

Oswego Middle School

Student Handbook

2020 - 2021

OMS MISSION STATEMENT

The Oswego Middle School Community is a team working together to provide the best education for all of our students. We celebrate each student's academic and social successes towards becoming productive members of society.

INVOLVEMENT OPPORTUNITIES FOR OMS STUDENTS

EXTRACURRICULAR ACTIVITIES

Pupils who remain after school for any activity must report directly to the teacher in charge of the activity at dismissal time. All school activities must be supervised by a member of the faculty. (We have a late bus that runs at 3:20 if your child needs transportation.)

STUDENT COUNCIL

The student council is an organization of the whole student population of Oswego Middle School. It is an effective voice for students that are accepted by students, faculty, and administration. There are no limits to the contributions that students can make to their education by participation in student council.

Responsibilities

A good student council always strives to:

- maintain an open minded policy
- develop effective communication with students, faculty and administration
- earn students, faculty and administrative respect
- support social activities, educational programs, and service to others
- build a tradition that will be looked back upon as a cornerstone to productive lives.

CLUBS

The Middle School offers numerous clubs to meet a wide variety of student interests. The clubs a student may wish to join include:

Art Club	Friend to Friend Club	Hands – On – History Club	National Junior Honor Society	Student Council	Yearbook Club
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SPORTS

Interested students are encouraged to participate in the interscholastic sports program. Sports offered in season are:

BOYS

Football	Wrestling	Basketball	Baseball	Lacrosse
Soccer	Swimming	Track & Field	Cross Country	Volleyball

GIRLS

Soccer	Softball	Volleyball	Basketball	Cross Country
Lacrosse	Track & Field	Swim		

PHILOSOPHY

With any degree of freedom comes a personal responsibility to respect the rights of others. Rules are often necessary to guide the development of behaviors which demonstrate respect for rights of all persons. Such rules are based on reason, good judgment, and mutual responsibilities. All rules work best when they are well-known and observed willingly. By clearly listing the responsibilities of parents, students, staff, and administration, it is intended that these guidelines can foster a cooperative school atmosphere which is most conducive to teaching and learning.

STUDENT RESPONSIBILITIES

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 regardless of race, color, creed, national origin, religion, gender or 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.

Student Responsibilities:

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and 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 to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Acknowledge and accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

ATTENDANCE

Regular attendance at daily sessions is required by education law for all students through 16 years of age. Attendance is taken during homeroom. Students who are not in their homeroom at 7:30 A.M. are absent or tardy. For each absence the student must present his/her homeroom teacher with a written excuse signed by his/her parent immediately upon returning to school.

If a student is absent the full - day from school he/she may NOT participate in after school activities.

A student absent without the consent of his/her parent is truant (illegally absent). The parent or guardian will be contacted by the school and informed of the truancy. If a student becomes ill at school, the student must report to the nurse's office.

A student is considered to be illegally absent if he/she:

- leaves school without signing out in the main office
- leaves school at any time without an authorized pass
- is absent from school without prior permission from his/her parent
- obtains a pass to go to a certain place and does not report there
- comes to school but does not report to classes

In order to promote excellent attendance practices and afford every student an equal opportunity to receive a quality education, the following attendance procedures have been established by the Board of Education:

1. Each student must be in attendance a minimum of 90% of the total number of school days.
2. Any student who is absent in excess of 10% may be retained or asked to attend summer school if available.

TARDINESS

If a student is late for school he/she must report immediately to the main office for a pass. When a student is late for class, the teacher will record the student's tardiness.

Arrival at school on time is extremely important to your child's academic success. Being in school by 7:30am everyday is the first step in assuring that your child will be able to complete all of their work, have all necessary information presented to them first – hand and experience a sense of positive self – worth as it relates to school.

It is our dual responsibility to guarantee your child's prompt arrival at school. We will do everything we can at the Oswego Middle School to help support you and your child in this effort.

Please understand how important being on time for school is to your child's future academic success and overall success in life. We ask that you strive to have your child at school by 7:30am each day. If there is anything we can do to support this effort please feel free to contact us and let us know.

As part of our progressive discipline plan at OMS if your child is late to school 4 times you will be contacted by the school in writing and your child will receive an After – School Detention.

Should your child continue to be late for school the following consequences will be earned:

4 Lates to School = 1 After – School Detention

8 Lates to School = ½ day of the Intensive Learning Center (ILC)

12 Lates to School = Full day of the Intensive Learning Center (ILC)

16 Lates to School = Saturday Morning School, Principal's Hearing and Development of a 'Behavioral Action Plan'

ABSENCES & MAKE-UP WORK

Regulations covering absences and makeup work are as follows:

1. Excused: An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, student competitions at the state or national levels, or other such reasons as may be approved by the Board of Education.
2. Unexcused: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, baby sitting, haircut, oversleeping).
3. Makeup work: Students may receive credit for work missed for excused absences, provided it is made up satisfactorily and within a reasonable time. It is the student's responsibility to see his/her teachers after an absence to arrange for makeup work.
4. Extended Absences: In cases of extended absence, parents should call the guidance office (341-2382) before 10:00 A.M. to obtain work covered during this expected absence. If parents do not call the school, the attendance office or School Messenger Program will call the home to verify the student's absence.

MEDICAL & DENTAL APPOINTMENTS

A student may be excused from school for a medical or dental appointment during the day provided the student presents a written excuse from his/her parent(s) to the attendance office by 7:40 A.M. the day of the appointment. Before leaving the building, a parent or legal guardian must sign out the student in the main office. Upon returning to school, the student must bring the signed appointment card to the attendance office. Dismissal is at 2:30 P.M. Please schedule these appointments after school hours if possible.

BUSES

Bus Passes:

Bus Passes will only be issued to those students who bring a note to school from their parent – or whose parent calls school. Bus Passes will be issued ONLY for emergencies. Non – emergencies include: Staying over-night at a friend's house, doing homework together, working on projects for school, etc.

Missed Bus:

If a student misses the bus in the morning, transportation must be provided by the parents. However, if a bus misses picking up a student in the morning, the parents should immediately contact the transportation office at 341-2900.

Conduct On the Bus:

It is the responsibility of all to guarantee students safe bus transportation; however, a major part of that responsibility belongs to students riding the bus. In order to guarantee this safety, students will obey all requests of the bus driver. The bus driver is trained in defensive driving and safe transportation habits. The bus driver has full authority on the bus.

Activities which can create dangerous situations on a bus and are not acceptable are:

1. Excessive noise. The bus driver will determine what is acceptable
2. Excessive moving from seat to seat.
3. Pushing or shoving on the bus.
4. Throwing of objects.
5. Smoking.

All bus student infractions will be reported to the school district authorities, parents will be notified of the misconduct, and the appropriate action will be taken.

Students who violate any of the bus expectations/rules may be placed on BUS PROBATION.

Late Bus:

The late bus is available Monday through Friday at approximately 3:20 P.M. Students must have permission from their parent/guardian to stay after school.

HALLS

Hall Passes:

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a signed student planner from an authorized school staff member.

Perfume is not allowed in the halls at OMS.

Backpacks and Cinch Saks are not allowed during the school day. Once students have entered the building in the morning all Backpacks and Cinch Saks must be stored securely in the lockers.

Deodorant is not allowed in the halls at OMS (it MUST be kept in the gym lockers.) Deodorant should be roll – on only NO SPRAY deodorant.

NO TAPE allowed on walls, doors, etc. 'Sticky Tack' MUST be used at all times.

Public Displays of Affection (PDA) is not allowed at OMS. (Ex. Hand Holding, Hugging, Kissing, etc.)

Traffic:

Traffic keeps to the right in the halls and on the stairs. If the occasion calls for a student to wait for a moment in a hallway, he/she should move to the side so that other students may proceed without interruption.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. All lunch beverages must be opened and consumed in the cafeteria only, not in hallways or classrooms.

Dismissal at the End of the Lunch Period:

1. Students are responsible for cleaning up the area in which they eat.
2. Containers for recyclable and non-recyclable materials are located at the west end of the cafeteria. Trays are to be emptied in appropriate containers and placed in the washing area window at the west end of cafeteria.
3. Food may not be taken from the cafeteria.
4. Students are to wait and be dismissed by a lunch supervisor only.
5. NO caffeine, energy drinks or coffee are allowed during school hours for students on school grounds. Students who arrive at school with one of these drinks will be referred to the building administration. The drink will be taken away and water will be offered as an alternative.

BREAKFAST PROGRAM

Students coming for breakfast will enter the school 7:15 A.M. There will be no loss of instructional time for students participating in this program.

LOCKERS

1. A locker will be assigned by the homeroom teacher to each individual.
2. Lockers should be neat and ready for inspection at all times. Lockers are school property and can be inspected by school authorities without prior notification.
3. All belongings may be kept in the locker except valuables. Valuables should be kept in the main office.
- 4. The school assumes no responsibility for any items stored in desks or lockers.**
5. Students are not to change lockers without permission from the main office.
6. If a student has trouble with lockers, he/she should notify the homeroom teacher first if possible, or notify the main office for help. Lockers that are kept clean and neat rarely become troublesome. Messy lockers are most likely to get jammed and cause problems in opening and closing.
7. Students are not to give locker combinations to any other students!

It is strongly recommended that students not bring large amounts of money, radios, iPods, cell phones, cameras, or other valuables to school. Electronic devices (i.e. cell phones, MP3 players, iPods, etc.) are strictly prohibited during the school day. **Students may store these items in their lockers off and away or they will be taken away. Parents will be required to pick up the electronic device in the main office. Students, not the school, are responsible for personal property.** No money or valuables should be left in any locker.

Cell Phones/Personal Technology

Our Cell Phone policy at Oswego Middle School is 'Off and Away or Taken Away'. All student cell phones MUST be stored in a locker. If a student has a cell phone on their person and it is taken away by a faculty or staff member it will be kept in the Main Office and a parent/guardian will be notified. The parent/guardian will be asked to come to school to sign for the phone.

Our SMART Watch policy at Oswego Middle School is 'Off and Away or Taken Away'. All student SMART Watches MUST be stored in a locker. If a student has a SMART Watch on their person and it is taken away by a faculty or staff member it will be kept in the Main Office and a parent/guardian will be notified. The parent/guardian will be asked to come to school to sign for the watch.

OMS Faculty and Staff have been asked to give students one 'warning' about Cell Phones (and/or all Personal Technology). The first time that a faculty/staff member sees a student with a cell phone (or any personal Technology) the student will be asked to return their piece of Technology to their locker. If the same faculty/staff member has to ask the same student a 2nd time to put their Technology away – the student will be referred to administration.

FIRE AND EMERGENCIES

Fire drills are held during the fall and spring. These drills are conducted for the safety of students and staff. Specific exit routes are posted in each room. Students should become familiar with these exit routes. Silence is required on all fire drills to help in following directions. The students' safety depends on cooperation.

EMERGENCY CLOSINGS

If schools are to be closed due to an emergency, such as a snowstorm, listen to the radio. Local radio stations WRVO 90.0 FM: WZZZ 1300 AM: and Syracuse radio stations WNTQ/93Q 93.0 FM: WSYR/Y94 94.5 FM and WBBS 104.7 FM will be the first to announce the closing of a school. You may also visit our website at www.oswego.org. PLEASE DO NOT CALL THE SCHOOL.

The School Messenger Automated System may also be used to notify parents.

LOST & FOUND

Lost and found items may be turned in at the main office. When claiming a lost article you must be able to prove ownership. Unclaimed items are given to a charitable organization at the end of the school year.

HEALTH SERVICES

New York State Law requires:

- Parents or guardians must personally deliver all medication to the school health office (unless a self carry order form is signed by parent and physician). All controlled medications must be brought by an adult.
- All medication must remain in properly labeled pharmacy or original over the counter (OTC) containers.
- A new prescription/medication form signed by medical provider is required at the beginning of every school year.
- The parent must sign the medication permission form.

Illness:

A nurse is available to students for accidents and illnesses occurring in school. If a student becomes ill he/she must obtain a pass from the classroom teacher to visit the nurse. If the nurse is not on duty, the student should report to the main office. Parents will be called and asked to come and pick up students who are determined to be too ill to remain in school.

Accident:

All accidents should be reported immediately to the supervising teacher. All school accidents must be reported to the nurse. Parents will be notified if the student is going to be hospitalized or needs extensive medical treatment.

Counseling Office

The purpose of the Counseling Services Office is to help each student in social, emotional, vocational, and personal development. The counselors are in the Counseling Office daily during regular school hours. Conferences with students receive first consideration of the counselors' time, and such conferences are scheduled whenever deemed necessary.

COUNSELING STAFF

Counselors can help students to:

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| • assess strengths and limitations | • make suitable decisions |
| • develop positive attitudes | • choose courses that are appropriate |
| • solve personal problems with family, friends, and teachers | • discover talents and abilities |
| • define problems or what decision is indicated | • discuss needs and feelings, doubts, goals, pressures |
| • explore alternatives and likely effects on life and goals | • make a decision with which students feel comfortable |

7th Grade Counselor is Mrs. Pearson
 8th Grade Counselor is.....Mrs. Cooper
 7th/8th Grade Counselor isMr. Rogers
 OMS School Psychologist isMrs. Baker

Students are invited to see the counselor by arranging for an appointment. These arrangements should be made before school starts, between classes, or immediately after school.

PARENT CONFERENCES

A parent may request a conference at any time by calling the guidance office (341-2382) for an appointment with the seventh grade counselor, Mrs. Pearson or the eighth grade counselor, Mrs. Cooper. Appointments are required.

LIBRARY MEDIA CENTER

Your library media center is in the center of the building. There are entrances located on each level. 7:30 A.M. to 2:30 P.M. Monday – Friday.

Library Media Specialist..... Miss Brennan

The library collection includes books, audio books, videos, newspapers, magazines, audiotapes, maps, slides, and reference books. Our collection is cataloged through an on-line public access catalog (OPAC). We also offer a computer lab, interlibrary loan services and internet access. Available through our districts website are various databases such as magazine indexes and full text articles.

1. You will be coming to the library with various classes throughout the year.
2. During Activity Period you may come to the library to select books by asking your Activity Period teacher to sign your planner. You are asked to make your selection and return to your classroom within 15 minutes so other students may have the same opportunity.
3. During Activity Period you may come to the library for the entire period to research or use the computer lab. To do this, request a Library Pass from library staff earlier in the day and ask your Activity Period teacher to sign it. You will stay in the library until afternoon announcements are completed.
4. NO student is allowed to send anything to a printer without previous permission from a teacher.

Overdue Books:

Books and other library materials are expensive. If material becomes overdue, you will receive an overdue notice in homeroom. You may not check out more material until your overdue items have been returned. A second reminder is sent to your homeroom, and if there is no response from you, the library will call your home and send a letter noting the cost of the book. Quarterly grade reports will be withheld if a student has overdue books or library fines outstanding.

PHYSICAL EDUCATION

Gym Lockers:

Each student will be provided with a locker in the physical education dressing area. A lock will be provided by the school for a \$4.00 deposit fee. At the end of the school year, eighth grade students will return the lock to the physical education instructor for the return of the \$4.00. Seventh grade students will turn the lock in to the physical education instructor for the summer. Upon returning to school in the fall they will be issued the same lock for their eighth grade year. If a student leaves the Oswego Middle School prior to their eighth grade promotion the student will receive a refund upon turning in the lock.

Physical Education Attire:

Each student is expected to be prepared for physical education class, with proper attire for the physical education activity. Proper attire for activity classes is sneakers, socks, shorts or sweatpants, tee shirt or sweatshirt. Sweatshirts and sweatpants are required for outside activities in cool weather. Hats, coats, and gloves are required for all cross-country ski classes. Proper attire for swim classes is a swim suit, goggles, and a towel. Girls are expected to wear "one piece" swim team type suits, and boys are expected to wear swim trunks with a lining. Cut off shorts and long, "Umbro" type shorts are not allowed. When a student appears unprepared, they will be asked to obtain the proper equipment. Extra attire, including swim suits, is kept available in both of the physical education offices.

No Backpacks or Cinch Saks may be carried to the gym during the school day. Alternate Arrangements must be made in order to carry PE clothes, etc. to PE class.

Physical Education Excuses:

Physical education classes are mandated for all students. Physical education counts and the grades are included in the student's final grade point average. A student cannot be excused from physical education classes without following the proper procedure.

Short-Term and/or Long - term Absence:

It is the policy of the Oswego City School District's Physical Education program that a parent can remove their child from Physical Education for up to 1 class. Any removal beyond that 1 class can only come from a Medical Professional (Doctor, Nurse Practitioner, Physician's Assistant). Documentation from a Medical Professional MUST be provided to the school nurse on or before the 1st day that the student needs to be excused from Physical Education.

Additionally, a student may be removed from Physical Education on the recommendation of the school district's Athletic Trainer for an injury sustained during competition on a school athletic team. The injury must have been sustained during a school athletic contest or practice. The Athletic Trainer cannot excuse a student who has been injured in an athletic contest that has not occurred during participation with the Oswego City School District athletic program.

GRADING PROCEDURES

Students will be graded on the following:

- tests
- class work-class participation
- reports-labs-notebooks
- quizzes
- homework
- effort and ability
- projects

During the first week of school, all students will be advised of the grading procedures to be used during the school year.

COURSE GRADE DETERMINATION

Numerical grades will be used to report all subjects in grades seven and eight according to the following scale.

- 90 and aboveDoes work of the very highest quality. Shows initiative and has very good comprehension of the subject matter.
- 83-89Generally does work of good quality. Completes assignments and shows understanding of the subject matter.
- 70-82Does work of fair to good quality.
- 65-69Meets minimum standards of academic achievement.
- 64 and belowDoes not meet minimum standards of academic achievement.

OMS FINAL COURSE GRADE CALCULATION

The average of the four report card grades will count as four-fifths and the final exam will count as one-fifth of the final course grade.

OHS CREDIT COURSES

The average of the report card marks will count as four-fifths of the final grade. The final examination will count one-fifth. In order to pass a course, a student must obtain at least a 65% for a final grade. If a student fails the course, but passes the exam they must take the course over but they receive credit for passing the exam. If a student fails the exam and passes the course, they can move on to the next course, but must take the exam over again (summer or January) and they are awarded class credit.

GRADING REPORTS

Reports of pupil progress will be issued four times a year. All grade reports will be mailed to the parents/guardians each quarter.

HONOR ROLL

The Oswego Middle School honor roll is published quarterly using the following designations:

- **High Honor:** The student must achieve an overall numerical grade average of 93 with no failing marks.
- **Honor:** The student must achieve an overall numerical grade average of 85 with no failing marks.

DANCES

There are several school dances throughout the school year. School dances are sponsored by Middle School clubs and organizations. **Dances are open to Oswego Middle School students only.** When a student has entered the dance he/she may not leave and re-enter the dance. Students who violate school rules while attending a dance will be subject to the same disciplinary action appropriate during regular school hours. Students who have been suspended from school, who have been placed on in-school suspension, who have been truant, or who have exhibited behavior not conducive to the less structured atmosphere of extracurricular activities will lose their privilege of attending dances.

A 'No Dance' list will be generated several days before each dance. Students who are failing 2 or more courses or have served an ISS or an OSS for the time – period dating back to the previous dance will not be allowed to attend the dance. Students who are on the 'No Dance' list will be asked to sign the list next to their name the week before the dance in school.

If you are absent from school the day of a school dance you may not attend the dance.

DANCE CODE OF CONDUCT

- Normal school dress code will be followed unless otherwise authorized by the building principal.
- No foreign objects are to be in the students' mouths. (pens, pencils, florescent rods)
- You are to treat all chaperones with respect.
- Dance in a manner that is safe and not explicitly suggestive or provocative.

End of Year 'Team Activities'/8th Grade Dance

The following criteria will be used to identify students who are eligible for end of year trips/activities:

- ✓ Students can NOT be failing 2 or more classes as of June 1st. (PLEASE be sure to check Jupiter Grades on a regular basis – if your child is missing any assignments or not passing a class, please develop a plan with him/her to correct this before June 1st.)
- ✓ Students may NOT receive 4 or more discipline referrals that require administrative action between April 30th and the week of the end of year activity (more specific dates will be mailed home to parents and students.)
- ✓ Students may NOT receive a half/full day or more of ISS between April 30th and the week of the end of year activity (more specific dates will be mailed home to parents and students.)
- ✓ Students may NOT receive a day of OSS or more between April 30th and the week of the end of year activity (more specific dates will be mailed home to parents and students.)

The following criteria will be used to identify students who are eligible for the 8th Grade Dance:

- ✓ Students may NOT receive 4 or more discipline referrals that require administrative action between April 30th and the week of the end of year activity (more specific dates will be mailed home to parents and students.)
- ✓ Students may NOT receive a half/full day or more of ISS between April 30th and the week of the end of year activity (more specific dates will be mailed home to parents and students.)
- ✓ Students may NOT receive a day of OSS or more between April 30th and the week of the end of year activity (more specific dates will be mailed home to parents and students.)

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, grooming and appearance, including hair style/color, jewelry, make-up and nails should:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate. Specific examples of prohibited garments may be listed in individual building handbooks. Student's dress, grooming or appearance that represents gang membership through the wearing of gang "colors" or gang symbols is also prohibited.
3. Ensure that **underwear is completely covered** with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of headgear (ex: including but not limited to: hats, bandanas, hoods) in the classroom except for a medical, religious or safety purpose.
6. Bandana print is not allowed in any style: ex. *A Bandana Print rolled up to make a head – band is not allowed.*
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of pajamas, slippers or lingerie.
9. Pants that regularly fall down and need to be pulled up are not allowed.
10. NO Tank Tops on males that have deep arm – holes and droop to reveal too much skin, etc.
11. Sunglasses are NOT to be worn in school.
12. 'Contacts' that alter the look of the eye are NOT to be worn in school.
13. No chains may be worn that are attached to clothing and may be considered a weapon at OMS.

Should a student come to school dressed in any of the above they will be directed to go to the nurse to change. Should they refuse to change their parent/guardian will be called to come to school and get them.

REPLACEMENT LOST ASSESSMENTS

Each year school equipment, sport uniforms, books and materials are either lost or damaged by students. In these cases a fair replacement cost is assigned to the student. The assessment may be paid in the main office and a receipt will be issued to the student. In the cases of lost books and equipment which are recovered after the assessment had been paid, a refund of the total amount will be made.

POLICY ON DRUGS/ALCOHOL ABUSE

Code of Behavior:

No student may use, possess, sell, or distribute alcohol and/or other substances, nor may they use or possess drug paraphernalia on school grounds or at school sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and other substances, any persons who school personnel have reasonable grounds to suspect has used alcohol and other substances, and/or any person caught possessing and/or using alcohol and/or other substances.

The Board of Education is very strict in dealing with students who possess or use drugs or alcohol on school property. The regulations state:

“... If a student is found to have illegal drugs in his/her possession on school property, or is found distributing, selling, or using drugs on school property or at a school-sponsored activity, he/ she will:

1. have his/her parents called to come to school immediately
2. be turned over to the appropriate law enforcing agency
3. be immediately suspended from school for five (5) days
4. attend a Superintendent’s Hearing prior to return to school (New York State Education Law, Section 3214).

“... If a student is found to have alcoholic beverages in his/her possession on school property, or is found to have consumed alcoholic beverages during the school day, he/she will: “

1. be immediately suspended from school for five (5) days
2. have his/her parents required to come and remove him/her from school
3. attend a Superintendent’s Hearing (parents may be required to attend) [New York State Education Law. Section 3214].

POLICY ON TOBACCO PRODUCTS

Smoking is not permitted in the school building or on school property. If a student does so, and is caught breaking this rule, parents will be notified and the student may be suspended.

Chewing tobacco or “snuff” is not permitted in school or on school grounds. Disregard for this rule will be dealt with in the same manner as disregard in for the smoking rule.

Use or possession of any combustible/matches/lighters/cigarettes/e-cigarettes in school or on school grounds will be an immediate minimum 5 day suspension from school.

WEAPONS IN SCHOOL

No individual, with the exception of law enforcement personnel, shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, explosive, dangerous chemical, knife, martial arts device, or any “Deadly Weapon” or “Dangerous Instrument” as defined in Article 10 of the New York State Penal Law.

Possession of a weapon in/on school grounds, facility, or on a bus presents a clear and present danger to students and staff. Building administrators have a responsibility and will be required to confiscate any weapons brought onto school property and to report any violator of law to the local police authority. In addition to possible criminal prosecution, a student carrying such a weapon may be subject to an immediate suspension from school with the right to request a Superintendent’s hearing to determine if any further action and/or discipline is required.

DISCIPLINE GUIDELINES

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances which led to the offense.

3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

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

1. Oral warning - any member of the district staff
2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
3. Written referral to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, administrators (to include assistant principals and other designated administrators).
4. Detention - teachers, administrators (to include assistant principals and other designated administrators).
5. Suspension from transportation - director of transportation, administrators (to include assistant principals and other designated administrators).
6. Suspension from athletic participation - coaches, administrators (to include assistant principals and other designated administrators).
7. Suspension from social or extracurricular activities - activity director, administrator (to include assistant principals and other designated administrators).
8. Suspension of other privileges - administrators (to include assistant principals and other designated administrators).
9. In-school suspension - administrators (to include assistant principals and other designated administrators).
10. Removal from classroom by teacher - teachers, principal/designee, (per amendment to Project SAVE Regulations).
11. Short-term (five days or less) suspension from school - principal, superintendent, board of education
12. Long-term (more than five days) suspension from school - superintendent and board of education
13. Permanent suspension from school - superintendent, board of education.

TEACHERS' ROLE IN DISCIPLINE

Teachers, by virtue of their direct and continual contact with students, are expected and authorized to discipline students. Student behaviors which are subject to *teacher - assigned* discipline include, but are not limited to:

1. class tardiness
2. disruption of instruction
3. disrespect or defiance toward staff
4. class truancy
5. cheating
6. disorderly conduct
7. obscene or abusive language

Appropriate disciplinary actions by teachers include, but are not limited to:

1. reprimand
2. parental contact
3. Teacher Lunch Detention
4. teacher-required detention
5. referral to administration
6. removed from class

The nonteaching staff is also authorized to deal with student misconduct and will refer such matters to the professional staff for disciplinary action.

ADMINISTRATIVE DISCIPLINE

(BUILDING)

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

The board recognizes 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. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

- Engage in conduct that is disorderly.
- Engage in conduct that is insubordinate.
- Engage in conduct that is violent.
- Engage in any conduct that endangers the safety, morals, health or welfare of others.
- Engage in misconduct while on a school bus.
- Engage in any form of academic misconduct.

ADMINISTRATIVE DISCIPLINE

(DISTRICT)

The principal may refer the student to the Superintendent of Schools when, in the principal's judgment, disciplinary action by the school staff has been ineffective in improving or changing the student's behavior. You may also be referred for a serious single incident of behavior, especially one which endangers the health, safety, or welfare of staff or other students.

The superintendent shall appoint a hearing officer to conduct an administrative hearing. The hearing officer shall be responsible for ensuring that the student's rights are observed in accordance with legal due process requirements. These include the right to:

1. a clear statement of the reasons for the hearing
2. representation by legal counsel, if desired
3. confront and question witnesses against the student
4. present witnesses on the student's own behalf.

Disciplinary options available to the superintendent include, but are not limited to:

1. conditional reinstatement
2. long-term suspension with alternate instruction (e.g., tutoring)
3. referral to an appropriate legal or social agency
4. a combination of options

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

TEACHER DETENTION

A teacher may require a student to remain after school for behavioral reasons or for failure to submit required assignments. A student is required to attend such detention when directed to do so.

REMOVAL FROM EXTRACURRICULAR ACTIVITIES

Students whose school misconduct is deemed to be cause for concern at extracurricular activities, because of the more relaxed supervision nature of these activities, may be ruled ineligible to attend. These privileges may also be removed for failure to comply with previously assigned discipline (i.e. not serving a detention).

Every attempt will be made to counsel with parents and the student will be notified of such decisions before the extracurricular activity. These activities include, but are not limited to, school dances, team parties, participation in sporting events, and other extracurricular activities as defined by school policy.

Allergies/Medical Concerns:

Please be sure to contact the nurse if your child has any life threatening allergies or serious medical concerns. Medical paperwork is sent home the first week of school but to truly plan for a specific need, your assistance in communicating your child's needs to the nurse will be essential. We want to be sure to prepare a proper medical care plan for any student that may have specific doctor ordered needs. Your child's safety is our priority.