



2020-2021
Student & Parent/Guardian
Handbook

Charles M. Riccardi Elementary School
Call Box A
Saugerties, NY 12477
(845) 247 – 6870

Susan L. McKinney
Principal



Vision

At Charles M. Riccardi Elementary School we are inspired to dream of a bright future by embracing a life-long love of learning.

Mission

At Charles M. Riccardi Elementary School we encourage students to **work hard** by striving to achieve their personal best through responsibility and perseverance. We aim to **be kind** by demonstrating and practicing compassion, empathy, trustworthiness and respect for ourselves and others.

Mantra

Work Hard and Be Kind

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**BOARD OF EDUCATION
2020-2021**

Robert Thomann, President
James Mooney, Jr., Vice President
Krista Barringer **Susan Gage**
Katie Emerson-Hoss **Elena Maskell**
Raymond Maclary **Paul VanSchaack**
 Tim Wells

DISTRICT DIRECTORY

Superintendent	Kirk Reinhardt	247-6550
Director of HR	Daniel Erceg	247-6550
Superintendent of Curriculum	Darlene Westinghouse	247-6800
Business Office	Jane St. Amour	247-6520
Transportation Office	Larry Swart	247-6520
Maintenance	Randy Ricks	247-6520
Director of Special Education	Marlene Anderson Butler	247-6804
Director of Pupil Personnel	Lisa Jane Kappler	247-6550

RICCARDI QUICK DIRECTORY

Main Phone:	(845) 247-6870	
Principal	Susan McKinney	press 1
Building Secretary	Alexandria Meier	press 1
Attendance Secretary	Michele Naccarato	press 1
Health Office	Connie Sciutto	press 2
Fax:	(845) 246-2582	
Website:	www.saugerties.k12.ny.us/riccardi	

2020 – 2021 PTA OFFICERS

Co-Presidents: Jamie Hewitt & Maureen Mayone
(riccardiptapres@gmail.com)

Vice President: Madison Cantwell
(riccardiptavp.com)

Treasurer: Rebecca Granwehr
(riccardiptatreas@gmail.com)

Recording Secretary (one year): Jennifer Stewart
(riccardiptarecsec@gmail.com)

Corresponding Secretary: Heather Dodd
(riccardiptacorsec@gmail.com)

PTA meeting dates and location/procedures for the 2020-2021 school year will be announced via school website & PTA social media when they are available.

SCHOOL MAILING ADDRESS

All mail for any school, office or building in the Saugerties Central School District is received and sorted in one central mail room in our district and delivered by interoffice school mail. All mail should be addressed to the person and/or building of the recipient using the following address:

(Name of School/Office/Building)
Call Box A
Saugerties, NY 12477

If you are sending mail to the Riccardi School, please address your envelope this way:

Riccardi Elementary School
Attention: _____
Call Box A
Saugerties, NY 12477

Please note: Riccardi Elementary School's physical address is 70 Plenty Street, Glasco, NY 12432. Since there is no rural delivery of mail in Glasco, we are unable to receive postal mail at this address. **Any mail addressed to our physical address will either be returned to the sender or kept in the "undeliverable box" at the post office.**

RICCARDI ELEMENTARY SCHOOL
E-MAIL DIRECTORY

Teacher (Alphabetically by Last Name)	E-Mail Address	Grade Or Subject
Arcadipane, Joanne	jarcadipane2@saugerties.k12.ny.us	3
Brandt, Jill	jbrandt@saugerties.k12.ny.us	4
Bubel, Laura	lbubel@saugerties.k12.ny.us	Special Education
Buonfiglio, Steve	sbuonfiglio@saugerties.k12.ny.us	Physical Education
Busia, Irene	ibusia@saugerties.k12.ny.us	General/Vocal Music
Cutrone, Alexandra	acutrone@saugerties.k12.ny.us	School Psychologist
D'Orazio, Brittany	bdorazio@saugerties.k12.ny.us	6
Fisher, Jodie	jfisher@saugerties.k12.ny.us	Art
Frahm, Shanni	sfrahm@saugerties.k12.ny.us	Special Education
Ford, Maria	mford@saugerties.k12.ny.us	Occupational Therapy
Gunn, Nancy	ngunn@saugerties.k12.ny.us	4
Hansen, Sarah	srestifo@saugerties.k12.ny.us	Instrumental Music
Kilmer, Elizabeth	ekilmer@saugerties.k12.ny.us	Kindergarten
Kopycinski, Lisa	lkopycinski@saugerties.k12.ny.us	1
Lezette, Meg	mlezette@saugerties.k12.ny.us	RtI - Math
Lueck, Vicki	vlueck@saugerties.k12.ny.us	RtI - Reading
Maday, Colleen	cmaday@saugerties.k12.ny.us	1
Maglio-Kohler, Marissa	mmaglio@saugerties.k12.ny.us	6
McDermott, Erin	emcdermott@saugerties.k12.ny.us	Kindergarten
Meier, Alexandria	ameier@saugerties.k12.ny.us	Building Secretary
Murphy, Dana	dmurphy@saugerties.k12.ny.us	Kindergarten
Murphy, Frances	fmurphy@saugerties.k12.ny.us	2
Naccarato, Michele	mnaccarato@saugerties.k12.ny.us	Attendance Secretary
O'Donnell, Renee	rodonnell@saugerties.k12.ny.us	2
Parsi, Arlene	aparsi@saugerties.k12.ny.us	Social Worker
Pellegrini, Gina	gpellegrini@saugerties.k12.ny.us	1
Pettit, Stephanie	spettit@saugerties.k12.ny.us	3
Pipitone, Patricia	ppipitone@saugerties.k12.ny.us	Library & Media
Rea, Robert	rrea@saugerties.k12.ny.us	5
Sciutto, Connie	csciutto@saugerties.k12.ny.us	School Nurse
Shanley, Kelsa	kshanley@saugerties.k12.ny.us	Speech
Soddano, Lara	lsoddano@saugerties.k12.ny.us	Special Education
Suttmeier, Ted	tsuttmeier@saugerties.k12.ny.us	Physical Education
Tiano, Joseph	jtiano@saugerties.k12.ny.us	6
Tucker, Theresa	ttucker@saugerties.k12.ny.us	3-6 (AAP)
Ulrich, Matt	mulrich@saugerties.k12.ny.us	Physical Therapy
Wiederspiel, Katie	kwiederspiel@saugerties.k12.ny.us	K-2 (PAAP)

INTRODUCTION

This handbook outlines the guidelines that have been established in our school to provide a safe, disciplined academic environment. We welcome constructive comments, which might improve the smooth operation of our school.

I. COMMUNICATION

1. DISTRICT CALENDAR

Each year the school district publishes a calendar, which is distributed to all parents/guardians. All pre-scheduled activities are listed. However, each school has additional special activities and parents/guardians will be notified of these dates and times. These dates are available on the school website.

District Policies Included On the Calendar:

Community Use of School Facilities	Annual FERPA Notice
Dignity for All Students Act (DASA)	Equal Opportunity Employer Policy
Prescriptive Medication Policy	Sexual Harassment of Students Policy
Alcohol, Drugs & other Substances (Students)	Sexual Harassment of Students Regulation
Public Complaints Policy	Photographing Students
Smoking/Tobacco Use Policy	Police/School Relations Policy
Student Directory Information Public Notice	Attendance Policy
Use of Surveillance Cameras in the School District	

2. DISTRICT & SCHOOL WEBSITE

It is our goal to keep our website updated with important notices and changes throughout the school year. We encourage you to check our website frequently. You can visit our district website at:

www.saugerties.k12.ny.us

The website will open on the district main page. You can visit Riccardi's website for our school-specific schedules and notices at **www.saugerties.k12.ny.us/riccardi**. (To navigate to the Riccardi website from the district main page, look above the blue menu bar at the top of the page, click **Select a School** to drop down a list of Saugerties schools, then click **Riccardi Elementary School**).

On the Riccardi main page, under **Announcements** on the left-side menu, you will find various important dates & information. The latest *Principal's Note* and full *Riccardi Review* are usually

posted on or about the beginning of each month. Click on the **Administration** tab to view the Principal's Note as well as a link to the *Riccardi Review*. Under the **Information** tab, you will find links to the elementary *Breakfast Menu* and *Lunch Menu*. You can also explore the **PTA** tab as well as other tabs with important information about our school.

Please Note: our district Webmaster posts information regarding emergency early dismissals, delays and closings on the district website as soon as they are authorized to do so. **During inclement weather, if possible, please first refer to the district website for prompt notice of early dismissals, delays and closings** (see *Weather Cancellations* for more details). This will help reduce the volume of phone calls to the school office during a time when school personnel are focusing on communication with our kindergarten students' authorized afterschool caretakers. Reminder: an adult must be present to receive a kindergarten student for dismissal either at school or the bus stop.

3. "YOUNGEST IN THE FAMILY" & THE RICCARDI REVIEW

In our continued efforts to cut down on paper waste, we will send **one** copy of school-wide paper notices home with only the youngest child in the family. Our monthly newsletter, the *Riccardi Review*, contains most of the general information that you will need for each month:

- The *Principal's Note* from our principal
- The month's calendar of events
- PTA info regarding meetings, current & future events, and plans
- Riccardi's *Student Government News*
- *Art News* from our Art department
- *Coach's Corner* from our PE department
- *Music Notes* from our Genreal/Vocal and Instrumental Music departments
- *Library Bulletin* from our Library & Media department
- School breakfast and lunch menus

Please watch for your monthly copy of the *Riccardi Review* to be sent home with your youngest child, usually on the last day of the current month in time for 1st of the next month.

Please Note: it is imperative to check daily with all students with regard to teacher-specific communications.

4. COMMUNICATION BETWEEN HOME & CLASSROOM

- **As a reminder, classroom telephones are provided for teachers' use in a school emergency, for school-related purposes such as a pre-scheduled parent/guardian conference, or for instruction-related communication.** Student use of the school

telephone is discouraged except in emergencies. Use of the telephone by students depends upon the immediate situation and the classroom teacher's judgment.

- **Incoming parent/guardian calls to the teacher during class time will be forwarded to the teacher's voice mail.** Exceptions are if the teacher notifies the office staff that he/she is expecting the call. **Parents and guardians may request to leave a voice message for a teacher by calling the Main Office and asking to be transferred to a teacher's voicemail.**
- **Advance planning for staying after school for extra help or activities will help minimize the need for students to call home. If a parent feels that a child needs to call home every time he/she stays after, a note should be written to the teacher in the beginning of the school year informing him/her of this request.**

OR

- **You may send the teacher an e-mail to their Saugerties District email address. (See *Riccardi Elementary School E-Mail Directory*). In general, Saugerties emails are the first letter of the teacher's first name, followed by the teacher's full last name, and "@saugerties.k12.ny.us."** For example, to e-mail the school secretary, Alexandria Meier, use ameier@saugerties.k12.ny.us.

5. REQUESTING A PARENT/TEACHER CONFERENCE

To schedule a parent/teacher conference, please contact your child's teacher(s) via one of the methods above. Conferences must be scheduled with the teacher(s).

6. EMERGENCY CONTACT INFORMATION

It is very important that the school be able to contact a parent, guardian, baby-sitter or neighbor in the event of an emergency. We will refer to the **emergency card** that you completed on your child's first day of school. **Please notify the main office when changes of emergency numbers occur. You will be asked to complete an *Amended Emergency Information* form.** Please date the amended form and send it in to school as soon as any contact information changes. We ask that all changes be dated and submitted in writing.

7. CHANGE OF ADDRESS GUIDELINES

- Parents/Guardians are required to notify the school office at any time during the school year if a student has a change of address. You must specifically contact the school secretary to obtain and complete a *Student Change of Address Form*.

Please Note: Updating your new address on your child's emergency form is **not sufficient** and **does not meet** the District requirement as a "change of address." You must specifically fill out a *Change of Address Form* and provide the two proofs of residency as required.

- After completing the top section of the form, please read the residency statement, then sign your name on the signature line directly below the proof of residency clause and fill in the date signed.
- Bring the completed form to the school office, as soon as possible, along with two (2) proofs of your new residency from the enclosed *Residency Documentation Check List*. This is the same check list used for new registrants. (A signed utility work order on the provider's official letterhead may be used **temporarily** until you receive your first actual bill).

8. TRANSFERING TO ANOTHER SCHOOL

Parents/Guardians moving to other school districts or out of the Riccardi attendance zone should inform the Main Office as soon as possible. Records will be transferred upon written notification.

II. DAILY PROCEDURES

1. DAILY SCHEDULE: A-F DAYS

The Schools in Saugerties follow an A, B, C, D, E, F daily schedule cycle. Each day is labeled A, B, C, D, E, or F. The cycle is repeated with an "A" Day after each "F" Day. The special classes (art, music, library or phys. ed.) will always be the same letter day. Students will be informed of the current letter day daily in school and it will be indicated on the monthly schedule calendar. If school is canceled or closed for any reason the scheduled activities will take place on the day school reopens.

Example: If Monday is an "A" day and school is cancelled, the following day that school is in session will be an "A" day.

2. ARRIVAL/DISMISSAL

Arrival:

- The school doors do not open until 8:30 AM (8:25AM for students eating breakfast).
- Staff members are not on supervisory duty until 8:30 AM. Please do not drop students off or allow students to arrive at the school before this time.
- School buses release students from the bus at 8:30 AM (8:25AM for students eating breakfast).
- Parents who drive their students to school should drop them off at the drop-off zone after buses have exited the bus circle.
- Please have your child(ren) exit the car on the sidewalk side, not on the road side.
- **If you need to park and come in the school with your child, please park your car in the parking lot. Do not leave your car parked in the no parking zone.**

Dismissal:

- Boys & Girls Club students are released to their designated area.
- All students are dismissed starting at 2:58 PM. The classroom teacher will escort all students out of the building. Walker/pick-up students are dismissed after the buses leave and the first group of pick-up vehicles have entered the bus circle.
- We encourage parents to remain in their cars and use the drop-off/pick-up zone to pick up their student(s).
- If you wish to park, please do not leave your car parked in the no parking zone.

Those parents who have sent in a note to pick up their child before regular dismissal may enter at the necessary time to sign their child out. Once the 2:50 PM dismissal has started, visitors will not be allowed into the school until all of the students have exited the building. If you are picking up a student they will remain in the lobby with a staff member until 3:00 PM.

In order for arrival/dismissal to work effectively, parents/guardians cannot leave unattended cars in the drop-off/pick-up zone. If you must come into the school, please park in the parking lot.

3. FORGOTTEN ITEMS

Students and/or parents will **not** be allowed back in the building following dismissal to retrieve forgotten items. Please discuss with your child(ren) the importance of being organized and prepared with what they will need to bring home to complete any assignments that day. By doing so, we will be teaching our children independence and responsibility. Security reasons aside, students should be learning the routine of how to prepare for after school responsibilities.

4. ATTENDANCE AND PUNCTUALITY

It is very important for children to be in school every day. Absence is one of the frequent causes of low grades and academic failure. Attendance records are kept and recorded from the time of entrance in Kindergarten until graduation from High School.

It is understandable that, on certain occasions, children cannot be in school. The laws of New York State were adopted with this in mind, and the following reasons are accepted as legal excuses for absence:

1. Serious illness or death in the family.
2. Religious observance.
3. A required court appearance.
4. Personal illness.

All other absences are considered illegal. Absences due to family vacations or non-medical appointments will be recorded as unexcused absences. **Habitual unexcused instances of tardiness or excessive absences may result in a parent conference or referral to the District Social Worker.** Please contact your child's teacher if there is an extended absence due to illness so that home teaching can be arranged. **Note: A Physician's note will be required.**

- **Reporting student absence:**

You may report your student's absence in one of the following ways:

1. E-mail both our student attendance secretary, Mrs. Naccarato, at mnaccarato@saugerties.k12.ny.us **and** our building secretary, Ms. Meier, at ameier@saugerties.k12.ny.us **or** your child's teacher. You may put a homework request in with your child's teacher at the same time.
2. Leave a message on the Auto Dialer System.
3. On the day your student returns to school, they should bring a written excuse signed by their parent or guardian to the teacher.

Please Note: The excuse must include the date(s) of the absence and the reason for the absence. If a reason is not provided, the student's attendance remains as an illegal absence. Students are not permitted to attend after-school activities on the same day as an absence without principal permission.

- **Tardiness:**

Children are expected to be in their classroom at 8:45 AM. A child late to school must be accompanied by a parent or guardian and signed in at the front desk. Do not send your child in alone to sign in.

- **Early Pick-ups:**

Students are not permitted to leave the school grounds at any time without a written request from their parent/guardian. **The written request must state the time and the reason for the early dismissal, as well as the designated adult picking up the child.** Students making such requests must be picked up in the designated area and signed out by an authorized adult. Parents picking up children early should wait for them in the lobby by the security desk. Please, do not go directly to your child's classroom. Your child will be called to meet you. **No student will be permitted to leave the school without adult supervision by a designated adult.**

4. RELIGIOUS OBSERVANCE

From time to time, parents may not wish their children to participate in certain school activities because of religious beliefs. The staff at Riccardi respects this and will do nothing to infringe on your religious convictions. Presentation of new concepts does not take place on prescribed religious holidays when school is in session. Please inform your child's teacher of your concerns. It would also be helpful to forward a note on special holidays as a reminder.

5. HOMEWORK GUIDELINES

Generally, homework is given to students for reinforcement, practice or to complete class assignments. Since the amount of homework varies at grade levels, it is suggested that you contact your child's teacher for further information. It is suggested that pupils maintain an assignment pad and record homework assignments in it on a regular basis. Parents/guardians should regularly check this. Students in grades 3-6 are provided a planner. Homework notices, unsigned by parents, may result in additional homework, extra help, or detention.

6. HOMEWORK REQUESTS

Please note, some grade levels and teachers will advise you of their specific procedures with making up homework when students are absent. **Generally when students are absent, requests for work should be made by 8:00 AM to allow time for teachers to compile work and assignments.** Teachers will make every attempt possible to accommodate these requests. Homework can be picked up in the Main Office or at the Front Desk between 3:00 PM - 4:00 PM.

If a student is absent for an unexcused reason, (such as, but not limited to, vacations, non-medical appointments) the child is responsible for making up missed work upon return to school. Please work with the classroom teacher to arrange for the completion of assignments.

7. CLASSROOM INTERRUPTIONS

If your child forgets something at home, and you bring it in to school, please leave the item at the front desk. Be sure your child's name & teacher are on the item.

It is in the best interest of all students and teachers to minimize interruptions to the classrooms. All students and teachers deserve a classroom atmosphere that is conducive to learning. To that end, **we do not call classrooms during the school day to inform students that their item has arrived.** It is imperative that we interrupt the learning process only for emergencies. Re-focusing students after an interruption takes away valuable learning time and breaks concentration for both students and teachers. We thank you for your anticipated cooperation in helping to make our Riccardi Elementary School a productive learning environment for all students.

Please have a discussion with your child at home to explain the procedure to them: if they anticipate that something may have been dropped off for them, they should check at the front desk for the item at the time they need it.

For Example:

- Lunch or lunch money on their way to lunch.
- Sneakers for gym on their way to gym.
- Musical instrument on their way to instrumental music class.
- Library book on their way to library.
- Miscellaneous items such as homework, permission slips, snacks, etc., as per time needed.

8. TESTING PROGRAM

In addition to daily, weekly, chapter, unit tests and quizzes, the district-wide testing program includes: pre and post grade level local tests in ELA and Math grades K – 6; New York State Tests administered in Grades 3 - 6 in ELA and Math. Grade 4 will also take a NYS Science assessment. Please see the district calendar for more details.

9. SCREENING TEST

Each child entering school in New York State must be given a screening test, which includes the physical areas of hearing and vision, vocabulary and reasoning. This is a superficial screening. No preparation is necessary prior to testing. These tests are usually given when a child enters Kindergarten for the first time.

10. WARNING LETTERS/PROGRESS REPORTS

These notices are sent home after the middle of each quarter during the school year to keep parents informed of the noteworthy academic performance of children in grades 1 – 6. Parents/Guardians are urged to contact teachers regarding concerns.

11. REPORTS & REPORT CARDS

Report cards are sent home four times each year. Kindergarten report cards are issued three times per year. Parents/guardians may expect warning notices at any other times if their child is having difficulty. Parents/guardians may request a conference at any time to discuss their child's progress. These are welcomed and encouraged.

12. COMPUTER USE

Riccardi Elementary School has computers available for student use. Formal computer instruction is provided and most pupils get to use them for educational programs on a weekly basis. Every student will receive a copy of the district computer use policy. Signed parent authorization must be received before students will have access to district computers.

13. ASSEMBLY PROGRAMS

Assembly programs are an essential part of the school curriculum and provide a motivational and interactive component to learning. Our PTA and the District provide assembly programs, field trips and other support activities to enhance the education at Riccardi Elementary School.

14. FUNDRAISING/STUDENT SALES

The PTA sponsors an annual fundraising event. Other special fundraising activities may be held if authorized. Unauthorized selling or soliciting is prohibited. Door to door fundraising by students is prohibited.

15. LOST AND FOUND

Parents are advised that they should mark all personal items, such as clothing, lunch boxes, instruments etc. If items are found, they are placed in "Lost and Found" area in the cafeteria. We always have several pair of glasses, house keys and other items turned in each year. The school does not have insurance for lost or stolen personal items.

III. SPECIAL AREA CLASSES & SERVICES

1. PHYSICAL EDUCATION

New York State Education Law, Article 17, Section 803, requires that all pupils participate in a physical education program. If a pupil cannot participate fully, then a physical education program should be adapted to meet individual needs and be appropriate for their age.

The Annual Physical Activity Form should be completed by the family physician if pupil is unable to take part in a complete physical education program.

The *Short Term Exemption Form* should be completed by the School Nurse and forwarded to the physical education teacher and classroom teacher if a pupil needs to be excused from physical activity for a short period of time. **Short term exemptions should not be allowed to exceed more than three (3) consecutive physical education classes at which point a physician's note is required.**

Students receiving exemptions from physical education class will not be allowed to participate in all playground and/or lunch recess and possibly some of our school productions/shows.

2. LIBRARY SERVICES

Students in K - 6 go to the library each week and may sign out books and materials for home use. Kindergarten parents may sign out books for home use. We encourage parents and students to utilize our vast library resources.

3. MUSIC PROGRAMS

General Music is included for all students in Grades K – 6. In addition, instrumental music lessons are available to pupils in grades 4-6. Instruments may be rented from any music shop. Traditionally, we have a cadet band of new musicians in grades 4 and 5, a concert band of pupils in grades 5-6, and a chorus of students from grades 5 and 6. Band and chorus meet on a weekly basis. Two annual concerts are presented. Students compete to participate in all-county music festivals, which are held in the spring.

4. RtI (RESPONSE TO INTERVENTION)

The New York State Education Department mandates that students who do not meet the proficient level of academics for his/her grade level, must receive academic support services to help reach the targeted proficient level. Students are identified to receive services based on New York State assessments and local district assessments. In addition to regular classroom activities, pupils so identified through our testing program work with our RtI staff.

5. SCHOOL PSYCHOLOGIST

From time to time, a teacher may request an individual evaluation of a child if that child is not performing up to expectations. The purpose of the evaluation would be to determine if the child may need other support services provided by the district. Conferences are held and permission is requested. Parents/guardians also have the right to request an evaluation by the psychologist.

IV. HEALTH SERVICES

1. NURSE'S OFFICE

Pupils becoming ill, or suspected of having a communicable disease such as pink eye, impetigo, chicken pox or who are injured in school are to report to the nurse's office for an examination. Parents may be called to come pick up the child. In case of injury in school, parents' insurance is responsible for initial fees. Additional claims for payment of the bill may be submitted to the Business Office.

Any child found with lice or nits will not be allowed on buses, or readmitted to school until he/she is completely free from all lice or nits. If there are siblings within our school district, the school nurse will notify the health office in that school. Parents or guardians must bring children who had been infected and treated directly to the nurse's office. An inspection of the child, by school personnel, will be required in order to readmit the child to school.

2. MEDICATIONS (BOARD POLICY)

Children are not permitted to take medication during school hours unless state requirements are met. These requirements have been made to safeguard your child. Parents must contact the school nurse regarding these requirements.

In order to give any medication in school, the school nurse must have on file the following two notes:

1. A written order from the physician, indicating the name of the medication, the amount or dosage to be given, and the time (s) it is to be administered.
2. A written note from the parent giving school personnel permission to give the child the medication as prescribed.

The above requirements include eye drops, eardrops, and over the counter medications such as aspirin and Tylenol. **Guardians/parents are responsible for bringing the medication to the school in the original container, as students are not allowed to possess drugs/medication in school nor on buses.** Students who possess or take unauthorized medication should be immediately sent to the principal.

3. IMMUNIZATIONS

New York State law requires that each child be fully immunized against **rubella, measles, diphtheria, polio and mumps**. Students entering kindergarten are required, in addition, to be immunized against **Hepatitis B** and **Varicella**. Students entering 6th grade (and 11 years old) must have a current **Tdap** immunization. Students entering 7th grade are required to be immunized against **Hepatitis B**. It is the parents' responsibility to provide the school with appropriate

information. Students without mandatory immunizations or medical exception document will not be allowed to attend. Religious exemptions are no longer valid in New York State.

4. PHYSICALS

Physical examinations are routinely given to all students in grades Kindergarten, 2nd, and 4th. Parents may request a *District Health Appraisal Form* and have their own physician fill it out. Vision screenings are provided to students in grades Kindergarten, 1st, 2nd, 3rd, and 5th. Hearing screenings are provided to students in grades Kindergarten, 1st, 3rd, and 5th. Scoliosis screening is done on all students in grades 5 & 6 each year. Our school nurse, with our district physician, will follow up accordingly with parents/guardians if necessary.

V. CAFETERIA/RECESS

1. BREAKFAST

A breakfast is provided to children who choose to participate each day. The cost is indicated on the monthly menu. Students eligible for free/reduced lunch may participate accordingly in the breakfast program. Hot and cold lunches including milk are served in the cafeteria. Children may also bring their own lunch and purchase milk or juice. Low-fat ice cream and nutritious snacks are also sold. Students are only permitted to charge a complete meal.

2. STUDENT ACCOUNTS

Every student has an “account” established in the computer for breakfast/lunch. We encourage parents to log on to **myschoolbucks.com**. There you can set up an online account and add funds to your child’s school lunch account using their Saugerties student ID number. If you do not know your child’s student ID number, please call the Main Office. You may also send in a check made payable to **Saugerties Central Schools Cafeteria** to school with your child for advance payment of school meals. Prepaying will eliminate lost or forgotten money. Your child’s account will be debited only on days of use.

3. FREE/REDUCED PROGRAM

If your student has qualified for free or reduced price breakfast/lunch, this information is securely and confidentially contained within the online program. You can pre-pay the reduced costs for breakfast/lunch as well to eliminate lost and forgotten money. If you would like an application for the Free/Reduced program, please contact the building secretary. If your child’s account is low on funds, they are allowed to charge up to 3 meals. After the third consecutive charge with a negative balance account, your child will be offered the peanut butter & jelly complete meal until their account is paid. The cafeteria office will notify parents 1-2 times per month if their student’s account has a negative balance requesting charges be paid in full.

4. CAFETERIA BEHAVIOR EXPECTATIONS

1. Follow the directions of the supervising adults.
2. Proper manners and respect are expected at all times.
3. No fighting – Keep hands and feet to oneself.
4. Use appropriate language and speak softly at all times.
5. No throwing food or any other items.
6. Place food, trays and silverware in the proper areas, clean up your space before leaving the table.
7. Walk and move in lunch line without distracting others.
8. Stay in your seat until you have permission to get up.

5. RECESS

We believe that the informal 15-20 minute recess time provided during lunchtime helps children return to the classroom ready for the afternoon studies. Since it is difficult to predict the weather, children should come to school each day prepared to go outside after lunch. During inclement weather, classes will remain indoors. Proper shoes must be worn in order to use the playground equipment and other physical activities. Please see the *Recess Behavior Expectations* section below.

6. RECESS BEHAVIOR EXPECTATIONS

1. Follow the directions of the supervising adults.
2. No fighting/roughhousing.
3. Keep hands and feet to selves, no games that involve “tagging” or “touching.”
4. Use appropriate language.
5. Use playground equipment properly.
6. Play games that are not dangerous (at Principal’s discretion).
7. Line up promptly.
8. Play in designated areas only.
9. Do not pick up or throw stones and/or snow balls.
10. Use only approved playground balls/equipment.
11. No electronic devices.
12. Appropriate attire is needed to go outdoors.
13. Appropriate footwear (sneakers or rubber-soled, close-heeled, close-toed shoes) are required to play on playground equipment.

If a cafeteria/recess rule is broken:

First Time	Warning and/or time out.
Second Time	Verbally inform the teacher of the problem and remove from activity.
Third Time	Name submitted for detention and given to teacher.
Severe Misbehavior	Any serious infraction, the student is immediately sent to the office.

VI. TRANSPORTATION

1. BUS SAFETY & CONDUCT (BOARD POLICY)

Bus Notes: *A request to ride a bus other than that assigned for emergency purposes will require written permission from the Bldg. Principal. Prior notification to the Principal will be required from the parent and/or guardian.* **PERMISSION WILL BE GRANTED FOR EMERGENCY SITUATIONS ONLY.**

The rules governing conduct on school buses for students are as follows:

1. Pupils transported in a school bus are under the authority of and are directly responsible to the driver of the bus.
2. The use of loud, boisterous or improper language is prohibited.
3. Students are to remain in their seats until they arrive at their home or their school.
4. Defacing the bus in any way is prohibited, and students will be held responsible financially for all damages. Notify the driver immediately if damage is noted.
5. Smoking is prohibited at all times.
6. Carry only those items aboard which you can hold in your lap. Gym bags, lunch boxes and other objects may not be placed in the aisle or under the dash of the bus. Large musical instruments are not permitted on school buses. Parents will be required to make special arrangements to get these instruments home. Students may take them on the late bus run since more room is available. Hazardous items, glass products and animals are prohibited.
7. Enter and leave the bus in an orderly manner and only when the door is fully opened.
8. The consumption of food or beverages on the bus is prohibited.
9. Do not extend any part of your body out of the window.
10. Do not throw anything within the bus or in or out of the window.
11. Keep your hands off other pupils and their property.
12. Do not do anything to distract the driver.
13. Do not touch emergency equipment, levers or buzzers.

Disciplinary Procedures

Any infraction of the rules that endangers the wellbeing of other students or driver will be dealt with in the following manner.

- **First Offense**

Smoking, fighting, destruction of property, throwing of objects and challenging the authority of the driver will result in automatic suspension of bus privileges for a five (5) day period of time. The principal will notify the parent or guardian of the incident and arrange for a parental conference prior to the restoration of bus privileges. It is suggested that the driver be in attendance at the time of the conference.

- **Second Offense**

In the event that one of the above violations was to occur again, a thirty (30) day suspension of privileges would go into effect with a similar parental conference being scheduled.

- **Third Offense**

A loss of bus privileges would be invoked for the remainder of that school year.

It is recognized that other violations may occur which do not result in an automatic suspension, but left unattended, could develop into patterns of undesirable behavior. The following procedure will be followed in these cases:

- **First Offense**

The bus driver will issue instructions to the student as to the proper behavior required.

- **Second Offense**

A school bus incident report to parents will be issued and the principal will take disciplinary action in the form of (i.e. detention, compositions, verbal reprimand, parental conference, etc.).

- **Third Offense**

Repeated violations will result in short term suspensions and ultimately a loss of bus privileges for the school year.

2. CHANGE IN TRANSPORTATION GUIDELINES

Bus students are assigned to a particular bus based on their pick-up and/or drop-off location, according to their home address or approved daycare provider address. Walkers or bus students are not permitted to ride different buses or change their bus stop location for any reason except for emergency daycare provisions. Bus changes are not made for “social” reasons. If you have an emergency and no one will be home for your child or no one will be available to pick them up as a walker, you may request a different bus or different bus stop by providing the Main Office with the following information in the form of a written note (as follows):

Student Name(s) _____ Teacher(s) _____ Date(s) _____

CHANGE INFORMATION (TEMPORARY):

Due to an emergency situation, no one will be home for my child; therefore my child needs to go to:

Name of responsible adult: _____

Street address of above: _____ Contact phone for above: _____

My child will be riding:

_____ a different bus (or)

_____ the same bus, but a different stop (or)

_____ no bus; they will be picked up as a walker

(Parent/Guardian Signature)

For Temporary Accommodations:

Please do not give requests directly to the bus drivers. They are instructed not to make any changes without prior approval from the school office or Transportation Dept. Please direct all transportation changes and requests to the Riccardi Main Office. All requests will go to the principal for approval. If approved, an appropriate ***Bus Pass*** will be issued to your child to give to the bus driver upon boarding the buses at dismissal.

Please make every effort to keep dismissal/transportation procedures consistent, every day (either bus/walker). This eliminates confusion for your child as well as the adult dismissing them. Notify the school of changes in daycare arrangements or change of address. Keep contact names and phone numbers current by informing us in writing. We appreciate your cooperation in following these procedures for the safety of our children.

Permanent Changes:

If your daily schedule changes on a permanent basis and you need a change in transportation for your child for the remainder of the school year, **please contact the Riccardi Main Office for the appropriate form(s).** Upon approval from the Transportation Department, the school office will notify you with the amended busing information.

3. LATE BUSES

From time to time, pupils will stay after school for intramural activities, extra help, clubs, or detention. Late buses will be available to students some Mondays, Tuesdays, Wednesdays, and Thursdays. **Students and parents/guardians are urged to plan together to determine whether the student will stay after school before coming to school each day, especially to establish necessary travel arrangements for either parent/guardian pick up or for using late buses.** Students board late buses at 3:45 PM for a departure time of 3:50 PM.

4. BICYCLES

We do not encourage children to ride bicycles to school. Those who do so, however, should be familiar with bicycle safety rules. Parent approval in the form of a note is required for pupils to ride bikes to school. **Students who ride bikes to and from school must wear bicycle helmets.** Upon arrival, bicycles should be placed in the bicycle rack, which is provided at the front of the building. The school is not responsible for bicycles that are damaged or stolen. Student cyclists must walk their bicycles while on school grounds.

VII. EMERGENCIES/SCHOOL CLOSURES

1. WEATHER CANCELLATIONS

Parents/guardians can confirm whether school will be operating on a delay or early dismissal, or if school will be closed via the district website at **www.saugerties.k12.ny.us** or by visiting **www.cancellations.com**. Parent/guardians will be notified via the auto-dialer/school messenger as well. This message will go to the emergency number(s) that you have registered with the school. Closings/delays/early dismissals will also be announced on local television and radio stations.

Depending upon weather conditions, all schools in the Saugerties Central School District may utilize a one or two hour delay in opening. In the event of a:

One Hour Delay

1. School officially begins at 9:45 A.M.
2. Walkers should not report to school before 9:30 A.M.
3. Students who ride a bus will board their bus one hour later than the usual time at their regular bus stop.
4. All students will be dismissed at the regular time.
5. The cafeteria will operate as usual.
6. Special Area classes (i.e. Art, Phys. Ed., etc.) will begin at 10:00 A.M.

Two Hour Delay

1. School officially begins at 10:45 A.M.
2. Walkers should not report to school before 10:30 A.M.
3. Students who ride a bus will board their bus two hours later than the usual time at their regular bus stop.
4. All students will be dismissed at the regular time.
5. Breakfast will not be served.
6. The lunch schedule will operate as usual.
7. Special Area classes will begin at 11:00 A.M.

Early Dismissal

1. Students will be dismissed at a time determined by District Administration.
2. Parent/guardians will be notified via the auto-dialer/school messenger. Again, our Webmaster will post information regarding early dismissal on the district website as soon as they are authorized to do so.
3. **Please make arrangements for supervision of your children in such situations.** Discuss these arrangements with your children, so they will know what is expected of them once they leave the school building.

4. **In most cases, Boys and Girls Club will operate immediately following early dismissal. It is the parent/guardian's responsibility to confirm with Boys and Girls Club that they will still provide services that day.**
5. **If your child's transportation must change for emergency daycare due to an early dismissal, please contact the Main Office immediately. A parent/guardian must also send their child's change in transportation information to the Main Office in writing.** This can be sent as a note in the morning if an early dismissal may be anticipated, or immediately via email. (Please see *Change in Transportation Guidelines*).

2. EMERGENCY EVACUATIONS

The school Emergency Evacuation will be put into effect if an emergency situation arises. The plan includes evacuation of the building and, if necessary, relocating the students and staff to the Glasco Fire House. If this relocation were to occur, it would be coordinated under the direction of police and fire agencies.

VIII. VISITORS

1. VISITOR SAFETY PROTOCOL

- Photo identification is **REQUIRED** by the district. **All visitors must show picture ID outside the front entrance and state reason for visit. There are no exceptions.**
- Visitors will be let in either by the front desk monitor or by main office personnel, from 8:00 AM-4:00 PM. Once a visitor provides their ID to the door monitor, the ID card will be scanned into our system. Each visitor will only need to scan their ID once. A personalized visitor sticker will print out with the guest's photo. **Stickers are to be worn in plain view for the duration of their visit. A visitor badge will also be issued and must be worn at all times while in the building. Any adult in the building without a visitor's badge will be asked to report to the office.**
- **No one will be allowed through the building without prior arrangements cleared through the office.** Teachers will notify the office when you are expected. Visitors by appointment will sign in and be given a **"VISITOR" badge and lanyard** to wear for the duration of their visit. PTA volunteers will sign in and be given a **"PTA" badge**. We will take your car keys in exchange for the badge, and then return your keys when you sign out and surrender your badge.
- **If you have called in advance for your child's homework (before school starts by leaving a message on the teacher's voice mail or through e-mail) it will be left in the Main Office with the secretary or at the Front Desk with the monitor for pick-up between 3:15 PM-4:00 PM.**
- **The exterior doors remain locked at all times, including after dismissal.**
- **For parents picking up students in the care of the Boys & Girls Club after school program, please be advised that they provide their own communication system either by intercom buzzer or direct site cell phone.** Please do not use the Riccardi office button to notify Boys & Girls Club that you are here to pick up your child(ren).

2. BUS CIRCLE PROCEDURES

The bus circle is for school buses and emergency vehicles only. **PLEASE DO NOT DRIVE THROUGH OR PARK IN THE BUS CIRCLE AT ANY TIME**, unless there is a bus duty staff member to guide you at the appropriate school day arrival and dismissal times. Passing buses and/or leaving your vehicle in the bus circle is prohibited.

IX. STUDENT RESPONSIBILITIES & RIGHTS

1. STUDENT RESPONSIBILITIES

Board policy states that each school in the Saugerties Central School District is to prepare concise, clear and reasonable rules and guidelines for student conduct. Furthermore, these rules and guidelines are to be distributed to students and their parents in written form.

The following represents the rules and regulations for student behavior in our school. It is our hope that you will familiarize yourself and your child with their meaning and intent. Each child should further clearly understand that noncompliance would result in appropriate disciplinary action.

1. Each student is required by law to be in regular attendance at school and in class. Where truancy or habitual unexcused tardiness occurs, appropriate disciplinary measures will be taken.
2. Each student is to be responsible for his/her own behavior in accordance with the *District Code of Conduct* and *School-wide Rules/Behavior Expectations*.
3. Each student is to be responsible for the maintenance of and respect toward school property and others. In cases of property abuse, appropriate restitution shall be made as outlined in the *District Code of Conduct*.
4. Individual students are responsible for their dress and appearance. There will be no restrictions placed on a student's manner of dressing or hair style, unless these represent a clear and present danger to the student's health and safety, create disorder in the classroom or school building, or cause interference with student work or the general educational process. For further information, please refer to the Dress Code section of the *District Code of Conduct*.
5. Each student is to conduct himself/herself on the bus in a manner consistent with established standards for classroom behavior. If a student acts inappropriately or irresponsibly, he/she may lose bus privileges. In this event, parents will be responsible for providing transportation.

2. STUDENT RIGHTS

Children have a right to learn in an environment that is conducive to learning, physically safe, emotionally secure and free from discrimination or prejudice. To guarantee that right, they must function in an orderly manner in the building, on the playground and on the bus. It is the responsibility of all Riccardi Elementary School personnel to protect those rights by dealing with disruptive situations. Teachers and all other staff members will respond to children directly and will stop disruptive behaviors. Such behaviors may be referred to the building principal.

Children who disobey the regulations have the right to expect appropriate consequences. However, at no time will any staff member use physical punishment.

3. DRESS CODE

Students are expected to report to school wearing suitable clothing. Clothes should be neat, clean and appropriate for the weather. Any form of dress or hairstyle which is contrary to good health or safety, or which is distracting or disruptive to the learning process will not be permitted (see attached *Code of Conduct – Section G*). It is advisable to have children wear appropriate dress for physical education classes and recess. Sneakers (or other appropriate footwear) are required. **Footwear should have heel support so that shoes do not fall off.** All personal items – coats, hats, gloves, lunch boxes, etc. should be labeled. The school is not liable for loss of any personal items.

4. ELECTRONIC DEVICES

Electronic devices (such as cell phones, digital music and video games) are not to be held or displayed during the school day (See *District Code of Conduct*). If a student carries an electronic device for use outside the school day, it is to be turned off and put away in the student's backpack during school hours. If this rule is violated, the device will be confiscated and a parent/guardian will be contacted.

Please Note: Any consideration given to the use of electronic devices during the school day, school events, extra-curricular event, or during field trips must be cleared with the building principal. (The school will not be held liable if such personal items are broken or stolen.)

5. SMOKING/TOBACCO (BOARD POLICY)

The use of tobacco products is prohibited on school grounds. Smoking and vaping are prohibited on school grounds and within 100 feet of the entrances, exits, or outdoor areas of the District's schools. In addition, the use of tobacco products, smoking and vaping are prohibited at any school-sponsored event or activity that occurs off school grounds, including those taking place in another state. In light of the findings of the Environmental Protection Agency that tobacco smoke, including secondhand smoke, is a Type A carcinogen, as well as in recognition of the health hazards associated with tobacco use, in general, and in accordance with Federal and State laws promulgated in 1994, it is the policy of this School District to prohibit the smoking or other use of tobacco and tobacco products at any time in school buildings and school vehicles and upon the school grounds of any school building.

- Students found violating this policy may be subject to disciplinary penalties in accordance with the law and the *Student Disciplinary Code*.
- Staff members found violating this policy may be subject to discipline in accordance with the law and contractual agreements.
- Other individuals found violating this policy will be asked to cease and desist and may be asked to leave the school premises if they don't comply. If the individual continues to smoke or use tobacco or refuses to leave the school premises, the police authorities may be contacted to remove the individual.

The School District also reserves the right to report any violation of this policy and law to the Ulster County Health Department for assessment of civil penalties in accordance with the law.

6. DRUGS AND OTHER SUBSTANCES (BOARD POLICY)

The Board of Education recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, e-cigarettes, vaporizers, illegal drugs, counterfeit and designer drugs or paraphernalia for the use of such drugs is strictly prohibited at any school-sponsored function or on school grounds and on school buses at all times. The unauthorized use or misuse of prescription and over-the-counter drugs, vitamins, supplements, herbs or other similar substances shall also be disallowed.

7. SEARCH BY SCHOOL PERSONNEL (BOARD POLICY)

When principals have a reasonable suspicion that illegal objects or substances that threaten the health or welfare of the occupants of a school are on a student's person or in a student's backpack or locker, they may search the student, student's backpack or locker. The student may be informed of such a search but his/her consent is not necessary. (Regulation # 733OR).

8. DIGNITY FOR ALL STUDENTS ACT "DASA" (BOARD POLICY)

The Saugerties Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, the Saugerties Central School District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of bullying, discrimination, and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school grounds.

The Dignity Act Coordinators will investigate ALL complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures as necessary.

Dignity Act Coordinators: Susan McKinney, Principal
Arlene Parsi, Social Worker

9. FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (eligible Students) certain rights with respect to the student's education records, including:

- 1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.**

Parents/Guardians or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.**

Parents/Guardians or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record, as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- 3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington D.C. 20202-4605

X. DISCIPLINE PROGRAM

1. DISCIPLINE PROGRAM

The entire staff of the Riccardi Elementary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy and in addition, have an optimum opportunity to learn.

In an effort to accomplish this goal, all teachers develop a Discipline Plan. The Plan specifies the rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and the students who follow the rules will receive positive consequences.

- **Our School-Wide Rules include:**

1. Follow directions the first time they are given.
2. Walk quietly to and from the bus and in the building.
3. Keep hands, feet and objects to themselves.
4. Use appropriate language.
5. Be respect school staff, peers and property.
6. Any items deemed inappropriate are not allowed.

NOTE: PLEASE REVIEW THE ATTACHED DISTRICT CODE OF CONDUCT FOR MORE SPECIFIC INFORMATION AND A RANGE OF PENALTIES.

- **In general, items not allowed in school include:**

weapons/explosives
replicas of weapons
illegal substances/drugs
tobacco/alcohol

valuable hobby-related objects/collectibles
expensive jewelry
radios, electronic items/or gum
disruptive or dangerous items

- Specific teacher plans will be sent to you by the child's teacher. **Some unacceptable behavior includes:**

physical assault/fighting
destruction of property
theft
profanity
endangering others
disrupting the educational process
possession, distribution or sale of illegal substances
possession of inappropriate items

disrespectful behavior
dishonesty
insubordination
truancy
smoking

We are confident that such clearly stated and thorough school-wide and classroom discipline plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

Notices of misbehavior may be sent home for parent/guardian signature. We expect that they be returned the next day. Unsigned misbehavior notices may result in detention. We ask for your complete support in our efforts. Please discuss this information with your child. Your support of the school discipline plan will help your child be committed to the safe and positive school environment.

- **Consequences for misbehavior will be imposed based upon the following considerations:**

severity	age/maturity	previous conduct
reason	intent	psychological considerations

- **Consequences may include:**

warnings	assign to another class
notices	seating changes
conference	written composition/apology
detention	denial of privileges (e.g. field trips)
phone calls home	lunchroom detention
in-school suspension	restrictions
suspension	removal from class
Superintendent Hearing	notification to police
PINS petition (Pupil In Need of Supervision – Court Ordered)	

- **Classroom Behavior Expectations:**

Students will:

1. Not interfere with the learning process.
2. Follow directions throughout the building.
3. Use appropriate language.
4. Keep hands, feet and objects to oneself.
5. Other.

- **If a student break a rule, consequences *may* include:**

First Time	Name on board
Second Time	One check – a negative note is sent home by the teacher with the student. There must be a reply from the parent the following day.
Third Time	Two checks – negative note sent home and one night of detention.

Fourth Time	Three checks – one night of detention and the teacher contacts the parents after school.
Fifth Time	Four checks – one night of detention and student is sent to the principal, who then contacts the parents.
Severe Misbehavior	Sent immediately to the principal, who arranges a parental conference. A description of the severe behavior must be forwarded to the principal on an incident referral form.

- **The following are to be considered severe misbehaviors and may result in suspension(s) of school:**
 1. Intentionally harming safety or welfare of others.
 2. Disrespectful conduct toward staff.
 3. Vandalism.
 4. Insubordination
 5. Daily repeated classroom conduct violations

We ask for your complete support in our efforts. Please discuss this information with your child. Your support will assure our staff of your child's cooperation.

2. SUSPENSION

The Principal may suspend a child for a period of one to five days. In-school suspension may be used in less severe situations. Parent/Guardian conferences will be conducted on all out of school suspensions (see *District Code of Conduct*).

XI. BUILDING SECURITY

1. SECURITY OF THE BUILDING

For the safety and welfare of all our students and staff, the following security measures are in effect:

1. The School Resource Officer is on duty for the district.
2. Each school building has a front desk monitor on duty.
3. All doors will be locked during school hours.
4. All buildings are equipped with security cameras throughout the building/property.

2. POLICE RELATIONS (BOARD POLICY)

Close school/police cooperation will be maintained to help ensure safety and welfare in the school. Local, county, and state police surveillance of the school grounds and building will be conducted on a regular basis. Any relevant situation will be reported to the police and police investigations may take place in the school.

3. PUBLIC COMPLAINTS (BOARD POLICY)

Complaints by citizens regarding any facet of the school operation often can be handled satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal if the teacher, coach, or other school employee cannot resolve the matter.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent or designee. Unresolved complaints at the building level must be reported to the Superintendent by the building Principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved to the satisfaction of the complainant at the Superintendent level, the complainant may submit a written complaint to the Board of Education.

If a written complaint is made against any employee or agent of the school district that involves the health, safety, welfare or morals of students, a copy of such complaint, as well as any documentation regarding a resolution at a level below the Superintendent, shall be promptly transmitted to the Superintendent and the Board of Education through the Board Clerk.

If such written complaint is submitted to the Superintendent, it shall be promptly transmitted to the Board members together with any documentation regarding a resolution reached by the Superintendent.

Close school/police cooperation will be maintained to help ensure safety and welfare in the school. Serious behavioral situations will be reported to the police and police investigations may take place in the school.

Please see the attached *District Code of Conduct* for more detailed information about school security.

DISTRICT CODE OF CONDUCT

INTRODUCTION

The Saugerties School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and discipline are essential to being educated effectively, the District is also committed to creating and maintaining high behavioral standards and expectations. An orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of conduct that clearly defines individual responsibilities, describes unacceptable behavior, and provides for appropriate disciplinary options and responses.

The parent/guardian is expected to assume primary responsibility for control of his or her child. The parent/guardian may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child's social and educational growth. To this end, a high degree of parent-school communication will be fostered by the school.

The District believes that order and discipline must be a shared responsibility between school, home and community. This Code of Conduct was developed in collaboration with student, teacher, administrator and parent organizations, school safety personnel and other Board-approved school personnel. Finally, it is our belief that, to be effective, such a code must:

- identify, recognize and emphasize acceptable behavior;
- identify, recognize and prevent unacceptable behavior;
- promote self-discipline;
- consider the welfare of the individual as well as that of the school community as a whole;
- promote a close working relationship between parents/guardians and the school staff,
- distinguish between minor and serious offenses, as well as between first time and repeated offenses;
- provide disciplinary responses that are appropriate to the misbehavior;
- outline procedures to ensure that it is administered in a way that is fair, firm, reasonable, and consistent;
- encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct;
- comply with the provisions of federal, state and local laws, as well as the guidelines and directives of the New York State Education Department and the Board of Regents.

A school's primary concern in establishing a code of conduct is to enable our young people to become responsible, respectful and caring citizens within the school and community settings. The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of the students. Administrative regulations are developed and enforced by the school administration and staff.

Disciplinary measures available to the administration of each school building include conferences, detention, in-school suspension, out-of-school suspension and administrative hearings with the designated hearing officer. Administrative hearings can result in out-of-school suspensions of more than five days and, in particularly serious cases, a student may be permanently suspended from school.

DEFINITIONS

For the purposes of this Code, the following definitions apply:

Disruptive Student - an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Parent - the parent, guardian or person in parental relation to a student.

Principal – refers to the building principal or his/her designee.

Removal - the act of a teacher in discontinuing the presence of the student in his/her classroom.

School Property - in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus as defined in §142 of the New York State Vehicle and Traffic Law.

School Function - any school sponsored extra-curricular, co-curricular or other event or activity.

Suspension - the act of a Building Principal, Superintendent of Schools, or District Superintendent in discontinuing the presence of a student from his/her regular classes.

Violent Student - a student under the age of 21 who:

- commits an act of violence upon a school employee, or attempts to do so.
- commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- possesses, while on school property or at a school function, a weapon.
- displays, while on school property or at a school function, what appears to be a weapon.
- threatens, while on school property or at a school function, to use a weapon.
- knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- knowingly and intentionally damages or destroys school district property.

Weapon - a firearm as defined in the Gun-Free Schools Act (18 USC §921) [any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm; any firearm muffler or silencer; or any destructive device], as well as any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic 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 physical injury or death.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The Saugerties Central School District believes in the right of each child, between the ages of five and 21 years or until the child receives a high school diploma, whichever comes first, to receive a free education. All students in this state between the ages of six and the school year through which he or she becomes 16 are required by law to regularly attend school, either in the public schools, non-public schools that are approved for equivalency of instruction by the appropriate school authorities, or in the home in accordance with the Regulations of the Commissioner of Education.

The right to a free public school education extends to all students, including those with disabilities. However, this right is not unconditional. As long as due process of law requirements are met, a student may be removed from the classroom, suspended temporarily or suspended permanently from school. Only students within the compulsory education ages (age six through the school year in which the student turns 16) are entitled to alternative, equivalent instruction following suspension.

RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, **bullying**, intimidation and fear;

- to participate in district activities on an equal basis regardless of race, color, **weight**, creed, national origin, **ethnic group**, religion, **religious practice**, disability, sexual orientation, gender (**identity or expression**), or **sex**.
- to be informed of all school rules;
- be guided by a discipline policy which is fairly and consistently implemented.

In addition, students in this District are afforded the following rights:

1. **Student Expression** - Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the federal and state constitutions. However, a student's freedom is subject to limitation in that the constitutional protections will not extend to libelous, slanderous, vulgar, lewd, indecent or obscene words or images or to words or images which by their very use incite others to damage property or physically injure persons. Furthermore, speech which materially and substantially disrupts the work and discipline of the school, whether originating from within or without the School District and communicated to other students, School District officers or employees, may be subject to limitation.
2. **Symbolic Expression** - Students, in light of constitutionally protected free speech rights, may wear political buttons, armbands or badges of symbolic expression so long as the same conform to the limits set forth herein under "school newspaper" and "dress code".
3. **Student Activities** - All students shall enjoy equal access to the extent of their capabilities for participation in the various extra-curricular and co-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the student code of conduct and any rules promulgated specifically for participation in extra and/or co-curricular activities.
4. **Student Government** - Students are encouraged to participate in the various student governmental bodies which have been or may be established in our schools. It shall be the duty of the student governmental body to establish reasonable standards for qualification of candidates to serve in offices of the government. Elections for student government shall be conducted in accordance with the principles of our democracy and elected student representatives shall work with the faculty, administration and student body in identifying cooperatively those areas of appropriate student responsibility. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution which the students shall participate in formulating.
5. **Student Clubs and Other Student Organizations** - The District encourages students to participate in curriculum related extra-curricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-curriculum related clubs or organizations, the same shall be subject to the constitution of the student government and shall be conducted in accordance with any applicable federal or state law, as well as Board of Education policy or regulations.
6. **Privacy Rights [Search and Seizure]** - Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. In light of these protections, no student's person or property shall be searched for illegal substances or materials unless the school authorities conducting the search have reasonable suspicion to do so. Lockers, desks, textbooks, computers and other materials, supplies or storage spaces loaned by the District to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and shared with the student.
7. **Pregnant Students** - During pregnancy and the period of pregnancy related disability which follows childbirth, a student shall be entitled to home instruction, upon request, or the student may continue to attend their regularly scheduled classes with provision for special instruction, scheduling and counseling where needed.
8. **Student Grievances and Complaints** - If a student has a grievance or a complaint about a school-related matter, a school employee or other school official, s/he may submit it, in writing, to the Principal /Assistant Principal of the school who shall respond within ten (10) school days with a written answer or proposed resolution. Grievances or complaints may be appealed in writing to the Superintendent of Schools if the Principal's/Assistant Principal's answer or proposed resolution is not deemed satisfactory by the student. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of the written appeal document.

RESPONSIBILITIES OF STUDENTS

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- to accept responsibility for his/her actions;
- to respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- to attend school on a regular and punctual basis;
- to complete class assignments and other school responsibilities by established deadlines;
- to show evidence of appropriate progress toward meeting course and/or diploma requirements;
- to respect school property, e.g. lockers, and help to keep it free from damage;
- to obey school regulations and rules made by school authorities and by the student governing body;
- to recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
- to contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- to become familiar with this code and seek interpretation of parts not understood;
- to actively discourage inappropriate behavior of other students and report the incidents to the administration;
- to lock and maintain the security of the locker assigned to him/her;
- to lock and maintain the security of his/her car when it is parked on school grounds.

THE ROLE OF ALL STAKEHOLDERS

All stakeholders should assist students in maintaining a safe, supportive school environment, a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) or sex, which will strengthen students' self-concept and promote confidence to learn.

THE ROLE OF PARENTS

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:

- to show an enthusiastic and supportive attitude toward school and education;
- to build a good working relationship between themselves and their child;
- to teach their child self-respect, respect for the law, respect for others and for public property;
- to insist on prompt and regular attendance;
- to listen to the views and observations of all parties concerned;
- to recognize that teachers merit the same consideration and respect that parents expect from their child;
- to encourage their child to take pride in his/her appearance;
- to insist that their child promptly bring home all communications from school;
- to cooperate with the school in jointly resolving any school related problem;
- to set realistic standards of behavior for their child and resolve to remain firm and consistent;
- to help their child learn to deal effectively with negative peer pressure;
- to provide a place conducive for study and completion of homework assignments;
- to demonstrate desirable standards of behavior through personal example;
- to foster a feeling of pride in their child for their school;
- to provide support and positive reinforcement to their child.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

THE ROLE OF SCHOOL PERSONNEL

School personnel play an important role in the education of students. In view of this responsibility, school personnel must:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- teach the common courtesies by precept and example;
- treat students in an ethical and responsible manner;
- help students to reach their maximum potential;
- demonstrate desirable standards of behavior through personal example;
- report violations of the Code of Conduct to the Building Principal/Assistant Principal or acting building principal;
- immediately report and refer violent students to the Principal/Assistant Principal or Superintendent of Schools.

THE ROLE OF TEACHERS

Every teacher knows that s/he works every day with this nation's most precious commodity - the future generation. In view of this responsibility, the teacher must:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- plan and conduct a program of instruction that will make learning challenging and stimulating;
- recognize that some disciplinary problems are caused by a student's personal and academic frustrations;
- utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility;
- seek to develop close cooperative relationships with parents for the educational benefit of the student;
- distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
- teach the common courtesies by precept and example;
- handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- help students cope with negative peer pressure;
- identify changing student behavior patterns and notify appropriate personnel;
- enable students to discuss their problems with them;
- send communications home promptly;
- report to the Principal /Assistant Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
- treat students in an ethical and responsible manner;
- help students to reach their potential;
- serve as a surrogate parent in matters of behavior and discipline in accordance with New York State School Law;
- explain and interpret the discipline code to students;
- enforce the code in all areas of the school
- demonstrate desirable standards of behavior through personal example;
- know the support services available to students and refer students who are in need of such services;
- comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;
- in the event of removal from class, inform the student and the Principal/Assistant Principal of the reason for the removal;
- immediately report and refer violent students to the Principal/Assistant Principal or Superintendent of Schools.

THE ROLE OF BUILDING ADMINISTRATORS

As the educational leaders of the school, the Principal and his/her assistant(s) set the disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

- seek to develop a sound and healthful atmosphere of mutual respect;
- evaluate the program of instruction in their school to achieve a meaningful educational program;
- help their staff self-evaluate their procedures and attitudes in relation to the interaction within their classrooms;
- develop procedures which reduce the likelihood of student misconduct;

- provide the opportunity for students and staff to approach the Principal/Assistant Principal directly for redress of grievances;
- work with students and staff to formulate school regulations;
- assist staff members to resolve problems which may occur;
- work closely with parents to establish a wholesome relationship between home and school;
- utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
- establish necessary building security;
- assume responsibility for the dissemination and enforcement of the “Code of Conduct” and ensure that all discipline cases referred are resolved promptly;
- insure that students are provided with fair, reasonable, and consistent discipline;
- comply with pertinent state laws governing hearings, suspensions, and student rights;
- develop behavior guidelines and appeals procedures specific to each assigned school in harmony with this “Code of Conduct”;
- demonstrate desirable standards of behavior through personal example.

THE ROLE OF DISTRICT ADMINISTRATORS

As the educational leaders of the school system, the Superintendent of Schools and central administrators must:

- reinforce and extend the indicated responsibilities of the Principals/Assistant Principals and make them applicable to the school system for grades K-12;
- recommend to the Board of Education appropriate policy, regulations and actions to maximize conditions for positive learning;
- develop and implement an effective “Code of Conduct” supportable by students, parents, staff and community;
- demonstrate desirable standards of behavior through personal example;
- provide each teacher with a copy of the Code of Conduct.

THE ROLE OF THE BOARD OF EDUCATION

As the elected officials in charge of our schools, the Board of Education:

- adopts the policies governing the District, including this Code of Conduct;
- ensures that the Code of Conduct contains clear behavioral expectations and disciplinary consequences for students, staff and visitors;
- ensures that the Code of Conduct is clearly communicated to students, parents, staff and the school community;
- ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair and equitable manner;
- annually reviews the Code of Conduct and updates it as necessary.

THE ROLE OF THE DIGNITY ACT COORDINATORS

At least one person in each building shall be appointed as the building’s Dignity Act Coordinator. Dignity Act coordinators should oversee bullying prevention measures and address issues surrounding bullying in their building.

CONDUCT OF VISITORS

In an effort to maintain a safe and healthy educational environment, all visitors to the District must sign-in at the Main Office of the building visited. Visitors are expected to comport themselves in a manner that does not disrupt the academic process and in accordance with the law and this Code of Conduct.

REPORTING CODE VIOLATIONS

1. To School District Personnel

Students, teachers and other District personnel are encouraged to report any violation of the Code of Conduct to the Building Principal/Assistant Principal or, in his/her absence, the Acting Building Principal.

Teachers and other District personnel shall immediately report violent students to the Building Principal/Assistant Principal or Superintendent of Schools.

2. To Local Law Enforcement Agencies

The District will report any acts of violence against persons that constitute a felony or misdemeanor and other violations of the Code of Conduct which constitute a felony to the appropriate local law enforcement agency when the actor is over the age of 16. When necessary, the District will file a complaint in criminal court against the actor.

3. To Human Services Agencies

The District will report any violations of the Code of Conduct which constitute a crime when the actor is under the age of 16, to the appropriate human services agencies. When necessary, the District will file a juvenile delinquency petition or a person in need of supervision (PINS) petition in Family Court.

REPORTING DISCRIMINATION, HARASSMENT AND BULLYING

The Board of Education recognizes its responsibility to protect students from unlawful harassment, discrimination and bullying while on school property. Students or staff who wish to report harassment, discrimination or bullying should contact the appropriate compliance officer.

The Dignity Act Coordinators are as follows:

School	Dignity Act Coordinator	Phone #	Email address
Saugerties Jr/Sr High School	Tom Averill Gina Kiniry	845-247-6650	taverill@saugerties.k12.ny.us gkiniry@saugerties.k12.ny.us
Cahill Elementary School	Dawn Scannapieco Laura Wild	845-247-6800	dscannapieco@saugerties.k12.ny.us lwild@saugerties.k12.ny.us
Morse Elementary School	Don Dieckmann Arlene Parsi	845-247-6960	ddieckmann@saugerties.k12.ny.us aparsi@saugerties.k12.ny.us
Mt. Marion Elementary School	Carole Kelder Laura Wild	845-247-6920	ckelder@saugerties.k12.ny.us lwild@saugerties.k12.ny.us
Riccardi Elementary School	Susan McKinney Arlene Parsi	845-247-6870	smckinney@saugerties.k12.ny.us aparsi@saugerties.k12.ny.us

REMOVAL OF A STUDENT FROM THE CLASSROOM

The School District has determined that certain acts of misconduct interfere with instruction and/or the safety and welfare of students and staff. Although some incidents of misconduct may require removal from the classroom or suspension from school, effort will be made to deal with misconduct without removal from the classroom or suspension from school. This is in keeping with the District goal of avoiding consequences that interrupt or interfere with learning. However, no child will be allowed to continue disrupting the instruction of the class or interfering with the safety of the school, its staff, students and visitors.

Teachers shall have the authority to remove a student from their classrooms whenever the student substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom. "Substantially disruptive" shall mean that the course of instruction has to be discontinued more than momentarily such that it breaks the continuity of the lesson, to address the disruptive conduct of the student. "Substantially interferes" with the teacher's authority over the classroom shall mean that the student has been insubordinate to the teacher in the presence of the class and has failed to obey the teacher's directives to cease and desist (e.g., at least two directives).

A teacher may remove a student for the remainder of the class upon the first event and for two days of class upon the second or third event. Upon the occurrence of a fourth event, a Principal's suspension shall occur.

Notwithstanding the above, in light of circumstances that warrant suspension, a Principal's suspension for substantially disruptive behavior may be implemented in addition to or in lieu of removal of the student from the classroom by the teacher.

Once the teacher determines that the student has been substantially disruptive or substantially interferes with the teacher's authority over the classroom:

- the teacher must confront the student in class (or within 24 hours of removal where the student is unmanageable at the time of initial removal) to inform the student of the reason(s) for the removal;
- prior to removal from the classroom (or within 24 hours of removal where the student presents an ongoing threat of disruption or a continuing danger at the time of removal), the teacher shall inform the student of the basis for the removal and allow the student to informally present his/her version of the relevant events;
- the Building Principal/Assistant Principal or designee must be notified immediately, in writing, by the teacher of the student's removal from the teacher's class;
- the Building Principal/Assistant Principal or designee must inform the student's parent of the removal and the reasons therefore within 24 hours of the student's removal;
- upon request, the student and his/her parent must be given an opportunity for an informal conference with the Principal /Assistant Principal or designee to discuss the reasons for removal. If the student denies the charge(s), the Principal /Assistant Principal or designee must provide an explanation of the basis for the removal and allow the student and/or his/her parent an opportunity to present the student's version of the relevant events within 48 hours of the student's removal;
- the Principal /Assistant Principal or designee may not set aside the removal unless s/he finds that the charges against the student are not supported by substantial evidence or the student's removal otherwise violates law or the conduct warrants suspension from school and a suspension will be imposed;
- the Principal's/Assistant Principal 's/designee's determination on whether or not to support the teacher's removal of the student shall be made by the close of business on the day succeeding the 48-hour period for the informal Principal's/Assistant Principal's removal conference. The teacher who causes the removal may be required to attend the Principal's/Assistant Principal's conference at the Principal's/Assistant Principal's discretion.

The District shall provide continued educational programming and activities for students who are removed from their classrooms.

An appeal brought by the parent or student over the age of 18 of a Principal's/Assistant Principal's removal decision must be presented to the Superintendent of Schools or his/her designee prior to any further appeal.

STUDENT SUSPENSION PROCESS

The Board of Education, District Superintendent, Superintendent of Schools, a Building Principal or in his/her absence an acting Building Principal, may suspend a student from school where it is determined that the student:

- is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others; or
- exhibits a physical or mental condition(s) which endangers the health, safety or morals of himself/herself or of other students; or
- is removed from a classroom for substantially disrupting the educational process or substantially interfering with the teacher's authority in the classroom four or more times in one semester.

In addition to the statutory grounds for suspension from school for conduct or health condition, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed below.

A. Pre-suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. There shall be no suspension until after the informal Principal's conference, unless waived, as described in paragraph "C", below or unless the student is dangerous or an ongoing threat of disruption to the academic process.

B. Short Term Suspension Process

Prior to a proposed suspension from school for between one and five days by a Building Principal or an acting Principal in the absence of the Building Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service. They shall also be notified by telephone, if possible, within 24 hours of the decision to propose suspension or suspend. Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the Principal at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened prior to the suspension. The right to an informal conference with the Principal shall also extend to a student if 18 years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the parent. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

C. The Long-term Suspension Process: Suspension for More than Five Days

Any suspension from school in excess of five school days shall be considered a long-term suspension. Unless there is a written agreement between the person requesting the suspension and the parent, a long-term suspension may be done only after the Superintendent of Schools or the Board of Education has conducted a hearing.

When a student is subject to a long-term suspension, a hearing shall be conducted by the Superintendent if the Building Principal, acting Building Principal or the Superintendent has made the original suspension, or before the Board where that body has made the original suspension. The Superintendent of Schools or Board of Education may designate a Hearing Officer to make findings of fact with respect to the charges of infractions under this code of conduct, as well as penalty recommendation pursuant to the penalty parameters described herein.

D. Alternative Instruction

Only students within the compulsory education ages (age six through the school year in which the student turns 16) are entitled to alternative, equivalent instruction following suspension.

E. Appeals Process

If a parent/person in parental relation wishes to appeal the decision of the Building Principal to suspend a student from school, the parent/person in parental relation must appeal to the Superintendent prior to commencing an appeal to the Board of Education. Any appeal to the Superintendent must be commenced within ten (10) days from the date of the principal's decision. To be timely, the appeal must be received by the District Office within this ten (10) day period. If a parent/person in parental relation wishes to appeal the decision of Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent/person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education. Any appeal to the Board must be commenced within ten (10) days from the date of the Superintendent's decision. To be timely, the appeal must be received by the District Clerk within this ten (10) day period.

F. Off-Campus Misconduct

A student may be subject to discipline for conduct which is committed off of school premises or at non-school sponsored activities which the District reasonably anticipates could cause, or does cause, a substantial disruption to the educational process.

G. Dress Code

The Saugerties Central School District has an obligation to help students make positive decisions that lead to success in life, including choosing appropriate dress for a variety of situations. The District has therefore developed a standard of dress and grooming that balances personal expression with providing a school environment that is safe and conducive to learning.

This dress code was developed collaboratively by a committee of teachers, administrators, students, and parents. Students and parents have the primary responsibility for adhering to the student dress code. All adult members of the school community share responsibility for reinforcing and exemplifying acceptable student dress and appearance.

This standard of dress is to be followed during school hours and at school functions. It applies to all students, male and female. The Principal/Assistant Principal and his/her designee shall exercise appropriate discretion in implementing this policy, on the basis of students' religious beliefs or medical conditions, or the nature of special events (i.e. proms, field trips, special ceremonies, etc.).

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, obscene, or which endangers the health and safety of others is prohibited. The following are considered to be inappropriate dress, grooming, and appearance and are prohibited in school and at school functions:

- Any dress or appearance that constitutes a threat or danger to the health and safety of students (e.g. heavy jewelry, heavy chains, or jewelry with spikes of sharp edges that can injure the student or others.)
- Any form or article of clothing designed primarily for outdoor use, while attending class or before/after school indoor activities (e.g. parkas, rain or trench coats, vests, jackets, gloves, mittens, sunglasses in the school building unless worn for medical reasons, etc.)
- Any form or article of clothing designed primarily for in-home use (e.g. bathrobes, certain pajamas, etc.)
- Shirts (including blouses and tops) that are revealing. Shoulder straps must be the wearer's second and third finger or more in width. Exposure of bare midriffs, plunging necklines (front and back), or cleavage (front and back), e.g. halter-tops, strapless tops. Underwear must be covered by outer garments.
- Skirts and skirt slits shorter than the wearer's fingertips when arms hang straight at the wearers' side, short shorts, or clothing with holes, cut-outs, or tears that expose inappropriate amounts of skin.
- Any dress or appearance that encourages or advocates the use of illegal drugs, alcohol, and/or tobacco.
- Any dress or appearance that advocates or encourages illegal or violent crimes, or gang related activity and/or colors.
- Any dress or appearance that advocates discrimination, insults, is libelous or denigrates self or others based on race, color, **weight**, creed, national origin, **ethnic group**, religion, **religious practice**, disability, sexual orientation, gender (**identity or expression**), or **sex**.
- Any dress or appearance with messages that encourage or advocate sexual activity.
- The wearing of hoods at all times, the wearing of all headgear excluding hair accessories in the building (unless worn for religious or medical reasons) (including all types of hats, bandanas, and related head wear, but excluding hair accessories such as barrettes, scrunchies, picks, etc.)
- Any dress or appearance that constitutes a disruption to the educational process.
- Any clothing or apparel that conceals the identity of the individual wearing it.

In addition to the above, the following guidelines apply:

- Appropriate footwear must be worn at all times to ensure personal safety and the safety of others.
- Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories, family and consumer science, and technology classes.
- If a student feels uncomfortable being addressed by a staff member of the opposite gender regarding dress code issues, that student should request to meet instead with a staff member of the same gender.

H. Computer and Internet Use

The following prohibited use of District-owned computer drives, network facilities and Internet links may give rise to disciplinary action against users of such equipment and/or facilities:

1. E-mail originating from the school premises or originating off school premises and received at the school premises that a student user creates that:

- is lewd, vulgar, obscene, indecent or inappropriate for student recipients of certain ages;
 - conveys a threat of violence, including sexual violence, to a specific individual or individuals;
 - constitutes a state and/or federal crime;
 - is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s);
 - attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials;
2. Internet use that circumvents access restrictions placed upon the District's computer systems by the Board of Education or its administrative designee(s).
 3. Computer and/or Internet use that is not school related or is unauthorized.
 4. Permitting the use of a student's computer access code by any other person and such student shall assume responsibility for occurrences in violation of this code of conduct that occurs under the student's access code number.

I. Possession of Electronic Devices in School

Electronic devices, including but not limited to cell phones, handheld video games, digital music and video devices, personal digital assistants, etc. (except those required for medical or educational access reasons), may not be used or displayed during the school day. For this purpose, the school day begins when a student enters the building in the morning and ends when the student leaves the building at the end of his/her academic day (including after school activity/extra-help period). If a student carries an electronic device for use outside the school day it is to be turned off and put away during school hours.

These devices are prohibited at all times in locker rooms, bathrooms, or any area where a student has a reasonable expectation of privacy.

If these rules are violated, the device will be confiscated and held until picked up by a parent or guardian.

J. Suspension from Transportation Service

Students may be suspended from transportation services for an infraction or infractions listed herein upon the conducting of an informal hearing by the Superintendent of Schools or his/her designee, at which time the student's parent/guardian or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service. If such informal hearing is conducted before the Superintendent's designee, the designee shall make a recommendation to the Superintendent as to the action to be taken.

K. Suspension from Extra-Curricular and Co-Curricular Activities, and School Functions

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating a code of conduct issued to participants in the activity by the activity supervisor or for fighting at games. Upon the request of the student's parent/guardian, the Building Principal/Assistant Principal shall allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity.

If a student is suspended from school pursuant to §3214 of the Education Law, s/he shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as any other school events or activities which take place on the days of suspension (including intervening weekends).

L. Suspension of Students with Disabilities

A Principal may suspend a student with an educational disability for a short-term (5 school days or less) in the same manner as non-disabled students may be suspended. A Principal's designation of an Interim Alternative Educational Setting must be made in consultation with the student's special education teacher.

In the event that a student has been identified as having a disability or is presumed to have a disability in accordance with applicable law and regulations, the District will first proceed to conduct a §3214 disciplinary proceeding for any suspension of more than five days. The §3214 disciplinary proceeding will be held in two parts, first to determine the student's guilt or innocence on the charges and the second to determine the penalty.

If guilt is determined, before a penalty may be imposed, the following rules shall apply:

Section 504/Title II ADA Disability

Before discipline may be meted out for a student with a disability or suspected disability founded solely under §504 of the Rehabilitation Act of 1973 (hereinafter §504)/Title II of the Americans with Disabilities Act (hereinafter the ADA), §504 multi-disciplinary committee (hereinafter the §504 Committee) must make a determination of whether the conduct underlying the charge(s) was a manifestation of the disability.

1. If a nexus is found between the disability and the conduct underlying the charges, the §3214 proceeding must be discontinued and the matter placed under the jurisdiction of the §504 Committee for any further consideration. The §504 Committee must register a referral and bring about an evaluation of a student with a suspected disability or, if the student is already eligible under §504, it must consider possible program modification and disposition on a non-disciplinary basis.
2. If no nexus is found, yet a disability is indicated or has been identified, discipline may be imposed upon remand to the §3214 Hearing Officer. Students whose sole disabilities are founded under §504 and for whom no nexus is found shall be disciplined in the same manner as their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school as required by the regulations implementing §504 (34 CFR §104 et. seq.) until the end of the school year in which the student reaches the age of 21.

IDEA Disability

Before discipline may be meted out for a student classified or deemed to be known as having a disability under the Individuals with Disabilities Education Act (hereinafter IDEA) [a student with an educational disability], the Committee on Special Education (hereinafter the CSE) must make a determination of whether the conduct underlying the charges was a manifestation of the disability:

1. If the conduct is found to be a manifestation between the disability and the conduct, the §3214 proceeding must be discontinued (except for weapons, drugs and dangerous behavior) and the matter placed under the jurisdiction of the CSE for any further consideration. The CSE must register a referral and bring about an evaluation in the case of a student who may be deemed to be known as having a disability or, if the student is already classified under IDEA, it must consider possible program modification and disposition on a non-disciplinary basis.
2. If the conduct is not a manifestation, discipline may be imposed upon remand to the §3214 Hearing Officer. The relevant disciplinary procedures applicable to children with disabilities may be applied in the same manner in which they would be applied to children without disabilities, as long as the child continues to receive a free appropriate public education during any such term of suspension.
3. Where no manifestation finding is made and no suspected disability is determined to exist, the matter shall be remanded to the §3214 Hearing Officer for a determination of penalty.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school. The Superintendent's determination of an Interim Alternative Educational Setting must be made in consultation with the student's special education teacher.

Suspensions Beyond Ten (10) School Days

A student with a disability or suspected disability founded solely under §504/Title II of the ADA may not be suspended for more than 10 school days unless the §504 Committee has conducted a nexus determination and found that the behavior underlying the disciplinary charges was not a manifestation of the student's disability.

A student classified or presumed to have a disability under IDEA may not be suspended for more than 10 school days unless:

1. The CSE has made a determination that the student's misconduct was not a manifestation of the student's disability;
2. The School District obtains a court order authorizing the suspension;
3. The disciplinary charges involve the carrying of a weapon to school or a school function or the knowing possession, use or sale of illegal drugs at school or a school function;
4. The parent or student 18 years of age or older gives their consent, in writing.

In determining a disciplinary outcome, a §3214 Hearing Officer and/or decision making authority may not consider incidents in the past anecdotal record of a student with a disability under §504/Title II ADA and/or IDEA, or suspected of being a disability unless there has been a negative manifestation determination regarding such incident(s) by the §504 Team or CSE, respectively.

Suspensions for Misconduct Involving Weapons and/or Drugs

A student classified or presumed to have an educational disability under IDEA may be suspended and placed in an interim alternative educational setting for up to forty-five (45) calendar days (less if the discipline for a non-disabled student would be less), if the student carries a weapon to school or a school function, or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.

1. In accordance with law, the term "weapon" means "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2-1/2 inches in length."
2. In accordance with law, the term "illegal drugs" means controlled substances but not those legally possessed or used under the supervision of a licensed health care professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of Federal law. Controlled substances are drugs and other substances identified under schedules set forth in applicable Federal law provisions.

Before a student is suspended and placed in an interim alternative educational setting for up to 45 calendar days, as determined by the Superintendent of Schools via §3214(3) Education Law proceedings, for behavior involving weapons and/or drugs, the CSE must conduct a manifestation determination and a functional behavioral assessment, as well as implement a behavioral intervention plan that addresses the behavior underlying the disciplinary proceeding or review any such pre-existing plan for modification, if necessary.

1. Placement in an interim alternative educational setting as a result of conduct involving weapons and/or drugs is not contingent upon a CSE determination that the misconduct is not related to the student's disability.
2. It is up to the CSE to determine what would constitute an interim alternative educational setting that would meet the requirements of the student's IEP and enable the student to participate in the general curriculum (although in another setting). Such decision shall be communicated to the Superintendent of Schools for the implementation of the discipline.

The exception allowed for the suspension/removal of students with educational disabilities for up to 45 calendar days for conduct involving weapons and/or drugs does not apply to students whose disabilities are founded solely upon §504/Title II ADA.

Such an interim alternative educational setting shall be deemed the student's "stay put" placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

Dangerous Students

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than 10 school days, the School District may initiate a hearing before a special education impartial hearing officer who can order the placement of the student in an interim alternative setting for up to 45 calendar days.

1. The CSE must conduct a manifestation determination within 10 school days of the initial disciplinary action. Placement in an interim alternative educational setting as a result of dangerous behavior is not contingent upon a CSE determination that the misconduct is not related to the student's disability.
2. It is up to the CSE to determine what would constitute an interim alternative educational setting.
3. The hearing officer may grant such if maintaining the student in the current placement is substantially likely to result in injury to the student and/or others, and the School District has made reasonable efforts to minimize the risk of harm in the current placement. The hearing officer must also consider the appropriateness of the student's current placement and whether the interim alternative educational setting meets all the requirements of the student's IEP, including continued participation in the general curriculum (although in another setting) with an appropriate behavioral component.

Such an interim alternative educational setting shall be deemed the student's "stay put" placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

Declassified Students

In accordance with law, the CSE must conduct a manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

M. Disciplinary Measures

The following shall constitute appropriate disciplinary measures authorized by this Student Code of Conduct:

1. Warning/reprimand (oral or written).
2. Detention (**2:15-3:00PM or 2:30-4:30PM**).
3. In-school suspension.
4. Suspension from school for up to five (5) school days.
5. Suspension from school in excess of five (5) days.
6. Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) days.
7. Placement in an interim alternative educational setting for a period of up to forty-five (45) days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability.
8. Permanent suspension (Expulsion).

N. Infractions with Penalty References

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - a. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1, 2, 3, 4)
 - b. Carelessness in failing to follow school rules and staff directions. (1, 2)
 - c. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions which provoke a fight (2, 3, 4)
 - d. Inappropriate use of beepers, cellular phones, etc. during class time; possession or use of lighters, light or laser pointers. Use of a Discman, etc. in the school building during school hours. (Confiscation, 1, 2, 3)
 - e. Violation of computer use policy (1, 2, 3, 4, 5, Suspension of Computer Privileges)
 - f. Driving recklessly, speeding, failing to follow school crossing guard's directives on school grounds (Suspension of driving privileges, 3, 4)
 - g. Parking in unauthorized areas (1, 2, 3)
 - h. Inappropriate public displays of affection beyond hand holding (1, 2, 3)
 - i. Trespassing while suspended from school (4, 5)
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - a. Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction in this code and for failing to notify a parent of assignment to detention (1, 2, 3, 4, 5)
 - b. Class, study hall, homeroom, teacher detention, administrative detention cuts. (2, 3, 4, possible "0" grade on tests/quizzes)
 - c. Eating or drinking where prohibited (1, 2)
 - d. Tardiness to class/school (1, 2 Lunch detention)
 - e. Unauthorized absence from school (1, 2, 3)
 - f. Leaving campus without authorization (3, 4)
3. Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - a. Disturbances which disrupt instruction. (1, 2, 3, 4)
 - b. Repeatedly disruptive and/or substantially interferes with the teacher's authority in class, giving rise to removal on four or more occasions per semester (4, 5)
 - c. Tardiness to class/school (1, 2,3)
4. Engage in conduct that is violent. Examples of violent conduct include:
 - a. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 4)
 - b. Fighting between students where harm is caused to one or more of the combatants (3, 4, 5, 8)
 - c. A fight involving the use or threatened use of a dangerous or deadly weapon (4, 5, 6, 8)
 - d. Any violent act against a teacher or other staff member, as described in this code (5, 8)
 - e. Any violent act against another student or person in the schools or at a school function, as described in this code (5, 8)
 - f. Possession of dangerous or deadly weapons on school property, including possession of a knife, razor blade, box cutter, etc.(3, 4, 5, 6, 8)
 - g. Possession of illegal drugs, dangerous drugs, drug paraphernalia, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions (4, 5, 7, 8)
 - h. Use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions (4, 5, 7, 8)

- i. Sale or other distribution of illegal drugs, drug paraphernalia, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions (5, 7, 8)
 - j. Intentional or reckless destruction of school property (3, 4, 5, 8)
 - k. Activation of a false alarm, bomb threat or other disaster alarm (5, 6, 7)
5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
- a. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1, 2, 3, 4)
 - b. Dress or grooming which is inappropriate as described in this code (1, 2)
 - c. Possession or dissemination of obscene materials (1, 2, 3, 4)
 - d. Smoking or other tobacco use on campus or at school functions (1, 2, 4)
 - e. Possession, use or sale of e-cigarettes, vaporizers or other devices used to inhale non-prescribed substances (3, 4, 5, 7, 8)
 - f. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions which provoke a fight (2, 3, 4)
 - g. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 4)
 - h. Fighting between students where harm is caused to one or more of the combatants (3, 4, 5, 8)
 - i. A fight involving the use or threatened use of a dangerous or deadly weapon (4, 5, 6, 8)
 - j. Any violent act against a teacher or other staff member, as described in this code (5, 8)
 - k. Any violent act against another student or person in the schools or at a school function, as described in this code (5, 8)
 - l. Possession of dangerous or deadly weapons on school property (6, 8)
 - m. Possession of illegal drugs, dangerous drugs, drug paraphernalia, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions, as well as non-medical use of prescription drugs (4, 5, 7, 8)
 - n. Use or being under the influence of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions, as well as non-medical use of prescription drugs (4, 5, 7, 8)
 - o. Sale or other distribution of illegal drugs, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions, as well as non-medical use of prescription drugs (5, 7, 8)
 - p. Possession of fireworks, smoke bombs and/or other noxious materials on school property or at school functions (4, 5)
 - q. Use of fireworks, smoke bombs and/or other noxious materials while on school property or at school functions (4, 5, 6, 8)
 - r. Gambling (3, 4)
 - s. Hazing (4, 5)
 - t. Lewd behavior (3, 4, 5)
 - u. Extortion (4, 5, 8)
 - v. Arson (4, 5, 8)
 - w. Mental or physical condition which endangers the health, safety and/or welfare of the student or others (3, 4, 5, 8)
 - x. Activation of a false alarm, bomb threat or other disaster alarm (5, 6, 7)
 - y. Harassment (sexual, racial, etc.) (2, 3, 4, 5, 6, 7)
 - z. Intimidation or coercion (3, 4, 5, 7)
 - aa. Inappropriate public displays of affection beyond hand holding (1, 2, 3)
 - bb. Theft of personal property (2, 3, 4, 5)
 - cc. Use and/or possession of "laser pens" or similar items (1, 2, 3, 4, 5)
 - dd. Possession of a knife, razor blade, box cutter, etc. (3, 4, 5, 6)

6. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. If assigned a specific seat, students must remain in said assigned seat.

7. Engage in any form of academic or legal misconduct. Examples of academic misconduct include:
- a. Cheating in any academic, extra-curricular or co-curricular activity. (1, 2, 3, 4, 5, grade of "0")
 - b. Commission of conduct which constitutes a misdemeanor while on school property or at a school function (4, 5)
 - c. Commission of conduct which constitutes a felony while on school property or at a school function (4, 5, 8)
 - d. Extortion (4, 5, 8)
 - e. Plagiarism (3, 4, grade of "0")
 - f. Intentional or reckless destruction of school property (3, 4, 5, 8)
 - g. Theft of school property (4, 5, 8)
 - h. Forgery or fraud (3, 4, 5)
 - i. Unauthorized absence from school (1, 2, 3)
 - j. Theft of personal property (2, 3, 4, 5)
 - k. Trespassing while suspended from school (4, 5)

THE REPEATING OF AN INFRACTION MAY LEAD TO THE IMPOSITION OF THE NEXT MEASURE OF DISCIPLINE.

CHRONIC REPEATING OF INFRACTIONS MAY LEAD TO LONG-TERM SUSPENSION OR PERMANENT SUSPENSION (EXPULSION).

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education recognizes that the primary purpose of the School District is to provide a superior atmosphere for learning and education. Any action by an individual or group(s) aimed at disrupting, interfering with or delaying the education process or having such effect, is prohibited. The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, parents, faculty and other staff, other visitors, licensees, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs and activities, whether or not conducted on school premises.

PROHIBITED CONDUCT

No person, either singly or in concert with others, shall:

- willfully cause physical injury to any other person, or threaten to do so, for the purpose of compelling or inducing such other person to refrain from any act which s/he has a lawful right to do, or to do any act which s/he has a lawful right not to do;
- intimidate, harass, **bully** or discriminate against any person on the basis of race, color, **weight**, creed, national origin, **ethnic group**, religion, **religious practice**, disability, sexual orientation, gender (**identity or expression**), or **sex**;
- physically restrain or detain any other person, or remove such person from any place where s/he is authorized to remain;
- willfully damage or destroy property of the District or under its jurisdiction, or remove or use such property without authorization;
- without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;

- enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
- without authorization, remain in any building or facility after it is normally closed;
- refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member, or member of the Board of Education;
- obstruct the free movement of persons and vehicles in any place to which these rules apply;
- deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
- have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the chief administrative officer, whether or not licensed to possess the same has been issued to such person; and/or
- willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

PENALTIES AND PROCEDURES

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

- If a licensee or invitee, his/her authorization to remain upon the grounds or other property shall be withdrawn and s/he shall be directed to leave the premises. In the event of failure to do so, s/he shall be subject to ejection.
- If trespasser or visitor without specific license or invitation, s/he shall be subject to ejection and/or arrest.
- If s/he is a student, s/he shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by §3214 of the Education Law and the Student Code of Conduct.
- If a faculty member, s/he shall be subject to disciplinary action as prescribed by and in accordance with procedures of the Education Law and the collectively negotiated agreement.
- If a staff member in the classified service of the civil service, described in §75 of the Civil Service Law, s/he shall be guilty of misconduct and subject to the penalties and procedures prescribed in said section or that in a collectively negotiated agreement and be subject to ejection.
- If a staff member other than one described above, s/he shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement.

ENFORCEMENT PROGRAM

The Superintendent of Schools shall be responsible for the enforcement of these rules, and s/he shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

In the case of any apparent violation of these rules by such persons, which, in the judgment of the Superintendent or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences or persistence in the prohibited conduct, including their ejection from any district properties where their continued presence and conduct is in violation of these rules.

In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the Superintendent or his/her designee shall cause the ejection of the violator from any premises which s/he occupies in such violation and shall initiate disciplinary action hereinbefore provided.

The Superintendent or his/her designee may apply to the public authorities for any aid which s/he deems necessary in causing the ejection of any violator of these rules and s/he may request the Board's Counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

This code and the penalties set forth herein are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.