along with absences not accounted for by the absence list.

All students must have a classroom pass to leave. The classroom pass will be used for bathroom, locker, etc. No more than one student will go out at the same time to the bathrooms.

Students needing help with work may request assistance from the Study Hall teacher.

Attendance

All students in attendance at North Warren Central School are considered full time students and subject to New York State Education laws, Commissioner of Education Regulations and Board of Education Policies.

Attendance Procedures:

- A. All students shall attend school regularly and be in class on time and prepared to participate. Students should take advantage of classroom time by remaining attentive and seated until the bell rings.
- B. Unless properly excused, students must attend all assigned classes and/or activities. Repeated truancy from school, repeated tardiness, repeated unexcused absences from classes/activities, illegal absences or leaving classes without permission will be deemed acts of insubordination subject to appropriate disciplinary action.
- C. Tardy to School-If students are late for school, they are to sign in at the front desk and report directly to the AES room. The front desk will issue a pass to room 131.
- D. Students must be in attendance for a full day of school in order to be eligible to practice or to participate in a scheduled game, play or concert that day. Legal excuses such as doctor or dentist appointments are acceptable. Students must present a legal excuse when they return to school stating they are permitted to participate or practice in any scheduled game, dance or extracurricular activity.
- E. For students absent from school, parents/Guardians assume responsibility for their whereabouts.
- F. The School District must obtain an excuse from a parent/guardian for each absence. The written excuse must be returned to school no later than 3 school days after the student absence to be considered valid. No excuses will be accepted after the three days.

The excuse must state:

- 1) The student's name
- 2) Dates and days absent
- 3) Reason for the absence

The following are the only legal excuses for absences:

- 1) Student illness
- 2) Sickness or death in the family
- 3) Excused absence for a medical appointment for part of the day
- 4) Educational trip
- 5) Impassible roads or weather
- 6) Approved religious observance not regularly scheduled on the school calendar
- 7) Quarantine
- 8) Court Appearances
- 9) Attendance at health clinics
- 10) Approved cooperative work program
- 11) Approved college visits and military obligations

A student may be excused from part of the school day for any of the above reasons by properly notifying the Nurse. Students excused by the School Nurse because of illness may only be released to someone at his or her home residence.

- G. All children in New York State between the ages of six and 18 years in proper physical and mental condition shall receive full time instruction in a public, private or parochial school. A minor who has completed a four-year high school course of study is not required to attend.

Attendance Policy 2017-2018

The attendance policy, simply stated, will result in a loss of academic credit for the course(s) where absences exceed more than 20 days (10 days for ½ year courses). The reason for the new policy is summarized in the attendance policy which states:

The North Warren Central School District recognizes the importance of regular daily attendance in the academic progress and success of all students. Having a clearly defined and enforceable policy is essential to ensure that student motivation to attend each day becomes a lifestyle decision. It is hoped that this will become a habit that enters into their post-secondary plans and future employment.

SUMMARY OF POLICY

At the 9-12 grade level, any student with more than 20 total absences in a course may not receive credit for the course. (For a one-semester course a student may not have more than 10 absences). If a student is absent 20 or more days from any course, student removal will result and a "W/A" (withdraw/absence) notation will be entered on the student's academic transcript.

At the 7-8 grade level, any student with more than 20 total absences in a course may be required to repeat the course the following year, and a W/A (withdraw/absence) notation will be entered on the students report card.

At the K-6 grade level any student with more than 20 total absences in a course will remain with their class, but will be at risk of potential retention in grade.

APPEALS PROCESS:

A parent or guardian may request a building level review of their student's attendance record. The Committee will make a final determination within 5 school days, during which time, the student may remain in the course(s).

Committee Members:

- Grade appropriate School Counselor
- Administrator
- One of student's academic teachers
- Attendance Officer

It is the responsibility of the student to make up any class work and/or assigned homework as a result of absences. Students have one (1) day to make up work for each day absent. A student who has an unexcused absence will not be eligible to make up work. Parents/Guardians will be informed concerning absenteeism.

Illegal Absences:

- A. Unlawful Detention: A parent/guardian permits a student to be absent for other than legal reasons, such as gone on vacation, shopping, babysitting, working, etc.
- B. Truancy: a student is not sent to school by parent/guardian, but is absent for an unlawful reason.
- C. Tardy: Student is late for school in the morning.

Attendance-Physical Education:

All students shall maintain regular attendance and participation in physical education (PE) classes. Students must earn units of credit in PE by successfully achieving the goals and objectives of the PE program and regular participation is required.

- A. Students failing to maintain regular participating attendance in PE classes for unexcused reasons shall not be granted course credit.
- B. Students consistently absent or not participating may be placed in an alternate PE program.
- C. Temporary PE excuses will be given only by the School Nurse or PreK-12 Principal. Excuses for one week or more required a doctor's note.
- D. As required by State Law, PE excuses or limitations on participation for more than two (2) weeks must be excused by a note signed by a physician.
- E. At the start of the school year, the PE teacher will distribute to all students: rules, procedures and requirements.

Vacations

If a student goes on vacation while our school is in session, it is his/her responsibility to keep current with classmates while away. Assignments must be obtained from the student's teachers prior to leaving. Vacations are not legally approved absences.

Early Dismissal

Early dismissal students must present legally signed excuses at the start of the school day. Parents/Guardians must sign the early dismissal request. Procedures for early dismissal are:

- A. Make arrangements early when appointments are known so that students are able to contact teachers in order to get assignments.
- B. If it is an emergency request and excuse is for THAT current day, then the signed request/excuse must be presented to the Nurse's Office.
- C. Students are responsible for work missed.
- D. Students leaving school for other than legal reasons may not participate in extra-curricular activities that day unless approval is granted by the PreK-12 Principal.
- E. Students are not allowed to leave the building between classes to go home and then return unless approved by the Principal.
- F. Parent/Guardian must come in and sign out the student at the front desk.
- G. Teachers will dismiss student upon call from front desk.

Students are NOT allowed to sign-out with a telephone call from a parent. Parents must sign their student out in person. If this is not possible, the student must have a written note, signed by their parent, upon arrival to school in the morning.

Early Arrival

Students may not arrive to school before 7:30AM unless for participation in a school function. There is no supervision any time prior to 7:30AM.

Parking Regulations

The Law of the State of New York states, "Driving a motor vehicle in the State of New York is a privilege and not a right." Failure to comply with regulations will result in the suspension of parking privileges on school grounds; also will subject the violator to possible arrest and/or towing charges.

Students who drive to school must register with the Security Officer. Permits will be issued when registration is completed. Students must park in the designated parking lot and the vehicle must display the parking tag. Students will not remove vehicles from the school parking area until the end of the day unless permission is granted from the 6-12 Office. Students must obey all traffic laws and be respectful of requests from faculty and staff to insure safety of all persons.

- A. There is a 10 MPH speed limit on all school property.
- B. Vehicles are subject to being towed at the owner's expense for violations of traffic law and/or warnings issued by school administrators.
- C. All vehicles must be registered and display the proper tag.
- D. Students must park in designated areas.
- E. Students will not be allowed to drive to BOCES.

Lunchroom Conduct

The assigned student lunch is to be treated as class or study hall. It is NOT free time. Students arriving to lunch late should have a pass from the teacher they were working with. Students need to sign in and out of the cafeteria with the lunch supervisors' knowledge and permission.

Cafeteria rules will be posted, and students are expected to abide by them. In short, it is essential that the proper rules of etiquette and behavior be maintained at all times.

Care of the Building and Equipment

All students should take pride in the appearance of the building. Considerable time and effort are spent in preparing this building for you. It is your building and represents money spent by your parents and your community. All misuse of the building or equipment will result in prosecution.

Drills

Fire and civil defense drills are held in accordance with State regulations. At the beginning of the year, specific directions are given in each room regarding the use of the nearest exit. Directions of "QUIET" and "ABSOLUTELY NO TALKING" are enforced for the sake of safety in the event there is an emergency, directions may be heard. In certain drills, different exits are blocked so that some practice in rerouting traffic may be experienced. All students will report to their designated area with their teacher.

Drills are also held regularly, in conformity with State regulations so that buses may be emptied through emergency exits.

Passes

Teachers may permit students to leave a room for limited time. Any student leaving the room must get teacher permission. All 7th and 8th graders must have a signed planner. Any student intending to visit another teacher must have a pass signed by that teacher at the beginning of the period.

Hall Traffic

There is a three-minute interval between classes for students to pass from one class to another. While passing, (or after the bell rings and student is in the hall) there shall be no running or loitering in the hall.

Sunglasses, Radios, Beepers, Cell Phones, Headsets, and other Personal Electronic Devices

- A. When entering school, remove non-prescription eyeglasses and place in lockers or cubbies until leaving school.
- B. Radios, headsets, beepers, CD players, cellular phones, electronic games, etc., are disruptions to the learning process. These items are prohibited in school from 7:55-2:52 and on school buses. These items should be placed in lockers or cubbies until leaving school. All such equipment will be confiscated and held until a parent/guardian contacts the school. The list includes these items, but is not limited to only these items. All such items must be kept in lockers or cubbies until the end of the school day.

TELEPHONE

Students are to use the Office phone by the mailboxes (for emergency use only)

FIELD TRIPS (Grade PreK-12)

Permission slips signed by parents and teachers must be secured and returned prior to leaving on any trip. If school time is to be missed, classroom teachers must sign the permission slips also. Forms may be secured from the Office. All signed permission slips will be kept on file in the Office. All school sponsored activities including but not limited to field trips are covered by district policies, regulations and procedures. Students or adults that are attending a school sponsored event or field trip will follow the code of conduct as outlined in the handbook. This includes but is not inclusive to field trips during the school day, a class trip or foreign club trip. Any student or adult that violates these rules will be subject to disciplinary action.

Alternative Educational Setting (AES)

Pursuant to Board Policy, North Warren Central School has established the practice of in-school suspension as a disciplinary measure. The administration has the right to assign this disciplinary measure for other infractions of school policy. The suspended student is required to remain in the Suspension room, complete usual assignments provided by the regular teacher and leave the room only under direct supervision.

Any student returning from OSS will serve one day AES before returning to a regular schedule. This will allow the student to get up to date on all of their work under supervision.

The student is restricted from all co-curricular activities such as: practices and dances and any sporting event until he/she has served the detention and returns to classes. A form will be provided to the suspended student so that he/ she may obtain work from his/her teachers prior to sitting the suspension.

LOCKERS

- A. Each student is assigned a locker and a lock by the school. There is to be no sharing of lockers.
- B. Students must provide their own locks for their gym lockers.
- C. Lockers and locks are provided for the protection of student belongings, both school and personal. According to the U. S. Supreme Court, school lockers are not private property, but the property of the school district. Student lockers may be opened and subject to inspection (search) without the necessity of obtaining a student's consent. Lockers at North Warren must be locked at all times in order to protect student possessions and to protect the welfare of all persons in the building. The district is not responsible for the replacement of, or repayment for lost personal belongings or money.

EXTRA-CURRICULAR ACTIVITY

A. Attendance

Students must participate in all school activities responsibly. Students who wish to participate in co-curricular activities must be present in school a full day the day of the event. If an event is to be held on the weekend (or long weekend), THE STUDENT MUST HAVE BEEN PRESENT ON THE DAY IMMEDIATELY PRECEDING THE WEEKEND.

B. Discipline

Any suspension (in school/out of school) or other disciplinary issues will render a student ineligible.

C. Academic Eligibility

If a student is failing two or more courses (less than a 65%) that student is ineligible to participate in extracurricular activities. Throughout the year, the ineligible list will be generated 11 times.

Once on the list, can a student get off the list?

Yes. If a student is on the ineligible list for two or more subjects the only way he/she can become eligible, before the next list is published, is if he/she gets off the list for ALL subjects he/she is failing. For example, a student is on the ineligible list for math and science; in order to become eligible that student must get off the list for BOTH math and science.

Can a student be placed back on the list?

Yes. Using the same example, if the student again begins failing math, science or both, then he/she can be placed back on the ineligible list.

If a student is not on the list when it is generated, can that student be added to the list?

No. The next time that student can be placed on the ineligible list is when the next one is generated.

D. Visitors

All visiting students must follow school procedures and be cleared with the Principal.

E. Specific Rules for Dances at North Warren Central School

- 1) Dances are open to all North Warren Students in grades 7-12. The previous year's graduating class may attend without being signed in ahead of time, but they are expected to follow all dance rules. All other guests must be invited by a person presently attending North Warren High school, and they themselves must presently be attending High School.
- 2) Once admitted, students may not leave and be readmitted. All students who are disruptive and acting inappropriately or thought to be under the influence of alcohol will be directed to leave. The student's parents will be contacted and if they are a student at NWCS, they will receive the appropriate disciplinary action. The door will be locked one hour after the beginning of the dance.
- 3) Students in Grades 7-12 are allowed to bring only one guest to each dance. The guest must be registered in the Office and must have appropriate paperwork from the visitor's school with the secretary prior to the closing of school on the date of the dance. All persons who come uninvited will be turned away at the door.
- 4) Clothing must be in accordance with the North Warren Dress Code.
- 5) Moshing is not allowed. Students may be asked to leave or not be admitted to future dances.
- 6) Students who are absent from school on the day of the dance will not be admitted.

Student Information:

➤ Working Papers:

Students under the age of 18 who are interested in working papers may pick up applications in the high school office.

➤ Textbooks and Instruments:

Textbooks and instruments are loaned to the student for the year. Each item is checked by the teacher when issued and its number and condition are registered with the teacher. Upon return in June if an item is lost or damaged, the student will be required to pay a fee based on the cost and condition.

➤ Graduation:

Any issues, pranks or disruptions to the school day by Seniors in the days leading up to graduation and graduation day will result in the possible loss of privilege to walk on stage on graduation day. The administration will make the determination on an individual basis.

➤ Money and property in school:

The school is not responsible for money and other articles. Losses or theft of money or property are to be reported to a teacher, administrator or security.

➤ Medication in school:

New York State Law prohibits the administration of medicine to students in schools unless a note is received from a doctor and is on file with the nurse.

Medicine must be brought to the nurse's office in the original container with written directions. Over the counter medicine must also be brought to the nurse's office with a note from a parent for dispensing.

➤ Fund raising:

Fundraising is a major source of money for student organizations. All groups must have the permission of the student council and building principal at least two weeks before any items are ordered or any commitments are made.