

ELLCOTTVILLE CENTRAL SCHOOL

Embracing Change

Celebrating Success

Surpassing Expectations

Student Handbook 2013-2014

Mr. Mark J. Ward
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This agenda belongs to:

Name:

Address:

Town/Zip:

Phone:

Student No.:

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Mrs. Aimee Kilby, District Treasurer
Mrs. Sandra Olson, Guidance Secretary
TBA, High School Secretary
Mrs. Melissa Sawicki, Superintendent's Sect. & Dist. Clerk

Support Staff

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Mrs. Kimberly Watt, Nurse & Attendance Office
Mrs. Shawne Hunt, Technology Coordinator
Mr. David Pelton, Transportation Supervisor
Mr. Karl Schwartz, Athletic Director
Mrs. Vicky Williams, Cafeteria Manager

Student Support Services

Mrs. Tina Barrett, Teacher Aide
Mrs. Carolyn Bauer, Special Education
Dr. Kevin Eagan, Psychologist
Mrs. Tammy Eddy, Guidance Counselor
Mr. Daniel LaCroix, Guidance Counselor
Mrs. Kelly McMahon-Eagan, Special Education
Miss Kimberly Opferbeck, Special Education
Mrs. Therese Pierce, Special Education
Mrs. Alice Alessi, Speech Therapist

Health Office

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

Psychological Services

Dr. Kevin Eagan serves as our school district psychologist. He is in our building every Tuesday, Thursday and Friday. Please do not hesitate to contact him personally or you may go through the guidance office to make an appointment.

Guidance Counseling Services

The Guidance Office provides educational and vocational guidance, and personal counseling services for all students in grade 6-12. To contact the Guidance Office call 699-2316 and ask for the respective Guidance Counselor.

Hotline Numbers:

- AIDS..... 1-800-541-AIDS
- Alcoholism 1-800-ALCALLS
- Cancer Information 1-800-422-6237
- Child Abuse..... 1-800-342-3720
- Drug Abuse 1-800-342-3720
- Family Violence..... 1-800-942-6906
- Nutrition Information..... 1-800-342-3009
- Teen Pregnancy..... 1-800-522-5006

Other Numbers:

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

Emergency School Closing

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

<u>FM Radio</u>	<u>AM Radio</u>	<u>TV Stations</u>
WMXO - 101.5	WGGO - 1590	WGRZ - 2
WPIG - 95.7	WHDL - 1450	WIVB - 4
WBLK - 93.7	WECK - 1230	WKBW - 7
WBUF - 92.9	WNED - 970	
WYRK - 106.5	WMNS - 1360	
WJYE - 96.1		
WBEN - 107.7		

Ellicottville Central School
Code of Conduct and Discipline Code
(Including "Bill of Student Rights and Responsibilities")

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

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

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

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

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

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

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

- **Color:** In this usage, the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of their race. [Source: Oxford Dictionary]
- **Disability:** Any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered normal for a human being. The expression "person with a disability" is preferred over "disabled person." [Source: World Health Organization]
- **Dignity Act Coordinator (DAC):** The person(s) designated by the school district Board of Education trained in human relations to handle situations involving complaints of discrimination and/or harassment. Typically the guidance counselors or principals in their absence.
- **Ethnic Group:** A group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry. Some ethnic groups may emphasize marrying within the group or "endogamy".
- **Gender Identity** - the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender") [Source: World Health Organization]
- **Grievance:** An issue that a student or employee believes is a violation of his/her civil rights.
- **Harassment** shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- **LGBTQ** - an acronym that refers to individuals who self-identify as either lesbian, gay, bisexual, transgender, or questioning.
- **National Origin:** A person's country of birth or their ancestor's country of birth. [Source: Wisconsin Civil Rights publication]
- **Race:** This term is now considered by many cultural anthropologists and sociologists to be more of a social or mental construct than an objective biological fact. In common usage, the word appears to be used to describe geographically local or global human population groups distinguished as a more or less distinct group by genetically transmitted physical characteristics." For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent, "Asian", "Bi-racial", "Hispanics/Latinos etc. to describe and classify the inhabitants of the United States.
- **Religion:** A person or group's religion is the specific fundamental beliefs and practices generally agreed to by large numbers of the group...a body of persons adhering to a particular set of beliefs and practices.

- **Religious Practice:** This term includes practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing etc. The motivation for the practice is more significant than the nature of the activity in this definition. One individual may eat a certain diet for religious reasons while another may eat the exact same identical diet for secular (health/environmental) reasons... [Source: EEOC Govt. policy]
- **School Bus** - any motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.
- **School Employee:** Any full-time or part-time teacher, secretary, clerk, clerical staff person, teaching assistant, custodian, administrator, or any person receiving compensation for services rendered to the school district.
- **School function** shall mean a school-sponsored extra-curricular event or activity, regardless of location
- **School property** shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or, in or on a school bus
- **Sex** - the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".) [Source: World Health Organization]
- **Sexual orientation:** The sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual. [Source: About.com.Civil Liberties]
- **Student:** Any person enrolled as a student in any school and/or educational or recreational program authorized by the school district.
- **Transgender** - an umbrella term that refers to people who identify their gender differently from what is traditionally associated with the sex assigned to them at birth. This includes people who have undergone medical procedures to change their sex and those who have not.
- **Weight:** Aside from its obvious meaning in the physical sciences, in weight discrimination legislation from a variety of sources, the word is used in reference to a person's "size" or sometimes interchangeably with a person's size. Interestingly, the District of Columbia has a law that prohibits discrimination based on "personal appearance".

Bill of Student Rights and Responsibilities

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

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

Students' Rights and Responsibilities

A. Student Rights

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

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

B. Students Responsibilities

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school. Be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React positively to direction given by teachers, administrators, and other personnel.
6. Ask questions when they do not understand.

7. Seek help in solving problems that might lead to discipline.
8. Abide by school's dress code.
9. Accept responsibility for their actions.
10. 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.

Essential Partners

A. Parents - All parents are expected to:

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

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

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

C. Teachers - All teachers serving the district are expected to:

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

C. Guidance Counselors

1. Are student advocates.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Facilitate student/teacher/counselor conferences as needed.
4. Review with students their educational progress and career plans.
5. Provide information to assist students with their career/college planning.
6. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principals

1. Promote a safe and orderly school environment conducive to teaching and learning that is free from intimidation, discrimination and harassment.

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

E. Superintendent

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

F. Board of Education

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

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

Board of Education Expectations

The Board of Education expects all students, *employees, parents, those in parental relations to students*, and visitors to conduct themselves in an appropriate and civil manner, with proper regard of the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and the students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

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

1. Classroom management issues, whenever possible, should be handled by the classroom teacher.
2. When a student is referred to the principal, the teacher must indicate the steps he/she has taken to resolve the problem prior to referral. **Disciplinary action may include, but is not limited to:**
 1. Verbal Warning
 2. Written Warning
 3. Written notification to parents or guardians
 4. Probation
 5. Reprimand

6. Detention
7. Suspension from transportation
8. Suspension from participation in athletic events
9. Suspension from social or extracurricular activities
10. Suspension from other privileges
11. Exclusion from a particular class
12. In-school suspension
13. Suspension not in excess of five days
14. Suspension in excess of five days (Determined via a Superintendent's Hearing)
15. Full financial restitution of damages to school property
16. For acts that are considered criminal, illegal, or violent the proper law enforcement agency may be contacted. Agencies include, but are not limited to: the police, a PINS referral, family court, etc.
17. In the event a student receives multiple referrals within a school year, and for which disciplinary actions taken by the school do not have an effect, the school may file a person in need of supervision ("PINS") petition

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

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

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

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

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

Behavior Code for School Property and School Functions

The following behaviors are considered inappropriate and prohibited:

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

Examples of bullying include, but are not limited to:

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

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

- **Cheating / Plagiarism** – copying or “stealing” the work of others is unacceptable. This includes copying a friend’s homework.
- **Cyberbullying** –bullying which occurs through the use of electronic technology, such as cell phones, computers, and tablets. It can also involve the use of communication tools, such social media sites, text messages, chat and websites. Cyberbullying can occur on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property.

Examples of cyberbullying include, but are not limited to:

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

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

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

- **Discrimination** – Means a single incident or a series of related incidents where a student is subjected to actions that shall include, but not be limited to, threats, intimidation, or abuse with or without physical contact based on a person’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex by a student and/or employee on school property or at a school function that creates a hostile environment of such a severe or pervasive nature that: a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities, or benefits, or mental, emotional and/or physical well-being; or b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
- **Disorderly Conduct**— Defined by NYS Penal Law as engaging in behaviors “with the intent to cause public inconvenience, annoyance, or alarm or recklessly creating a risk thereof.” In general disorderly conduct includes, but is not limited to the endangerment or harassment of others; i.e., pushing, shoving, throwing objects, running in the hall, blocking halls or stairs and all other similar activities. The willful disruption of the orderly conduct of classes or any other school program or activity may be considered disorderly conduct.
- **Disrupting Instruction** – Students engaged in general inappropriate behavior that disrupts the educational process of others may, at the minimum, be sent to the office by the teacher, and at the discretion of administration, be subject to detention(s), in-school suspension, and, for more serious behaviors, out of school suspension.
- **Display of Affection**—Kissing, petting, or overt displays of affection.
- **Fighting**—Fighting in school or on school property with other students or school staff.
- **Forged notes/excuses**—Any student that knowingly signs a parent’s signature.
- **Harassment**— Same as **Discrimination**
- **Hazing** - ECS Board of Education Policy #7534: Hazing of Students defines hazing among students as “any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate.” Hazing of students will not be tolerated.
- **Inappropriate Use of Technology** – Technological resources are provided to support learning and enhance instruction. Resources include, but are not limited to, computers and computer networks. Please refer to the ECS “Student Use of Computerized Information Resources (Acceptable Use Guidelines)” for more information.
- **Intimidation / Threats** – Making statements, comments and/or taking actions that put an individual in fear of bodily and/or emotional harm.
- **Insubordination** – Failure to comply with the reasonable request of an administrator, a teacher, or a staff member.
- **Posing as a parent / guardian** – Any student that calls the school posing as a parent / guardian to excuse a student, provide permission, etc.
- **Sexting** - sending, receiving or forwarding of sexually suggestive nude or nearly nude photos through text messages or email. Due to the nature of these offenses, the police will be involved. *Sexting is also considered Sexual Harrassment.*

- **Swearing / Obscene / Vulgar Language** - Students need to use acceptable language at school at all times (including extracurricular and after school activities). Swearing, obscene and / or vulgar language will not be tolerated, and, in certain cases, may be legally considered disorderly conduct. Students need to realize that they cannot always use the language that is heard on TV, the radio or CD's, in movies, etc. as a gauge to determine what is acceptable. Students will be held to a "higher standard" than "pop culture" in this area.
- **Sexual Harassment** – ECS Board of Education Policy #7532: Sexual Harassment of Students defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature..." Sexual harassment may be occurring when comments of a sexual nature: affect a student's decision to participate in activities; include obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; substantially or unreasonably interferes with a student's academic performance or participation in school activities.
- **Tardies** – Arriving to first period class after the announcements have begun or after the beginning bell for all other classes. Please see *Comprehensive Student Attendance Policy*.
- **Theft**—An act of stealing. The student will be held responsible for returning all stolen property or the replacement value of said property. In addition, the student may be subject to legal action or recourse taken by the school district.
- **Trespassing**—Students are not permitted in the building after normal school hours without permission of a teacher, principal, or superintendent. Students found on a roof on school grounds at any time will face serious consequences, which may include suspension and / or possible criminal charges.
- **Vandalism** – The willful destruction, damaging, or defacing of school property or equipment.

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

Overview of ECS Drug Abuse Policy and Regulations

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

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

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

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

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

- All school staff who suspects a student or other staff member, or employee of misuse of drugs or alcohol on school property will report it to the Superintendent, Principal or the School Nurse immediately and relate in confidence the known facts concerning the case at their own discretion.
- The Superintendent or Principal and the School Nurse will conduct an investigation into the matter and document all information obtained.
- The Superintendent or Principal will call a Law Enforcement Agency and the parents of the student if the information appears to be substantial that a crime has been committed. He/she will also discuss this with the staff member or employee if such is involved.
- The law enforcement agency will conduct their own investigation and gather evidence to discover if a crime has been committed and proceed to court at their own discretion. If a student is under eighteen years of age, the parent will be in attendance during the interview with the student (if conducted on school property).

- The school administration will use such form of disciplinary action as is deemed necessary for violation of the law and school rules and regulations as it pertains to students (please see below). The school recognizes the damaging results, which might occur when these substances are abused.

For the purpose of this policy the following definitions of “**drug**” and “**substance**” will be followed.

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

Guidelines for Discipline Involving Alcohol/Drugs/Drug Paraphernalia

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

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

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

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

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

- Minimum of a five (5) day out-of-school suspension
- Notification to Law Enforcement Agency
- Superintendent’s Hearing will be held to determine the future status of the student.

Students engaged in the promotion of the use of alcohol and /or drugs are subject to disciplinary actions.

Guidelines for Discipline Involving Tobacco and Tobacco Products

Possession may result in any or all of the following:

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

Use / Distribution may result in any or all of the following:

- **1st Offense** – Minimum of 1 day in-school suspension
- **2nd Offense** – Minimum of 2 days in-school suspension.
- **3rd and Subsequent Offenses** – Appropriate actions as deemed necessary by administration
- In cases involving distribution, a Law enforcement Agency may become involved if necessary.

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

Guidelines for Handling Acts of Violence

A violent person is defined as one whom:

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

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

Possession, display, sale, or use of fireworks and arson

(New York State Law 12:140)

"Weapon" means a firearm defined in 18 USC921 for the purpose of the Gun Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause injury or death.

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

Affirmative Duty to Report

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

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

Reporting Incidents of Discrimination, Harassment, and Bullying

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

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

Appeals to Outcomes of Incidents of Discrimination, Harassment and Bullying

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

- DAC
- Principal
- Superintendent
- Board of Education

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

Human Service Agencies

ECS is committed to ensuring that all avenues are exhausted when trying to assist students in need of help, whether it is at school or outside the school building. In light of this, there may be times when the school will work with parents or persons in

parental relations with appropriate human service agencies. For example, a school administrator may recommend that a family seek family counseling services outside of the school environment.

STUDENT DRESS CODE

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

THE FOLLOWING TYPES OF CLOTHING AND JEWELRY HAVE BEEN A PARTICULAR CONCERN IN THE PAST AND **ARE NOT TO BE WORN IN SCHOOL:**

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

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

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

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

(end of Student Code of Conduct and Discipline Code)

Comprehensive Student Attendance Overview *Class Attendance and Academic Success in course Work Grades 6-12*

Absences will be classified in one of two categories:

Excused:

- Personal illness, death in the family, or physician appointments (with a parent note or, in the case of extended illness, a physician's note)
- Religious observance
- Court appearances (with documentation from court or judge)

- College visits & military obligations (with prior documentation from college or military)
- Educational reasons (i.e., but not limited to: music lesson, field trips. etc.)
- All day attendance at BOCES (with documentation and required teacher signatures)

Unexcused:

- Any absence not listed as excused

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

Make-Up Policy

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

Failure to comply with this policy will result in a loss of graded work and could significantly impact the academic success of the student.

Class Attendance, Academic Success and Course Credit – Grades 7 through 12

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

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

As attendance in classes is directly linked to student learning and achievement, up to 20% of a student's grade each marking period will be based on classroom participation. Regardless of the type of absence, a student will not be allowed the opportunity to make up participation grades if he / she is absent on a given day. (Students may be allowed to make up quizzes and tests.)

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

- The student and parent / guardian will be scheduled for a "due process" hearing with the middle / high school principal. Depending on circumstances of the absences, the principal may establish a "contract" to allow the student to continue in a given class for credit.
- If the student is failing the class with a grade less than 60% when he or she reaches the maximum number of allowable absences, he / she will be denied credit for the class.
- If the student is failing the class with a grade between 60% and 65% when he or she reaches the maximum number of allowable absences, an **Attendance Improvement Plan** will be created to provide the student with the opportunity to improve both grades and attendance.
- If the student is passing the class with a grade between 65% and 70% when he or she reaches the maximum number of allowable absences, an **Attendance Improvement Plan** will be created to provide the student with the opportunity to maintain or improve grades and attendance.

- Students that are denied course credit based on attendance and failing grades will be required to continue to “audit” the class for the remainder of the year for no credit. Students auditing a class will not be allowed to take tests or complete assignments, but must be in attendance to learn from the day to day instruction and interactions that take place within the classroom environment.
- If, after being denied course credit for exceeding the maximum of allowable absences, a student is absent an additional 10 days, he / she may be **denied** the opportunity to attend summer school, if available, or take an on-line course at the district’s expense for credit recovery.

SCHOOL HOURS

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

Signing in and out of School

Any time a student arrives late for school she/he must stop in the main office to sign in. The student should have a signed note indicating the reason for the late arrival. Failure to sign in after a late arrival may result in the student being inaccurately recorded as “absent.”

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

Early Arrival

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

LOCKERS

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

6-12 GRADING SYSTEM

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

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

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

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

End of Marking Periods

- 1st = November 8, 2013
- 2nd = January 30, 2014
- 3rd = April 25, 2014
- 4th = June 26, 2014

Course Load

Every student in high school shall be registered in the equivalent of at least 6 credit bearing courses in each of the four years, grade 9 through 12, including Physical Education.

Drop/Add Policy Process

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

No Doubling-English or Social Studies

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

Summer School

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

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

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

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

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

*Students wishing to retake the regents exams in August must register through the ECS guidance office by June 30, 2014.

ACADEMIC ELIGIBILITY

At the time of publication of this Student Agenda, the Academic Eligibility Regulations were being revised for the 2013-2014 School Year. These regulations will be copied and distributed to students at the beginning of the school year.

*Please note that interscholastic coaches will continue to reserve the right to establish additional standards for participation in a sport related to academic performance if necessary.

Honor Roll

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

National Honor Society

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

FINANCIAL COMMITMENTS

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

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

BOCES

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

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

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

Student Council

Each class in grades 7-12 shall elect students who will serve the following year on the Student Council. Elections will take place in May after students have had the opportunity to campaign for such elections. After general elections, the campaigning and election of officers (President, Vice-President, Secretary, and Treasurer) will take place. Students running for the above offices will be selected by secret ballot.

CLASSROOM RULES

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

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

RULES OF CONDUCT FOR STUDY HALLS

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

PASS SYSTEM

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

No "all year passes" from one location to another will be given or honored.

DETENTION

Detention will be after school from 3:00pm-4:00pm and supervised by a staff member. Students assigned to detention **MUST** arrive by 3:00pm for the detention to be counted. Students serving detention must be prepared to work on school assignments, bring no food or beverages into the room, cannot use electric/digital devices (except a calculator for homework), and remain quiet and seated for the entire time. Detentions must be served as follows:

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

OFFICE TELEPHONE USE

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

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

FACULTY ROOMS

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

ELECTRONIC AND DIGITAL DEVICES

(i-Pods, MP3 players, handheld games, etc.)

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

Laptop Computers

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

Cell Phones

At the time of publication of this Student Agenda, the cell phone policy was being revised for the 2013-2014 School Year. This policy will be copied and distributed to students at the beginning of the school year.

- For the purposes of cell phone use, school hours will be 8:00 am to 2:55 pm.
- ***If it is determined by the Principal that a student used his/her cell phone to call a parent for dismissal from school without a staff member's knowledge, that student may face disciplinary consequence.***

BUS SAFETY RULES & REGULATIONS

"DON'T LOSE YOUR RIDING PRIVILEGE!"

1. Follow driver's directions the first time they are given.
2. Stay in your seat.

3. Keep head, hands and feet inside bus and to yourself.
4. No drinking, eating, cursing, swearing or loud talking.
5. Be at pick-up point on time.
6. Violation of the rules **WILL RESULT** in disciplinary action.

LATE BUS

Late busses will be provided for all students on Tuesday and Thursday nights (Tuesdays and Wednesdays when Ski Club is in session) at 4:00pm. The bus is primarily provided for students who are involved with the homework club, detention and extra teacher help. However, clubs, computer lab time, and some sports teams may also take advantage of this opportunity. *In all cases, arrangements for staying late must be made by a student with a teacher in ADVANCE of staying.*

There will be a north run (Ellicottville-Mansfield area) and a south run (Great Valley-Humphrey area) that will cover most areas of our school district.

STAYING AFTER SCHOOL

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

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

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

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

RULES AND REGULATIONS FOR STUDENT DRIVERS

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

FIELD TRIPS

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

CAFETERIA RELATED ITEMS

Breakfast Program

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

Free/Reduced Lunch

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

Cafeteria Procedures

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

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

RULES FOR SCHOOL DANCES

1. All school rules and policies are in effect at school dances.
2. Students must arrive at the dance within 1 hour of the official start time; students arriving later will not be admitted. Arrival times for the Prom will be established and students will be notified, at the latest, in March of each year.
3. If a student leaves the building, he/she may not re-enter.
4. The dress code for Homecoming and Winter Weekend will be as follows:
 - a) No Jeans
 - b) No Print T-Shirts
5. Visiting students (guests) must be sponsored by an ECS student (one guest per ECS student). Guests must be registered in the main office and approved by the Principal. It is the responsibility of the ECS "host" student to ensure that her/his guest is aware of **ALL** "ECS Rules for School Dances," including the dress code (guests not adhering to the dress code will not be admitted to the dance).
6. In general, a high school dance is intended for ECS students in grades 9-12. Attendance of other guests is limited as follows:
 - a) Guests of ECS students that have graduated or dropped out must not have done so prior to June of the previous school year.
 - b) Freshmen and sophomores may invite an 8th grader as a guest (one guest per freshmen/sophomore). Juniors and seniors may not invite 8th graders as guests.
 - c) Guests must be registered by the "host" student in the main office, and a permission slip with parental signatures must be completed and on file prior to the dance.
 - d) 7th and 6th grade students will not be allowed to attend a high school dance.
7. In general, the Junior/Senior Prom is intended for students in 11th and 12th grade. Attendance of other guests is limited as follows:
 - a) Guests of ECS students that have graduated or dropped out of school must not have done so prior to June dating back two years from the current year (i.e. for the 2013 Prom, a guest cannot have graduated or dropped out of school before June 2011).
 - b) Juniors/seniors may invite a freshmen or sophomore as a guest (one guest per junior/senior).
 - c) Guests must be registered by the "host" student in the main office, and a permission slip with parental signatures must be completed and on file prior to the dance.
 - d) If an ECS student has purchased or had purchased for them a "couples ticket" with another ECS student then he/she is not eligible to also bring a non-ECS guest.
 - e) Middle school students will not be allowed to attend the Prom.
8. In general, a middle school dance is intended for ECS students in grades 6-8. Attendance of other guests is limited as follows:
 - a) At the discretion of the advisors of the organization sponsoring the dance and with permission from the Principal, guests (grades 6-8 from another school) may be registered by the "host" student in the main office, and a permission slip with parental signatures must be completed and on file prior to the dance (one guest per host).
 - b) Students in grades other than 6-8 may not attend a middle school dance (exception: when one of these classes is sponsoring a middle school dance, students may be admitted to "work" the dance).
 - c) Middle school dances are considered casual dress (jeans, sneakers, etc.) unless specifically designated otherwise. In all cases, all attire worn to a middle school dance must adhere to the "Student Dress Code," as outlined in this agenda.
9. Students are not allowed on or behind the stage, in the gym, or in the lower hallway.
10. Students are to make arrangements for rides prior to the end of the dance. Failure to do so may jeopardize attendance at future dances. All rides should be at the school at the conclusion of the scheduled dance.
11. Violation of the school rules may result in expulsion from the dance as well as further disciplinary actions that may be deemed necessary by administration. Future attendance at dances may also be impacted depending on the incident.

Spectator Rules for Home and Away Athletic Event

SPORTSMANSHIP

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

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

General Rules: Home Games

1. All comments made to players and officials will be POSITIVE.
2. All fans must remain in the gym during basketball and volleyball games.
3. Pop is not allowed in the gym during games.
4. Treat our guests with respect.
5. All school rules are in effect during a school sponsored event-home or away.
6. No spectators are allowed on the courts or playing fields. Anyone entering those areas during a contest will be removed from the game.
7. Students who leave the building will not be allowed to re-enter.
8. Parking lots are off-limits during football games.
9. Students are not allowed in the building during football games.
10. To be able to practice, participate and/or attend any extracurricular or after school activity, students must sign into school by 9:00am and remain in attendance, following their regular schedule for the remainder of the day. This includes Fridays, in order to attend and / or participate in weekend activities. Extenuating circumstances will require **PRIOR** administrative approval. Students that try to attend any game (home or away) in violation of this rule will be subject to discipline actions the next school day.

Away Games

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

ATHLETIC POLICY

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

COMPREHENSIVE SAFETY PROCEDURES

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

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

A "lock-down" procedure has been established in an effort to deal with individuals or groups who may endanger the lives of students and staff. The procedure will be reviewed several times throughout the year so that staff and students are familiar with the procedures.

Upon notification of a "lock-down" procedure, students and staff are to go directly to the nearest classroom, lock the door, cover the windows and remain silent until further instructions are given.

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

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

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE GUIDELINES)

Program Implementation

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

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

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

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Standards of Conduct Governing Student Access to the DCS

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

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

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

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

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

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

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

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

Sanctions

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

Security

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

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

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

Progressive Discipline Matrix for 2013-2014

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

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

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

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

Behavior / Action	1 st Offense	2 nd Offense	3 rd Offense
Tardy to school/ class per semester (All students will start with a "clean" tardy slate at the beginning of the 3 rd marking period)	<ul style="list-style-type: none"> • 1st offense = three (3) tardies • One (1) detention 	<ul style="list-style-type: none"> • 2nd offense = second set of three (3) tardies • Two (2) detentions 	<ul style="list-style-type: none"> • 3rd offense = third set of three (3) tardies = three (3) detentions • Consequences of subsequent tardies will be handled in a progressive manner.
Tardy to school for student drivers per semester	<ul style="list-style-type: none"> • 1st offense =three (3) tardies • One (1) detention 	<ul style="list-style-type: none"> • 2nd offense = second set of three (3) tardies • Two (2) detentions 	<ul style="list-style-type: none"> • 3rd offense = third set of 3 tardies = loss of driving privileges for one week • Consequences of subsequent tardies will be handled in a progressive manner.
Skipping Class	Minimum two (2) detentions	One (1) ISS	<ul style="list-style-type: none"> • Two (2) days in-school suspension with Parent Conference • Consequences of subsequent skipping of classes will be handled in a progressive manner.
Leaving Class	Two (2) detentions	Minimum two (2) detentions	<ul style="list-style-type: none"> • One (1) day in-school suspension • Consequences of subsequent leaving of classes will be handled in a progressive manner.
Leaving school w/out PRIOR permission and not returning	Two (2) days in-school suspension	Two (2) days in-school suspension and Parent Conference	<ul style="list-style-type: none"> • Three or more (3+) days in-school suspension and Parent Conference • Out-of-school suspension
Leaving school w/out PRIOR permission and returning	One (1) in-school suspension	Two (2) days in-school suspension	Three (3) days in-school suspension and Parent Conference
Skipping Detentions	One (1) in-school suspension the following day IN ADDITION to any detentions still owed	Two (2) days in-school suspension the following 2 days IN ADDITION to any detentions still owed.	Two (2) days in-school suspension the following 2 days IN ADDITION to any detentions still owed and parent conference.

Behavior / Action	1 st Offense	2 nd Offense	3 rd Offense
Bullying, intimidation, harassment	Consequences may range from a counseling session with the Dignity Act Coordinator to a Superintendent's Hearing depending on the individual circumstances of the situation.	Consequences may range from a detention to a Superintendent's Hearing depending on the individual circumstances of the situation.	
	<div style="border: 1px solid black; padding: 5px;"> <p>In extreme, excessive, abusive, etc. situations, administration may modify consequences including the involvement of the police and / or the legal system.</p> </div>		
Verbal altercations between students	Minimum of Conflict Resolution	Continued Conflict Resolution	Minimum of one (1) detention
Minor physical altercations between students (pushing, shoving, grabbing, etc.)	Minimum of Conflict Resolution and one (1) detention	Continued Conflict Resolution and two (2) detentions	Minimum of one (1) in-school suspension
Major physical altercations between students (punching, slapping, etc.)	Minimum of three (3) days out-of-school suspension	Minimum of five (5) days out-of-school suspension with mandatory parent conference	Five (5) days out-of-school suspension with Superintendent's Hearing
Non-Directed Swearing (Depending on words used, amount, context, etc.)	Minimum one (1) detention to five (5) days in-school suspension	Minimum two (2) detentions to five (5) days in-school suspension	Minimum one (1) day in-school suspension to five (5) days in-school suspension and possible parent conference
	<div style="border: 1px solid black; padding: 5px;"> <p>In extreme, excessive, abusive, etc. situations, administration may modify consequences.</p> </div>		
Swearing directed at Staff (Depending on words used, amount, context, etc.)	Minimum two (2) detentions to five (5) days out-school	Minimum one (1) day in-school suspension to five (5) days out-of-school suspension	Minimum three (3) days in-school suspension to five (5) days out-of school suspension and parent conference
	<div style="border: 1px solid black; padding: 5px;"> <p>In extreme, excessive, abusive, etc. situations, admin. may modify consequences</p> </div>		
Inappropriate Gestures	Consequences may range from detention to out-of-school suspension a parent conference depending on the gestures used and the circumstances of the situation.		
Sexual Harassment	Consequences may range from detention to out-of-school suspension and Superintendent's Hearing depending on the individual circumstances of the situation.		
Sexual Misconduct	<ul style="list-style-type: none"> • Five (5) days out-of-school suspension • Superintendent's Hearing • Police Action 		
Throwing ANYTHING in the cafeteria	Consequences may range from detention to out-of-school suspension a parent conference depending on the circumstances of the situation.		
Threats without weapon possession	Minimum one (1) detention	Minimum one (1) day in-school suspension	Minimum one (1) day out-of-school suspension
	<div style="border: 1px solid black; padding: 5px;"> <p>Specific, graphic, well articulated, etc. threats may result in harsher consequences.</p> </div>		

Behavior / Action	1 st Offense	2 nd Offense	3 rd Offense
Threats with weapon possession	<ul style="list-style-type: none"> · Minimum five (5) days out-of-school suspension · Police Action · Superintendent's Hearing 	<ul style="list-style-type: none"> · Minimum five (5) days out-of-school suspension · Police Action · Superintendent's Hearing 	
Weapon Possession	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Police Action · Superintendent's Hearing 		
Cheating (copying another student's answers or work and submitting it as your own)	Grade of Zero (0) on assignment/ quiz/test for all participants	<ul style="list-style-type: none"> · Grade of Zero (0) on assignment/ quiz/test for all participants · Two (2) detentions 	<ul style="list-style-type: none"> · Grade of Zero (0) on assignment/ quiz/test for all participants · One (1) in-school suspension
Plagiarism (copying the work or writings of a non-student and submitting it as your own)	Grade of Zero (0) on assignment/ quiz/test for all participants	<ul style="list-style-type: none"> · Grade of Zero (0) on assignment/ quiz/test for all participants · One (1) day in-school suspension 	<ul style="list-style-type: none"> · Grade of Zero (0) on assignment/quiz/test for all participants · One (1) day out-of-school suspension
Forging notes/excuses	One (1) day in-school suspension	Two (2) days in-school suspension	One (1) day out-of-school suspension
Posing as a parent/guardian	One (1) day in-school suspension	Two (2) days in-school suspension	One (1) day out-of-school suspension
Lying to staff	Consequences may range from detention to out-of-school suspension a parent conference depending on the circumstances of the situation.		
Display of Affection (kissing, petting or overt displays of affection)	Verbal Warning	One (1) detention	<ul style="list-style-type: none"> · Minimum one (1) in-school suspension · Parent Conference
Trespassing	One (1) day out-of-school suspension	Minimum of five (5) days out-of-school suspension and possible Superintendent's Hearing	Minimum of five (5) days out-of-school suspension and Superintendent's Hearing
Vandalism (consequences for vandalism will always take into account the extent of damage and therefore may not follow this matrix)	Minimum one (1) day in-school suspension and compensation for damages	Minimum out-of-school suspension, compensation for damages and Superintendent's Hearing	
Theft	<ul style="list-style-type: none"> · Detention · In-school suspension · Police Action 	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Police Action 	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Police Action · Superintendent's Hearing

Behavior / Action	1 st Offense	2 nd Offense	3 rd Offense
Hazing	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Superintendent's Hearing · Removal from Team or Club 	<ul style="list-style-type: none"> · Out-of-school suspension · Superintendent's Hearing · Removal from Team or Club 	
Violation of Acceptable Use of Technology Guidelines (use of school computers)	<ul style="list-style-type: none"> · Detention · Loss of privileges · Restricted access to resources with supervision · In-school <i>suspension</i> · Out-of-school suspension 	<ul style="list-style-type: none"> · Detention · Loss of privileges · Restricted access to resources with supervision · In-school <i>suspension</i> · Out-of-school suspension 	<ul style="list-style-type: none"> · Detention · Loss of privileges · Restricted access to resources with supervision · In-school <i>suspension</i> · Out-of-school suspension
Possession/use of electronic devices during the school day	<ul style="list-style-type: none"> · Warning to Put Device Away 	<ul style="list-style-type: none"> · Confiscation for remainder of day 	<ul style="list-style-type: none"> · Confiscation & parental pick-up
Cell Phone use during the school day	Please refer to Cell Phone Policy		
Disorderly Conduct (see student agenda for definition)	<ul style="list-style-type: none"> · Detention · In-school suspension · Out-of-school suspension 	<ul style="list-style-type: none"> · Detention · In-school suspension · Out-of-school suspension · Superintendent's Hearing 	<ul style="list-style-type: none"> · Detention · In-school suspension · Out-of-school suspension · Superintendent's Hearing
Disrupting Instruction	<ul style="list-style-type: none"> · Parent Conference · Detention 	<ul style="list-style-type: none"> · Parent Conference · Detention · In-school suspension · Out-of-school suspension 	<ul style="list-style-type: none"> · Detention · In-school suspension · Out-of-school suspension
Insubordination with a substitute teacher / aide	<ul style="list-style-type: none"> · One (1) detention 	<ul style="list-style-type: none"> · Two (2) detentions 	<ul style="list-style-type: none"> · In-school suspension
Alcohol /Drugs /Drug Paraphernalia (Use, possession, distribution, sale, promotion of or being under influence of these items or "look a-likes")	<ul style="list-style-type: none"> · Five (5) days out-of-school suspension · Police Action · Possible Superintendent's Hearing 	<ul style="list-style-type: none"> · Five (5) days out-of-school · Police Action · Superintendent's Hearing 	
Tobacco Possession	<ul style="list-style-type: none"> · Three (3) detentions 	<ul style="list-style-type: none"> · In-school suspension 	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Superintendent's Hearing
Tobacco Use/Sale/ Distribution	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Superintendent's Hearing 	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Superintendent's Hearing 	<ul style="list-style-type: none"> · In-school suspension · Out-of-school suspension · Superintendent's Hearing
Dress Code Violations	<ul style="list-style-type: none"> · Warning · Change clothes · Turn item inside out 	<ul style="list-style-type: none"> · Detention · Change clothes · Turn item inside out 	<ul style="list-style-type: none"> · Two (2) detentions · Possible ISS · Change clothes · Turn item inside out