HANDBOOK VERIFICATION FORM

In an effort to improve communication between the home and school, we are asking that each parent review and discuss this handbook with your son/daughter. Please complete information below and have your son/daughter return to his/her homeroom teacher.

Thank you for your ongoing support.

I _______________________________ have read
(print student’s name)
the 2018-2019 student/parent handbook and understand the rules and regulations that are contained in it.

Student Signature:_______________________________

Parent/Guardian Signature:________________________

Parent/Guardian Phone #: ________________________

Parent/Guardian Email: __________________________

Homeroom Teacher:______________________________

Please discuss the expectations and the contents of this handbook with your student.
F. D. Roosevelt
High School

Student & Parent Handbook
2018 – 2019

Home of the “Presidents”

This agenda belongs to:

Name__________________________________________

Street Address___________________________________

City/Town______________________Zip______________

Phone Number:________________Student ID#________
F.D. Roosevelt High School
156 South Cross Road
PO Box 2032
Hyde Park, NY 12538
Phone – (845) 229-4020
Fax – (845) 229-4029
Web Page: http://www.hydeparkschools.org

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Preface

This student handbook is designed to communicate helpful information about Franklin Delano Roosevelt High School and to let you know how you can make the best use of what the school has to offer. The material covered in this handbook is organized alphabetically regarding general district information, rules and procedures. It is not intended to either enlarge or diminish any board policy, administrative regulation or negotiated agreement. Please read it with care. If you have any questions or need information, any faculty member will be glad to advise you, or refer you to someone who can help you.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Franklin D. Roosevelt Mission Statement

The mission of F.D. Roosevelt High School is to develop students who are intellectually curious, socially responsible and prepared to meet the present and future challenges of our world.
HPCSD BOE POLICY 4526 -
COMPUTER USE IN INSTRUCTION (or ACCEPTABLE USE POLICY)

The Board of Education is committed to optimizing learning. The Board considers access to the Internet to be a powerful and valuable educational and research tool, and strongly encourages the use of computers and computer-related technology in and outside of district classrooms for the purpose of advancing and promoting a resource rich environment responsive to the individual student.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district’s computer network and the Internet must understand that use is a necessity in a digital learning environment and this use entails personal responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may control certain kinds of online activity, access to specific websites, social media, other online resources and bandwidth usage.

Regulations and handbooks, to be developed by the Superintendent, in consultation with the district’s Technology Committee will provide specific guidance, as well as rules governing the use and security of the District’s computer network. All users of the District’s computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action, which may include but is not limited to, revocation of computer access privileges, suspension, or termination.

With increased concern about identity theft, it is very important for the district to protect the personally identifiable information (PII) and privacy of our students. (Note that the district email address is not considered PII.) Thus, for any resource that requires an ID or permissions to the users’ resources, prior to use of any cloud-based...
educational resource not already approved by the district, staff (or students via staff) must get approval from the Director of Technology. The Director will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

Cross-reference:
5300, Code of Conduct

The Superintendent, working in conjunction with the designated purchasing agent for the district, and the Director of Technology, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board’s approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

5695, Student Use of Personal Electronic Devices
Revised: May, 2016
Adopted: November 12, 2009 / October 17, 2016

Agreements
1. All users of the HPCSD network and equipment must comply at all times with the Hyde Park CSD Acceptable Use Policy #4526.
2. All users are accountable to all school, district, local, state, and federal laws.
3. All rules and guidelines are in effect before, during, and after school hours, for all HPCSD devices whether on or off the school campus.
4. All files stored on HPCSD equipment, network, or associated cloud storage are property of the district and may be subject to review and monitoring.
5. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
6. Students are expected to notify a staff member immediately if they come across information, images, or
messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

7. Students may only log in under their assigned usernames. Students may not share their passwords with other students.

8. Any failure to comply with the rules outlined in this document, or in district policy, may result in disciplinary action. HPCSD may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.

9. All users are expected to follow existing copyright laws and educational fair use policies.

**Unacceptable conduct includes, but is not limited to, the following:**

1. Gaining unauthorized access anywhere on the network
2. Revealing the home address or phone number of one’s self or another person
3. Invading the privacy of other individuals
4. Using another user’s account or password, or allowing another user to access your account or password
5. Coaching, helping, observing or joining any unauthorized activity on the network
6. Posting anonymous messages or unlawful information on the network
7. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
8. Falsifying permission, authorization or identification documents
9. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
10. Knowingly placing a computer virus on a computer or network
11. Attempting to access or accessing sites blocked by the District filtering system.
Absences/Attendance

1. The Hyde Park Central School District recognizes that a key component of academic success is consistent, full-day attendance. All students of compulsory education age who reside legally within the District must attend school. During the school day, students must be present in their scheduled classes or other programs that have been approved by the teacher of their scheduled class or building administrator for the entirety of the class. Missing the entire class is an absence. Arriving late is tardiness and departing before the end of the class is early departure. Parents have a responsibility to encourage their children to attend school and minimize the amount of class time their children miss. Parents are also responsible for notifying the school of the reason(s) for absences, tardiness or early departures that are within the control of the parent. This notification may be done via written note or email to attendance secretary in the Main Office. The district has the responsibility to maintain accurate attendance data and to notify parents when students miss instructional time.

2. Until you bring in a note and/or email explaining your absence, an unexcused absence will be noted in your attendance record.

3. If you are absent more than one day, your parent or guardian should contact the guidance department and request the homework missed.

4. To leave school during school hours, a note (excuse) from home signed by a parent or legal guardian must be brought to the attendance office for authorization when the student arrives at school. The request should state the specific reason and time for being excused. Before leaving the building, the student must sign out in the Main Office, and if he/she returns before the conclusion of school, the student must sign in at the time of arrival, and report to their next class.
5. Phone requests from parents and/or legal guardians to excuse a student from school will be accepted in an **emergency only**.

6. Examples of legal absence (excused):
   - Sickness
   - Sickness or death in family
   - Impassable roads or weather
   - Religious observance
   - Required to be in court
   - Quarantine
   - Approved college visits
   - Attendance at health clinics

7. Vacation is not an excused absence. Parent must notify the principal prior to planned vacations for students to be allowed to make up work. Midterms and final exams may not be made up if a student misses school due to a vacation.

8. For further information see Comprehensive Attendance Policy posted on district website BOE Section 5100.

9. If a student is absent from school the home will be notified through our E-School Messenger Automated Call System.

**After School Activities**

Students are only permitted to stay after school for a supervised activity, and must have a signature from the supervising teacher in their student handbook. Students are only permitted to be in the building if supervised by an approved adult. Students are not permitted to remain in the school unsupervised awaiting the beginning of an evening activity. Students must exit the building following the conclusion of activity. Late buses are available Tuesday, Wednesday and Thursday with a pass. Late bus passes are issued by the supervising teacher at the conclusion of the after school activity. Students not following through with these procedures will have after school privileges suspended.
Announcements
Daily announcements are read in the morning during homeroom. At this time important information related to the school day, your classes, sports and evening activities will be announced. Daily announcements are posted on the school website each day.

BOCES CTI – Dismissal Times
A.M. Morning: 8:10 a.m.
Afternoon: 11:40 a.m.

Bulletin Boards and Posters
There are bulletin boards available in various school hallways. Anyone wishing to use them should require and obtain permission from the Principal’s Office.

Bus Passes
If you plan on riding a different bus at the end of the day, you will need a note from your parent/guardian giving permission. This note must be handed in before 10:00 a.m. to the Main Lobby.

Cafeteria
Students are to eat in their grade designated cafeteria, which is Café 142 for Grades 9 & 10 and Café 139 for Grades 11 & 12, unless noted otherwise. Students are not permitted to take food out of the cafeteria for any reason unless they have the permission of a staff member. Students who do not have an assigned lunch should see their Assistant Principal for a “No lunch pass”. All students are expected to show proper courtesy and respect to each other and to the supervisors and cafeteria personnel at all times. Students at each table are responsible for the cleanliness of their table and the floor surrounding it. Disruptive or discourteous behavior will result in disciplinary action appropriate to the offense, which may include loss of cafeteria privilege, detention or suspension from school.
Club and Extra-Curricular Activities
Throughout the year, there are a variety of clubs and extra-curricular activities for students to take advantage of. A list of some of them is as follows:

1. Audio/Visual Club – produces FDR LIVE morning announcements and website
2. Cape Marathon Project
3. Class Activities (Homecoming preparation, fund raising, etc.)
4. Fall Drama – actors, stage/technical crew
5. First Ladies & All the Presidents Men – acapella singing groups
6. Gender Sexuality Alliance
7. Interact Club – community service, sponsored by Hyde Park Rotary
8. International Thespians Society
9. Jazz Ensemble
10. Lighting Crew
11. National Art Honor Society
12. National Honor Society
13. SADD – Students Against Destructive Decisions
14. Spring Musical-actors/singers/dancers, stage/technical crew, pit orchestra
15. Student Government Organization – Supports school activities, homecoming events, dances, awards & honor roll breakfast
16. Varsity Club
17. Yearbook

Code of Conduct
The official HPCSD Code of Conduct is printed in this handbook on Pages 28-124, and can also be found on the district website. Please review it carefully.

Controlled Substances
FDR is a Drug Free school zone. Drugs and drug paraphernalia is not permitted on, or near school property.

Prohibited conduct includes, but is not limited to:
1. Smoking a cigarette, electronic cigarette, vape, cigar, pipe or using chewing or smokeless tobacco.
2. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

3. Inappropriately using or sharing prescription and over-the-counter drugs.

See section on “Drug Free School Zone”

**Delayed Openings/School Closings**

On days school must be delayed or closed or released early due to inclement weather or other circumstances, announcements will be made over local radio stations and will be posted on the district’s web page and sent out via school messenger.

**Detention Procedures**

After school detention - Students who are assigned to after school detention are to report to the detention room by 2:15 p.m. While serving detention, students may do school work silently. Students are to remain there until they are dismissed at 3:15 p.m. Transportation will be made available to students who are assigned detention and need a ride home. Students who fail to show up to detention, or fail to arrive on time or who are dismissed from detention for misconduct will be subject to further discipline.

**Dress Code**

STUDENT DRESS CODE:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.
Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student’s dress, grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:

1) Be safe, appropriate and not disrupt or interfere with the educational process.
2) Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriffs and see-through garments are not appropriate.
   Please Note: shorts or skirts should be at least as long as the students’ arms extended at their sides to the end of their hand where the fingers meet the hand.
3) Ensure that underwear is completely covered with outer clothing.
4) Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5) Hats or other headgear are not to be worn in the building except for a medical or religious purpose.
6) Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7) Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering the offending item and, if necessary or practical, replacing it with an acceptable item. Any
student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

**Electronic Equipment & Non School Related Items**

Electronic equipment (such as cell phones, MP3 players, I-pods, etc.) is to be completely turned off and appropriately secured away in instructional areas unless deemed an appropriate support of the educational process by the supervising adult. Students must remember that the use of electronic devices comes with personal responsibility. Electronic devices should never be used to bully, intimidate, harass or record video/audio without permission of the individual being recorded. Students should be reminded that “Sexting”, and/or sending pornographic or explicit content can result in both school and/or legal consequences. Students who fail to follow the directions of supervising adults regarding electronic devices will be subject to disciplinary action, including but not limited to the following:

**First Offense:** Confiscation of the electronic device for the remainder of the school day. The student may pick up the device from the A.P. Office at the end of the day. Notice in the form of a referral will be sent home to the parent or guardian.

**Second Offense:** Confiscation of the electronic device and detention for insubordination. The device must be picked up from the A.P. Office by the parent or guardian. Notice in the form of a referral will be sent home to the parent or guardian.

**Third Offense:** Confiscation of the electronic device and a full day of In-School Suspension for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behavior.

**Fourth and Repeating Offenses:** Confiscation of the electronic device and out of school suspension for 1-3 days for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behaviors.
Students are responsible for the security of their own personal property. It is highly recommended that any personal items are safely locked in lockers at all times. The Hyde Park Central School District is not responsible for the theft, damage or recovery of a student's electronic device. If an item is stolen, contact the School Resource Officer to file a report.

**Eligibility Standards**

F.D. Roosevelt High School maintains eligibility standards for all student activities. Those affected by eligibility provisions will include all students for any and all activities: student government, clubs, service groups, prom, honor societies, athletics, musical activities, class officers and students with parking privileges. The purpose of these standards is to maintain levels of academic achievement, commensurate with ability and to integrate citizenship education and responsibilities with extracurricular activities. Students are obligated to complete eligibility forms on a regular basis and return them to their coach or advisor. Chronic absenteeism from school and lateness to school cannot be tolerated and will result in the student being placed on probation or made ineligible for participation.

A student who has displayed either academic deficiencies or behavioral problems, (I) will be deemed ineligible and may be placed on probation following parent contact by a building administrator. Failure to demonstrate improvement during the probationary period will result in the student being denied participation in the activity for the season (semester); or (II) may be ineligible for participation (“denied participation”) from any interscholastic activity or extracurricular activity (for example – sporting events, dances or proms). In making the foregoing determination, the decision shall be made by the building principal of the F.D. Roosevelt High School or by an administrator designated by the building principal to make such determination.

**Probationary:** Students who are failing one course on their report card may continue to participate/practice with
their organization. The student is required to complete a weekly eligibility Yellow Card as a check up.

**Restricted:** Students who are failing two courses on the progress report and/or report card may continue practicing with their organization; however these students are not allowed to compete/perform with the organization. In accordance with NY State policy, a student who is failing Physical Education is on a **restricted** status. A Restricted student will be required to complete a Weekly Eligibility Yellow Card; if teachers indicate he/she is passing all courses, or that student is putting forth considerable effort to improve his/her academic performance, the student will be able to fully participate for one week.

**Ineligible:** Students failing three or more courses will be removed from all rosters and organization lists. He/she may not attend any extra-curricular practices, contests, performances, meetings or events for the organization. Ineligible students are strongly encouraged to meet with their guidance counselor for academic counseling and complete the eligibility Yellow Card. The card serves only as a check of the student’s progress and does not entitle him/her to any temporary change in eligibility status. A change may only occur at the next five week report. A student’s parent/guardian may file an appeal on behalf of the child if they believe extenuating circumstances contributed to the failures.

**Yellow card process:** Students must have the yellow eligibility card signed by each of their teachers and handed into their advisor/coach/athletic office by the end of the day on Friday.

**Students First:** Academic improvement program for students involved with any club, activity, or athletic team that meets after school, who is failing one (1) or more subjects at a 5 week marking period regardless if it is a progress report or report card grade. Students failing one course will attend once a week and students who are failing two or more courses meet twice a week. Students
First operates from 2:15 p.m. – 3:15 p.m. in the Library on Tuesday, Wednesday and Thursday’s.

**Emergency Drill Procedures**

New York State law mandates that emergency drills be conducted at regular intervals in order to instruct students and staff in proper procedures. These drills are designated to reduce the chances of serious injury in the event of a real emergency. All students are expected to cooperate with staff members during a drill, proceed in a quiet and orderly manner and stay with their teacher. Distracting or disruptive behavior will be subject to either teacher or administrative action. Any person found guilty of making a false report or pulling a fire alarm is subject to arrest and school disciplinary procedures.

**Guidance Department**

Our Guidance Department is trained to acknowledge and address the developmental needs of adolescents in a proactive fashion by providing prevention and intervention activities, and to assist students and parents with appropriate resources and services. Our department includes school counselors who collaborate with teachers, administrators, school psychologists and social workers in addressing adolescents’ social development needs. The goal of counselors working with adolescents is to help them acquire the attitudes, knowledge and interpersonal skills needed to understand and respect themselves and others; make decisions, set goals and take necessary actions to achieve those goals for college & career readiness.
Health Office
Please review the following information in regard to the health office:

- NYS requires that all new students and 10th graders have a physical examination and current immunization record on file in the Health Office. You may choose to have your child examined by your private physician or by the school healthcare practitioner. All health forms are due to the Health Office by October 1st. Any student who has not returned their form will be scheduled for a physical by the school physician.

- **Immunizations** – The NYS Education Department School Health Services has new immunization requirements for students entering Grade 12. All students entering 12th Grade must have received the Meningococcal Vaccine BEFORE the first day of school in September of their Senior year. If the first dose of the vaccine was given before age 16, the student must have two (2) doses of the vaccine - with the second dose given AFTER their 16th birthday. When your child receives the vaccine(s), please submit a copy of his/her records to the Health Office, or have your child’s healthcare provider fax it to FDR at 845-229-2085.

- **Emergency Information Card** – Each student must have an emergency card on file which has been completed by a parent/guardian. If your child becomes ill or injured during school hours it is imperative that we be able to reach you by telephone. If any of your information changes during the school year, please notify the Health Office with the new information as soon as possible.

- If your child should become ill during the school day, he/she must report to the Health Office. Students should not call a parent from a cell phone and request to be picked up.

- Please notify the Health Office of any injury, contagious illness, or physical condition that your child may have so we may make appropriate arrangements if needed.
If your child needs to be excused from PE class, a Doctor's note is required. The note must state the reason and include the length of time that your child is to be excused. All notes must be given to the nurse at the beginning of the school day.

A doctor's note is required for any student who requires crutches or the use of a wheelchair during the school day. The note must include a PE excuse, the reason for the crutches and/or wheel chair and the length of time they are required.

An elevator is available for injured/disabled students. Keys to the elevator are available in the health office with a $5 dollar deposit which is refundable upon return of the key. No unauthorized student will be permitted to ride the elevator.

Working papers are available in the Health Office during the school year. Working papers are issued in the main office during the summer vacation. Proof of age, proof of a current physical examination within twelve months, a social security number and a signature of a parent/guardian are required for a student to receive working papers. An employer will require a social security card.

Sports Physicals – If a student wishes to participate in a sport, a Parent Permission Slip (PPS) must be signed and submitted for each sports season. Students must have a valid physical done within the past 12 months from the start of the sport by his/her private healthcare practitioner, or the school practitioner. During the school year students may request to schedule a physical at school once the completed PPS is turned in. Students who have not turned in the completed PPS by the posted deadline will not be able to participate in a sport that season.

Medications can only be administered at school by following the guidelines listed below. This includes all over-the-counter medications such as, antacids, pain relievers, etc. NYS Law strictly outlines the rules that schools must follow concerning medication administered
in schools. Nurses are required to follow these regulations:

1. The nurse should administer medication only as directed.
2. Instructions for administering medication must be in writing from the physician and include: name of the student, medical condition of the child, name of the medication, dosage and time, frequency, duration and a list of possible side effects. Forms are available in the Health Office and must be signed and dated by parent/guardian.
3. A letter must be brought to school by the parent/guardian requesting the administration of the medication by the school.
4. Medication must be brought to school by the parent/guardian in the original bottle in which it was dispensed by the pharmacist, and NOT to be sent to school with the child.
5. New prescriptions and physician’s orders are required at the beginning of each school year.
6. All unused medication must be picked up by the parent/guardian, or it will be properly discarded within seven days after it is no longer needed. In addition, all unused over the counter medication, such as, Tylenol, Motrin, etc., must be picked up by a parent/guardian by the end of the school year, otherwise it will be discarded.
7. The term “medication” is a broad one applying to prescription and non-prescription drugs and treatments.

**Honor Roll**

Students with an overall weighted average of 90% or better qualify for the honor roll. Incomplete and drop/fail grades automatically exclude students from the honor roll.
In School Suspension Procedures

1. Students assigned to In School Suspension are to report to the ISS room by 7:35 a.m. with all their school books and materials. Students in ISS will not be permitted to go to their lockers.

2. Students assigned to ISS are required to fill out classwork request forms upon arrival. In addition, an ISS log sheet is to be completed and handed in at the end of the day.

3. Students are to complete all assignments from their regular teachers as well as those assigned by the ISS staff. Failure to do so will earn the student a zero on any given assignment and may result in further disciplinary action.

4. Students who complete all their assignments may do other school related readings with the approval of the ISS staff.

5. Students in ISS are to remain in their assigned seats at all times; release to other locations/hall passes will be restricted.

6. Talking and/or communicating with other students is prohibited.

7. Students in ISS will eat lunch in the ISS room under the supervision of the ISS staff.

8. Students are required to hand their cell phones into the ISS Supervisor at the beginning of their assignment.

9. Students who fail to follow the above list of rules and/or the HPCSD code of conduct while assigned to ISS will be subject of Out of School Suspension.

Lateness to Class

Students who are late for class will be given one warning by their classroom teacher. Subsequent lates will result in lunch detention and/or after school detention. Further lateness will result in progressive disciplinary action.

Lateness to School

Students who arrive late to school are to report to the sign-in desk in the main lobby. Students will be given a special late pass to class. Parents must notify the school as to the
reason for the late to school via written note or email to the FDR Attendance Secretary located in the Main Office. Repeated unexcused lateness will result in disciplinary action.

**Library/Media Center**

The aim of the Library/Media Center is to support and enrich the curriculum to provide materials for information and recreation and enable students to become independent learners. A Certified School Media Specialist and staff are available to assist students using the Library. Library hours are 7:15 a.m. to 2:15 p.m. Monday and Friday and 7:15 a.m. to 3:15 p.m. Tuesday through Thursday. In addition to the regular school rules, the following also apply while using the Library:

1. Voices must be kept low
2. Classes have priority computer use
3. Books and media must be returned on time and in good condition. Lost and/or severely damaged materials must be replaced
4. Students who wish to come to the Library from Study Hall must go to Study Hall and sign out.
5. Students coming from lunch must get a pass before the late bell from the Library. Other passes are not acceptable
6. Students coming for afterschool must get a pass from the Library before 8th period. Other passes are not acceptable.

Violation of school or library rules will result in dismissal from the library for a length of time to be determined by the Media Specialist and/or an Administrator

**Lockers**

All students are issued a locker for individual use. Students should not share locker or combination with other students and report any problems to the Assistant Principal’s Office. Students are urged to bring a lock to PE Class to secure personal items in the PE Locker Rooms. Students are responsible for their own personal property.
FDR reserves the right to inspect lockers whenever necessary, balancing rights of privacy against general safety requirements.

**National Honor Society**

**Eligibility:**
Students are selected for membership in the National Honor Society based on excellence in Scholarship, Leadership, Character and Service.

To be eligible to become a candidate for membership, the following criteria apply:

- the candidate must be a member of the Sophomore or Junior class and:
- have been in attendance at F.D. Roosevelt High School for one semester prior to candidacy.
- have a cumulative scholastic average of at least 90.

As a candidate for the National Honor Society:

- document a minimum of thirty (30) hours of service within the twelve months prior to NHS Candidacy.
- Accept responsibility to submit all required paperwork (student form, reference forms, and current scholarship/character status form) by the established deadline to enable the Faculty Council’s functioning.

**“Off Limit” Areas**

**Parking Lot:** Students are not to be in any vehicle with the exception of entering or exiting school grounds unless granted permission by an administrator.

**Wooded Areas:** Students are not to be in or near the wooded areas on all school borders.

**Classroom/Gymnasium/Auditorium/Practice Rooms:**
Students are not allowed in classrooms/gymnasium/auditorium and/or practice rooms without adult supervision.

**Leaving:** Students should not leave school grounds without permission. Students with early dismissal permission must also sign out. ALL STUDENTS SIGN OUT IN THE MAIN OFFICE.
Passes
Your teacher will sign a pass if you need to leave the classroom during a class period – hallway passes are located in the back of this handbook. Students are expected to go directly to the location of the pass and retain a pass when returning back to their original location.

Promotion Requirements
In order to progress through Grades 9-12, a student shall fulfill the following minimum requirements:

A. Placement to Grade 10 – Satisfactory completion of 5 academic units.
B. Placement to Grade 11 – Satisfactory completion of 10 academic units.
C. Placement to Grade 12 – Satisfactory completion of 14 academic units.

Students seeking to participate in the Graduation ceremonies must have completed all requirements prior to graduation.

Senior Scholarship Information
Helpful Hints for Scholarship Procedures

- Transcripts – Unofficial transcripts can be released to students. However, official transcripts will be mailed directly to colleges/scholarship organizations upon request.
- Applications – It is recommended that you type all applications. Be sure that the applications are clean, neat and not wrinkled.
- Deadlines – Each scholarship has a return deadline to be in the Guidance Office. That date must be followed. Late applications will not be accepted. Please realize that often the organization has a different deadline printed on the application. You must adhere to the school’s deadline to allow processing and mailing time.
• College Majors – Students must be consistent about majors. You cannot change your major to meet each criteria of the scholarship. If undecided, indicate so.

Senior Privileges
Seniors are given an opportunity to gain privileges during their Senior year. Any academic or behavioral violations may result in losing one or more of the Senior Privileges. Seniors who meet academic and behavioral expectations are;

1. **Permitted to drive to school** - FDR has a limited amount of student parking. Seniors are given first priority with regard to having parking spaces. Any Senior who wishes to drive to school must report to the AP Office for a Parking Permit Application. Please see the section entitled “Student Driving” for more information.

2. **Late Arrival** - Seniors are permitted to create a schedule that may not contain a class during one or more morning periods. Students who have “Late Arrival” on their schedule must arrive to school prior to the first scheduled class. Upon arrival, the student(s) are expected to report to Cafeteria 139. For a student to have “Late Arrival” on their schedule must have a parking permit and a car or transportation to school every day.

3. **Early Dismissal** - Seniors are permitted to create a schedule that may not contain a class during one or more of the afternoon periods. Students who wish to have “Early Dismissal” on their schedule must have a parking permit and a car or transportation home every day. Once a student has completed their final scheduled class, they must leave the building and school grounds. “Early Dismissal” students are not permitted to remain in the building.
4. **Lunch Room Study Hall** - Any Senior who is passing all class will be permitted to sign out of Study Hall to report to Cafeteria 139. If a student is failing one or more classes, they will be expected to report to Study Hall to strengthen their academic performance.

**Sexual Harassment**

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. The Board recognizes that sexual harassment and sexual violence in school or at school-supervised activities, whether or not occurring on School District premises, is adverse to the health, safety and welfare of students. The Board therefore, prohibits any form of sexual harassment of students, whether by a member of the district staff, or by another student. Sexual Harassment refers to unwelcome and/or unwanted sexual activity that creates a hostile, intimidating or offensive academic environment, including unwelcome remarks, gestures, writings, pictures and posters of a sexually explicit nature. Sexual violence refers to unwelcome and/or unwanted sexual touching, fondling and/or sexual acts.

Any student who believes that he/she has been the subject of sexual harassment or sexual violence shall be encouraged to communicate such fact to one of the following individuals, either in writing or verbally:

1. The Building Principal
2. An Assistant Principal
3. A School Nurse
4. A School Counselor
5. The complaining student shall be assured that there will be no retaliation against him/her for making a complaint which he/she reasonably believes, constitutes sexual harassment or sexual violence.
Standardized Testing Dates

The PSAT & SAT tests are offered at FDR. For further information regarding dates and registration deadlines, check the Guidance website or www.collegeboard.com

Student Driving

Permission to park on school grounds is a privilege and not a right. As such, this permission may be withdrawn at any time for a violation of the student Code of Conduct and/or failure to meet the standards of the schools eligibility policy. Seniors and P.M. BOCES students will be permitted to park their vehicles on school property and are required to submit an application for permission. Once criteria is met, a sticker will be issued and affixed to the vehicle on driver’s side rear window. The following conditions apply to student parking and non-compliance may result in disciplinary action:

1. Student vehicles are parked at their own risk.
2. No student is to be in the parking lot for any reason other than to enter or leave school grounds by car. If it is absolutely necessary for students to visit a car, a pass MUST be obtained from the Assistant Principal’s Office.
3. Parking stickers are valid only on the vehicle for which they were obtained. Stickers are not transferable and may not be affixed to any other vehicle.
HPCSD BOE Policies: 0115, 0115-R and 5300 - 5300.75 – Code of Conduct

The Board of Education re-adopts the entire Code of Conduct annually.

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If viewing this document electronically, you can search for any of the above policies by using “Ctrl F” and typing in the policy number or information you are searching for (i.e. 5300.70).
HPCSD BOE Policy: 0115 Student Harassment and Bullying Prevention and Intervention

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors disrupt the operation of the schools and interfere with the mission of the district to educate its students. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events.

Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

Definitions

Bullying

Bullying, under the amended Dignity for All Students Act, has the same meaning as harassment (see below), is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term “harassment”) to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The
accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

**Cyberbullying**

Cyberbullying is defined as harassment (see below) through any form of electronic communication.

**Discrimination**

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the Definitions section, under Harassment, below).

**Hazing**

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

**Harassment**

Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) or conduct, verbal threats, intimidation or
abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).

For the purpose of this definition of the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

If the harassment is of a sexual nature, policy/regulation 0110/0110-R provides additional information and clarification of the district’s responsibilities in this area.

In some instances, bullying or harassment may constitute a violation of an individual’s civil rights. The district is mindful of its responsibilities under the law and in accordance with district policy regarding civil rights protections.
Prevention

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another by integrating the bullying prevention program into classroom instruction. Staff members and students will be sensitized, through district-wide professional development and instruction, to the warning signs of bullying, as well as to their responsibility to become actively involved in the prevention of bullying before overt acts occur.

Curricular material that raises awareness and sensitivity to discrimination or harassment and civility in the relationships of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, sexes or gender expression or identities will be included in the instructional program K-12.

In order to implement this program the Board will designate at its annual organizational meeting a building level Dignity Act Coordinator (DAC). The role of the DAC is to coordinate and enforce this policy.

Intervention

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building.

Successful intervention may involve remediation. Remedial responses to bullying and harassment include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target. Remediation may be targeted to the individual(s) involved in the bullying behavior or environmental
approaches which are targeted to the school or district as a whole.

In addition, intervention will focus upon the safety of the target. Staff is expected, when aware of bullying, to either refer the student to designated resources for assistance, or to intervene in accordance with this policy and regulation.

**Provisions for students who do not feel safe at school**

The Board acknowledges that, notwithstanding actions taken by district staff, intervention may require a specific coordinated approach if the child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should determine if accommodations are needed in order to help ensure the safety of the student and bring this to the attention of the building principal. The building principal, other appropriate staff, the student and the student's parent will work together to define and implement any needed accommodations.

The district recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually. The student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

**Training**

The Board recognizes that in order to implement an effective bullying prevention and intervention program, professional development is needed. The Superintendent, the DAC and the District Professional Development Team
will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including but not limited to bus drivers, cafeteria and hall monitors and all staff who have contact with students. The DAC will be trained in accordance with state requirements and will continue their professional development so as to successfully support this policy and program.

**Reporting and Investigation**

Although it can be difficult to step forward, the district can’t effectively address bullying if incidents are not reported. Students who have been bullied, parents whose children have been bullied or other students or staff who observe bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy and the district’s Code of Conduct. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with their supervisor. Incidents will be included in the Violent and Disruptive Incident Reporting (VADIR) system when applicable.

There shall be a duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying that they observe to their building principal or other administrator who supervises their employment. In addition, there shall be a further duty for all school personnel to report any incidents of student-to-student and staff-to-student bullying of which they are made aware by students to their building principals or other administrator who supervises their employment. Supervisors will refer the information to appropriate district staff for investigation as designated in regulation. A district employee may be deemed to have permitted unlawful discrimination or
harassment if he/she fails to report an observed incident, whether or not the target complains.

The results of the investigation shall be reported back to both the target and the accused in accordance with the accompanying regulation. If either of the parties disagrees with the results of the investigation, they can appeal the findings in accordance with the regulations that accompany this policy.

**Disciplinary Consequences/Remediation**

While the focus of this policy is on prevention, bullying acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the district’s Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors, and must be consistent with the district’s Code of Conduct.

**Non-Retaliation**

All complainants and those who participate in the investigation of a complaint in conformity with state law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.
Dissemination, Monitoring, Review, and Reporting

This policy, or a plain language summary, shall be published in student registration materials, student, parent and employee handbooks, and posted on the district’s website. The district will ensure that the process of reporting bullying is clearly explained.

Each year, as part of the annual review of the Code of Conduct, this policy will be reviewed to assess its effectiveness and compliance with state and federal law. If changes are needed, revisions will be recommended to the Board for its consideration.

The district will ensure that reporting of information to the public will be in a manner that complies with student privacy rights under the Family Educational Rights and Privacy Act (FERPA).

Cross-ref:

0100, Equal Opportunity and Nondiscrimination
0110, Sexual Harassment
4321, Programs for Students with Disabilities
5300, Code of Conduct
5710. Violent and Disruptive Incident Reporting
9700, Staff Development

Ref:

Dignity for All Students Act, Education Law, §10 – 18
Americans with Disabilities Act, 42 U.S.C. §12101 et seq
Individuals with Disabilities Education Law, 20 U.S.C §§1400 et seq.
Executive Law §290 et seq. (New York State Human Rights Law)
Education Law §§313(3), 3201, 3201-a
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
HARASSMENT AND/OR BULLYING COMPLAINT FORM

The purpose of this form is to inform the district of an incident or series of incidents of bullying and/or harassment so we can investigate and take appropriate steps. **If you feel unsafe, or if your child feels that way, fill out this form, but we urge you to speak directly with the building principal as soon as possible so we can address your concerns.**

Student Name:__________________________________________
Location:________________________________________________

Describe the incident(s). Please include when and where it happened.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List the name(s) of the individual(s) accused of bullying and/or harassment.

________________________________________________________________________

Were there any witnesses? ___Yes ____No  If yes, please list the names of the individual(s).
I certify that all statements on this form are accurate and true to the best of my knowledge.

________________________________________
Signature

________________________________________
Date

Please attach any supporting documentation (i.e., copies of emails, notes, photos, etc.).

Return this form to: (insert applicable name and address of school staff)

Note on confidentiality:
In order to investigate the complaint, the district will disclose the content of the complaint only to those persons who have a need to know.
This form will not be shown to the accused student(s)/staff.
HPCSD BOE Policy: 0115-R Student Harassment and Bullying Prevention and Intervention Regulation

The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subjected to disciplinary consequences.

Definitions

**Discrimination**
Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as listed under Harassment as defined below).

**Harassment & Bullying**
Harassment and bullying has been defined in various ways in federal and state law (including the penal law) and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent behaviors from escalating to violations of law and, instead, to promote a positive school environment and limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment and bullying as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially
interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably created a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing or bullying behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or gender (including gender identity and expression).

Gender identity is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth. Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms. For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Hazing
Hazing is an induction, initiation or membership process involving harassment or bullying which produces public humiliation, physical or emotional discomfort, bodily injury
or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Prevention
Prevention is the cornerstone of the district’s effort to address bullying and harassment. The components of such an effort involve the following:

Following the principles and practices of “Educating the Whole Child, Engaging the Whole School: Guidelines and Resources for Social and Emotional Development and Learning (SEDL) in New York State – Adopted by the Board of Regents July 18, 2011.”

District curriculum will emphasize developing empathy, tolerance and respect for others. Learning about and identifying the early warning signs and precursor behaviors that may lead to harassment or bullying. Gathering information about bullying at school directly from students (through surveys and other mechanisms); analyzing and using the data gathered to assist in decision-making about programming and resource allocation. Establishing clear school wide and classroom rules about harassment or bullying consistent with the district’s code of conduct. Training adults in the school community to respond sensitively and consistently to harassment or bullying. Raising awareness among adults, through training, of the school experiences of marginalized student populations (as enumerated in the Definitions section above), social stigma in the school environment, gender norms in the school environment, and strategies for disrupting bullying, intimidation, harassment or other forms of violence. Providing adequate supervision, particularly in less structured areas such as in the hallways, cafeteria, school bus and playground. Raising parental awareness and involvement in the prevention program and in addressing problems. Using educational opportunities or curriculum, including, if applicable, the Individual Educational Program
(IEP), to address the underlying causes and impact of bullying.

Role of the Dignity Act Coordinator (DAC)

The Board of Education will annually designate a staff member, who has been thoroughly trained in human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), and sex, as the Dignity Act Coordinator (DAC), accountable for implementation of this policy. The DAC will be responsible for coordinating and enforcing this policy and regulation in each school building, including but not limited to coordination of:

- the work of the building-level committees;
- professional development for staff members;
- the complaint process,
- and management of the Dignity Act’s civility curriculum components.

Reporting and Investigation

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets and persons with knowledge of harassment or bullying report such behavior immediately to the Dignity Act Coordinator as soon as possible after the incident so that it may be effectively investigated and resolved.

The district will promptly and equitably investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

In order to assist investigators, individuals should document the harassment or bullying as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name
of perpetrator(s); witnesses to the incident(s); and the
target's response to the incident.

If, after appropriate investigation, the district finds that a
student, an employee or a third party has violated this
policy, prompt corrective and possibly disciplinary action
will be taken in accordance with the code of conduct,
applicable collective bargaining agreement, district policy
and state law. If the reported behavior constitutes a civil
rights violation, the complaint procedure associated with
that policy will be followed, as applicable. If either of the
parties disagrees with the findings of the initial
investigation, an appeal may be made to the
Superintendent or their designee in accordance with the
process described below.

Confidentiality
It is district policy to respect the privacy of all parties and
witnesses to harassment or bullying. To the extent
possible, the district will not release the details of a
complaint or the identity of the complainant or the
individual(s) against whom the complaint is filed to any
third parties who do not need to know such information.
However, because an individual's desire for confidentiality
must be balanced with the district's legal obligation to
provide due process to the accused, to conduct a prompt
and thorough investigation, and/or to take necessary
action to resolve the complaint, the district retains the right
to disclose the identity of parties and witnesses to
complaints in appropriate circumstances to individuals with
a need to know. The staff member responsible for
investigating complaints will discuss confidentiality
standards and concerns with all complainants.

If a complainant requests that his/her name not be
revealed to the individual(s) against whom a complaint is
filed, the staff member responsible for conducting the
investigation shall inform the complainant that:
1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment or bullying and preventing the harassment or bullying of other students.

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure
Whenever a complaint of harassment or bullying is received whether verbal or written, it will be subject to a preliminary review and investigation. Except in the case of severe or criminal conduct, the principal, the principal's designee or the Dignity Act Coordinator shall make all reasonable efforts to resolve complaints informally at the school level. The goal of informal procedures is to end the harassment or bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint.

As soon as possible following receipt of a complaint, the Dignity Act Coordinator should begin an investigation of the complaint by:

- Reviewing any written documentation provided by the target(s).
- Conducting separate interviews of the target(s), alleged perpetrator(s), and witnesses, if any, and documenting the conversations.
• Providing the alleged perpetrator(s) a chance to respond and notify him/her that if objectionable behavior has occurred, it must cease immediately. The individual will be made aware of remediation opportunities as well as potential disciplinary consequences.
• Determining whether the complainant needs any accommodations to ensure his/her safety, and following up periodically until the complaint has been resolved.
• Accommodations shall be made at the discretion of the building principal or Dignity Act Coordinator.

The district recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

Parents of student targets and accused students should be notified within one school day of allegations that are serious or involve repeated conduct. Where appropriate, informal methods may be used to resolve the complaint, including but not limited to:

a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
b. suggesting counseling, skill building activities and/or sensitivity training;
c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
d. requesting a letter of apology to the target;
e. writing letters of caution or reprimand; and/or
f. separating the parties.

Appropriate disciplinary action shall be recommended and imposed in accordance with district policy, the applicable collective bargaining agreement or state law. School districts should make every effort to attempt to first resolve the misconduct through non-punitive measures.

The investigator shall report back to both the target and the accused, notifying them in writing, and also in person, as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. The actions taken will be in conformance with the Remediation/Discipline/Penalties section of this regulation. The target shall report immediately if the objectionable behavior occurs again or if the alleged perpetrator retaliates against him/her.

If a complaint contains evidence or allegations of serious or extreme harassment or bullying, or a civil rights violation, the complaint shall be referred promptly to the Superintendent. The complainant will also be advised of other avenues to pursue their complaint, including contact information for state and federal authorities. In addition, where the Dignity Act Coordinator has a reasonable suspicion that the alleged harassment or bullying incident involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact the school attorney, appropriate child protection and, if appropriate, law enforcement authorities.

Any party who is not satisfied with the outcome of the initial investigation may request a district-level investigation by submitting a written complaint to the Superintendent or their designee within 30 school days.

B. District-level Procedure
The Superintendent or his/her designee shall promptly investigate and equitably resolve all harassment or bullying complaints that are referred to him/her, as well as those appealed to the Superintendent following an initial investigation. In the event the complaint involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to an appropriate independent individual for investigation.

The district level investigation should begin as soon as possible following receipt of the complaint by the Superintendent or their designee or Board President. In conducting the formal district level investigation, the district will endeavor to use individuals who have received formal training regarding such investigations or that have previous experience investigating such complaints.

If a district level investigation results in a determination that harassment or bullying did occur, prompt corrective action will be taken to end the misbehavior in accordance with the Remediation/Discipline/Penalties section of this regulation.

No later than 30 school days following receipt of the complaint, the Superintendent or their designee (or in cases involving the Superintendent, the Board-appointed investigator) will notify the target and alleged perpetrator, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or their designee or Board-appointed investigator will provide all parties with a written status report within 30 school days following receipt of the complaint. Any party who is not satisfied with the outcome of the district-level investigation may appeal to the Board of Education by submitting a written request to the Board President within 30 school days.

C. Board-level Procedure

When a request for review by the Board has been made, the Superintendent or Designee shall submit all written
statements and findings concerning the case to the President of the Board. The Board shall review all written statements and findings concerning the case. Such review will take place within 30 school days of the receipt of the request of the complainant. The Board shall promptly render a decision in writing after its review is concluded.

The district shall retain documentation associated with complaints and investigations in accordance with Schedule ED-1.

Retaliation Prohibited

Any act of retaliation against any person who opposes harassment or bullying behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a harassment or bullying complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action up to and including suspension or termination.

Remediation/Discipline/Penalties

Any individual who violates this policy by engaging in harassment or bullying will be subject to appropriate action, which may include disciplinary action. Remedial responses to harassment or bullying include measures designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

Restitution and restoration; Peer support group; Corrective instruction or other relevant learning or service experience;
Changes in class schedule Supportive intervention; Behavioral assessment or evaluation; Behavioral management plan, with benchmarks that are closely monitored; Student counseling; Parent conferences; or Student treatment or therapy.

Environmental remediation may include, but is not limited to:

- School and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- Modification of schedules;
- Adjustment in hallway traffic and other student routes of travel; Targeted use of monitors;
- Parent education seminars/workshops;
- Peer support groups.

Disciplinary measures available to school authorities include, but are not limited to the following:

- Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the Code of Conduct and applicable law.
- Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.
- Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.
- Vendors: Penalties may range from a warning up to and including loss of district business.
- Other individuals: Penalties may range from a warning up to and including denial of future access to school property.
**Policy Dissemination**

All students and employees shall be informed of this policy in secondary school handbooks, in hard copy at the elementary school level, and via the district website. All employees shall receive information about this policy and regulation at least once a year. A hard copy of this policy shall be available upon request at each school building and the district office.

Principals in each school shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures for filing a complaint and information about the impact of bullying on the target and bystanders.

**Training**

Training needs in support of this harassment or bullying prevention and intervention program will be reflected in the district’s annual professional development plan, new teacher orientation, in curriculum and will be considered in the budget process. The Dignity Act Coordinator, administrative employees and other staff, such as counselors or social workers who have specific responsibilities for investigating and/or resolving complaints of harassment or bullying, shall receive yearly training to support implementation of this policy, regulation and on related legal developments.

**HPCSD BOE Policy 5300: Code of Conduct**

The Board of Education shall ensure that its adopted Code of Conduct is in compliance with all legal requirements including, but not limited to, the requirements of subdivision (1) of section 100.2 of the Regulations of the Commissioner of Education.

**HPCSD BOE Policy: 5300.05 Introduction**
The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

**HPCSD BOE Policy 5300.10: Code of Conduct Definitions**

For purposes of this code, the following definitions apply:

"Disruptive student" means 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.
“Gender” means actual or perceived sex and shall include a person’s gender identity or expression.

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means 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 Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality.

“Controlled substance” means a drug or other substance abuse identified under schedule I, II, III, IV, or V in Section 202 (c) of the Controlled Substances Act (21 USC § 812(c)).

“Illegal drug” means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act (21 USC § 812(c)).
Substances Act or under any other provision of federal law.

“Serious bodily injury” means bodily injury which involves a substantial risk of death, extreme physical pain, protracted obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

“Weapon” means the same as the term “dangerous weapon” under 18 USC §930(g)(2) which includes 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. “Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, 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.

Although not identified under the definition of weapons, the use or possession of any razor blades, box cutters, knives of any size, or any other instrument with any kind of blade is also prohibited, unless permission is specifically given by an administrator. Possession of any of these items is subject to discipline.
"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. 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.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. 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.
7. Knowingly and intentionally damages or destroys school district property.

HPCSD BOE Policy: 5300.15 Student Rights and Responsibilities

A. Student Rights

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

1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a
disciplinary penalty in connection with the imposition of the penalty.

3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property

2. Be familiar with and abide by district policies, rules and regulations dealing with student conduct

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn

4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner

6. Work to develop mechanisms to manage their anger

7. Ask questions when they do not understand

8. Seek help in solving problems

9. Dress appropriately for school and school functions

10. Accept responsibility for their actions
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship

**HPCSD BOE Policy: 5300.20 Essential Partners**

**A. Parents**

All parents are expected to:

Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the district to optimize their child’s educational opportunities

1. Send their children to school ready to participate and learn

2. Ensure their children attend school regularly and on time

3. Ensure absences are excused

4. Ensure their children are dressed and groomed in a manner consistent with the student dress code

5. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment

6. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment

7. Convey to their children a supportive attitude toward education and the district
8. Build positive, constructive relationships with teachers, other parents and their children's friends

9. Help their children deal effectively with peer pressure

10. Inform school officials of changes in the home situation that may affect student conduct or performance

11. Provide a place for study and ensure homework assignments are completed

B. Teachers

All district teachers are expected to:

1. Maintain 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 or sex, which will strengthen students' self-concept and promote confidence to learn

2. Be prepared to teach

3. Demonstrate interest in teaching and concern for student achievement

4. Know school policies and rules, and enforce them in a fair and consistent manner

5. Maintain confidentiality in conformity with federal and state law

6. Communicate to students and parents:
   a. Course objectives and requirements
   b. Marking/grading procedures
c. Assignment deadlines
d. Expectations for students
e. Classroom discipline plan

7. Communicate regularly with students, parents and other teachers concerning growth and achievement

8. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law

9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function

10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting

C. Guidance Counselors

1. Maintain 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 or sex

2. Assist students in coping with peer pressure and emerging personal, social and emotional problems

3. Initiate teacher/ student/ counselor conferences and parent/ teacher/ student/ counselor conferences, as necessary, as a way to resolve problems

4. Regularly review with students their educational progress and career plans
5. Maintain confidentiality in accordance with federal and state law

6. Provide information to assist students with career planning

7. Encourage students to benefit from the curriculum and extracurricular programs

8. Make known to students and families the resources in the community that are available to meet their needs

9. Participate in school-wide efforts to provide adequate supervision in all school spaces

10. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function

11. Address personal biases that may prevent equal treatment of all students

D. Other School Personnel

1. Maintain 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 or sex

2. Maintain confidentiality in accordance with federal and state law

3. Be familiar with the code of conduct

4. Help children understand the district’s expectations for maintaining a safe, orderly environment
5. Participate in school-wide efforts to provide adequate supervision in all school spaces

6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function

7. Address personal biases that may prevent equal treatment of all students

E. Principals/Administrators

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex

2. Ensure that students and staff have the opportunity to communicate regularly with the principal/administrators and have access to the principal/administrators for redress of grievances

3. Maintain confidentiality in accordance with federal and state law

4. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum

5. Support the development of and student participation in appropriate extracurricular activities

6. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies
7. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly

8. Participate in school-wide efforts to provide adequate supervision in all school spaces

9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function

10. Address personal biases that may prevent equal treatment of all students and staff

F. The Dignity Act Coordinator(s)

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex

2. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources

3. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee

4. Be responsible for monitoring and reporting on the effectiveness of the district’s bullying prevention policy
5. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function

6. Address personal biases that may prevent equal treatment of all students and staff

G. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex

2. Inform the Board about educational trends relating to student discipline

3. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management

4. Maintain confidentiality in accordance with federal and state law

5. Work to create instructional programs that minimize incidence of misconduct and are sensitive to student and teacher needs

6. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly

7. Participate in school-wide efforts to provide adequate supervision in all school spaces

8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or
any person who is lawfully on school property or at a school function

9. Address personal biases that may prevent equal treatment of all students and staff

H. Board of Education

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex

2. Maintain confidentiality in accordance with federal and state law

3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct

4. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions

5. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation

6. Lead by example by conducting Board meetings in a professional, respectful, courteous manner

7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or
any person who is lawfully on school property or at a school function

8. Address personal biases that may prevent equal treatment of all students and staff

HPCSD BOE Policy: 5300.25 Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student’s dress, grooming and appearance, including hair style/color, jewelry, makeup and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process

2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriffs and see-through garments are not appropriate

3. Ensure that underwear is completely covered with outer clothing

4. Include footwear at all times. Footwear that is a safety hazard will not be allowed

5. Not include the wearing of hats or other headgear in the classroom except for a medical or religious purpose
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability

7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refused to do so shall be subject to discipline, up to and including in-school-suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

HPCSD BOE Policy: 5300.30 Prohibited Student Conduct

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact
with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways
2. Making unreasonable noise
3. Using language or gestures that are profane, lewd, vulgar or abusive
4. Obstructing vehicular or pedestrian traffic
5. Engaging in any willful act which disrupts the normal operation of the school community
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing
inappropriate websites; or any other violation of the district’s acceptable use policy

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect
2. Lateness for missing or leaving school without permission
3. Skipping detention

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students
2. Inappropriate public sexual contact
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, i-pods, digital cameras, in a manner that is in violation of district policy

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching)
upon a teacher, administrator or other school employee or attempting to do so

2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so

3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function

4. Displaying what appears to be a weapon

5. Threatening to use any weapon

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson

7. Intentionally damaging or destroying school district property

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury

2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.

5. Harassment (or bullying), which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment (or bullying) is also the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)

6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. Hazing, which includes an induction, initiation or membership process involving harassment. (See policy 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition)

8. Selling, using, distributing or possessing obscene material

9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe, electronic cigarette or using chewing or smokeless tobacco

11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs". Which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.

12. Inappropriately using or sharing prescription and over-the-counter drugs.

13. Gambling

14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. 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.
behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:

1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text). (For a complete definition of harassment, bullying and cyberbullying, refer to policy 0115, Student Harassment and Bullying Prevention and Intervention)
2. Threatening or harassing students or school personnel over the phone or other electronic medium
HPCSD BOE Policy:  5300.35 Reporting Violations

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

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary action and/or notification of a Superintendent's Hearing in accordance with § 3214 of the Education Law. The building principal of his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and
explain the conduct that violated the code of conduct and constituted a crime.

HPCSD BOE Policy: 5300.40 Disciplinary Penalties, Procedures & Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

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

1. The student’s age
2. The nature of the offense and the circumstances which led to the offense
3. The student’s prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred
to the Committee on Special Education and discipline, if warranted, shall be administered consistent with disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties

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

1. Oral warning – any member of the district staff

2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent

3. Written notification to parent – bus driver, hall and lunch monitors, coaches guidance counselors, teachers, Principals, other administrators

4. Detention – teachers, principal, superintendent

5. Suspension from transportation – Principal, Superintendent, and may include the Director of Transportation.

6. Suspension from athletic participation – coaches, Director of Physical Education, Health and Athletics, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent

8. Suspension of other privileges – Principal, Superintendent

9. In-school suspension – Principal, Superintendent

10. Removal from classroom by teacher – teachers, Principal

11. Short-term (five days or less) suspension from school – Principal, Superintendent

12. Long-term (more than five days) suspension from school – Superintendent

13. Permanent suspension – Superintendent of Schools, Board of Education

B. Procedures

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

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. The additional rights are explained below.
1. **Detention:**

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student’s parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

2. **Suspension from transportation:**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely. If the suspension from transportation amounts to a suspension from instruction, then the student has certain rights. If the suspension is for up to five (5) days, the student may be provided a reasonable opportunity for an informal conference with the Principal or his/her designee. If the suspension is proposed for a period in excess of five days, then the student is entitled to a full hearing pursuant to Education Law §3214.

3. **Suspension from athletic participation, extracurricular activities and other privileges:**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to
Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. **In-school Suspension:**

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in “in-school suspension.”

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. **Teacher Removal of Disruptive Students:**

A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can influence student behavior by developing a respectful rapport with students, planning meaningful lessons, and using effective instructional techniques. A student, who fails to respond to teacher direction, may respond to occasional use of one of the following methods:

- Short-term “time out”
- Standing in the hallway for 5-10 minutes
• Contacting student’s parents
• Detention

In other, more serious situations, a teacher may need to send a disruptive student to the office for counseling or a meeting with an administrator. A teacher may request a meeting with counselors, other teachers, the disruptive student’s parents and, if needed, an administrator. If a student’s behavior reaches a level of disruption considered to be unmanageable, the teacher is to follow established school procedures with the Principal or Assistant Principal that may involve behavioral assessments, interventions and/or disciplinary consequences.

6. Suspension from school:

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.
The Superintendent or Principal, upon receiving a recommendation or referral for suspension, or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short term (5 days or less) suspension from school:

When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student verbally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension, at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used.
by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an information conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within seven business days of the date of the decision. On suspensions of five (5) days or less, there will be no further internal appeal beyond the level of the Superintendent of Schools. Final decisions of the Superintendent of Schools may be appealed to the Commissioner of Education within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school:

When the Superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to
question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board of Education that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 30 calendar days of the date of the Superintendent's decision unless the parents can show that extraordinary circumstances exist. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner of Education within 30 days of the decision.

c. **Permanent suspension:**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening
danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d. Procedure After Suspension:

The Board may condition a student’s early return from a suspension on the student’s voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

C. Minimum Periods of Suspension

1. Students who bring or possess a weapon on school property

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year.

Before being suspended the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- The student’s age
- The student’s grade in school
- The student’s prior disciplinary record
The superintendent’s belief that other forms of discipline may be more effective

Input from parents, teachers and/or others

Other extenuating circumstances

A student with a disability may be suspended only in accordance with the requirements of state and federal law

9. **Students who commit violent acts other than bringing or possessing a weapon on school property:**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student’s parents will be given the same notice and opportunity for an informal conference given to all students subject to a short term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student’s parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

10. **Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher’s authority over the classroom:**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the
educational process or substantially interferes with
the teacher's authority over the classroom, will be
suspended from school for at least five days. For
purposes of this code of conduct, “Repeatedly is
substantially disruptive: means engaging in conduct
that results in the student being removed from the
classroom by teacher(s) pursuant to Education Law
§3214(3-a) and this code on four or more
occasions during a semester, or three or more
occasions during a trimester. If the proposed
penalty is the minimum five-day suspension, the
student and the student's parent will be given the
same notice and opportunity for an informal
conference given to all students subject to a short-
term suspension. If the proposed penalty exceeds
the minimum five-day suspension, the student and
the student's parent will be given the same notice
and opportunity for a hearing given to all students
subject to a long-term suspension. The
superintendent has the authority to modify the
minimum five-day suspension on a case-by-case
basis. In deciding whether to modify the penalty,
the superintendent may consider the same factors
considered in modifying a one-year suspension for
possessing a weapon.

D. Referrals

1. Counseling: The Guidance Office shall handle
all referrals of students to counseling.

2. PINS Petitions: The district may file a PINS
(Person in Need of Supervision) petition in
Family Court on any student under the age of
18 who demonstrates that he or she requires
supervision and treatment by:

   a. Being habitually truant and not attending
      school as required by part one of Article 65
      of the Education Law
b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school

c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition

3. Juvenile Delinquents and Juvenile Offenders:

The superintendent is required to refer the following students to the county Attorney for a juvenile delinquency proceeding before the Family court:

a. Any student under the age of 16 who is found to have brought a weapon to school, or

b. Any student 14 or 15 years old who qualifies for Juvenile offender status under the Criminal Procedure Law §1.20(42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

SEE ALSO: 5300.40E – Consent to Discipline Form (Exhibit)
HPCSD BOE Policy: 5300.40E – Consent to Discipline (Exhibit)

CONSENT TO DISCIPLINE

The Student and Parent or Guardian do hereby voluntarily consent to the following discipline …

Commencing on … (DATE)

And ending on … (DATE)

By signing this consent form, both the Student and Parent or Guardian agree that they have done so voluntarily, and that they have received a complete copy of the Code of Conduct; that they have had sufficient opportunity to read the Rules and Procedures; and knowingly waive all formal hearing rights; and that the manner of discipline agreed to is appropriate.

By signing this consent form, the Parent or Guardian acknowledges that they have the right to proceed with the formal hearing at which the following procedures will take place, and the following rights are available to the parent:

If the District seeks a suspension for a period in excess of five (5A) school days, then the Student and the person in parental relation shall have the opportunity for a fair hearing, upon reasonable notice, at which they shall have the right of representation by counsel (or by an advocate) with the right to question witnesses against such student, and to present witnesses and other evidence in his/her behalf. The Superintendent shall personally hear and determine this proceeding, or may, in his or her discretion, designate a hearing officer to conduct the hearing.
The hearing officer shall be authorized to administer oaths and to issue subpoenas in connection with the proceeding before him/her. A record of the proceedings shall be maintained, but no stenographic transcript shall be required, and a tape recording shall be deemed as satisfactory record. The hearing officer shall make findings of fact, and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof. An appeal will lie from the decision of the Superintendent to the Board of Education who shall make its decision solely upon the record before it. The Board may adopt, in whole or in part, the decision of the Superintendent of Schools.

Where a student has been suspended and the student is of compulsory attendance age, immediate steps shall be taken for his/her attendance upon instruction elsewhere.

Parent/Guardian’s Signature
Date
HPCSD BOE Policy: 5300.45 Alternative Instructions

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

HPCSD BOE Policy 5300.50: Code of Conduct - Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the district's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York’s Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the district follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under law and regulations.
Definitions

For purposes of this portion of the code of conduct, and consistent with applicable law and regulations, the following definitions will apply:

1. Behavioral intervention plan (BIP) means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.

2. Disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
   a. For more than 10 consecutive school days; or
   b. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year, because the student’s behavior is substantially similar to the student’s behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another.

3. Interim alternative education setting (IAES) means a temporary educational placement, other than the student’s current placement at the time the behavior precipitating the IAES
placement occurred. An IAES must allow a student to continue to receive educational services that enable him or her to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized educational program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

4. Manifestation review means a review of the relationship between the student's disability and the behavior subject to disciplinary action required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.

5. Manifestation team means a district representative knowledgeable about the student and relevant members of the committee on special education as determined by the parent and the district.

6. Removal means a removal of a student with a disability for disciplinary reasons from his or her current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.

7. School day means any day, including a partial day, that students are in attendance at school for instructional purposes.

8. Student presumed to have a disability for discipline purposes means a student who, under the conditions set forth later in this policy, the district is deemed to have had knowledge was a student with a disability before the
behavior that precipitated the disciplinary action.

9. Suspension means a suspension pursuant to §3214 of New York’s Education Law.

Authority of School Personnel to Suspend or Remove Students with Disabilities

The Board, District Superintendent, Superintendent of Schools or a Principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student’s behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten consecutive school days if the manifestation team determines that the student’s behavior was not a manifestation of the student’s disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a non-disabled student.
Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the committee on special education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, or

2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the district's jurisdiction, or

3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the district's jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student's behavior is a manifestation of the student's disability. However, the committee on special education will determine the IAES.

**Procedures for the Suspension or Removal of Students with Disabilities by School Personnel**

1. In cases involving the suspension or removal of a student with a disability for a period of five consecutive school days or less, the student's parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal conference in accordance with the same procedures that apply to such short term suspensions of non-disabled students.
2. The suspension of students with disabilities for a period in excess of five school days will be subject to the same due process procedures applicable to non-disabled students. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student’s behavior was a manifestation of his or her disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student’s disability, the student may be disciplined in the same manner as a non-disabled student, except that he or she will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student’s disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

**Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities**

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the Definitions section of this policy, unless:

1. The manifestation team determines that the student’s behavior was not a manifestation of the student’s disability, or

2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.
School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the district’s code of conduct.

In addition, school personnel may not suspend or remove a student with a disability in excess of the amount of time that a non-disabled student would be suspended for the same behavior.

**Parental Notification of a Disciplinary Change of Placement**

The district will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student code of conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

**Authority of an Impartial Hearing Officer to Remove a Student with a Disability**

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to 45 school days at a time if he or she determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. The authority applies whether or not the student’s behavior is a manifestation of the student’s disability.

**Manifestation Review**

A review of the relationship between a student’s disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student’s disability will be made by the manifestation team immediately, if possible, but in no case later than 10 school days after a decision is made by:
1. The Superintendent to change the placement of a student to an IAES.

2. An impartial hearing officer to place a student in an IAES; or

3. The Board, the Superintendent, or Principal to impose a suspension that constitutes a disciplinary change in placement. The manifestation team must determine that the student’s conduct was a manifestation of the student’s disability if it concludes that the conduct in question was either:

   a. Caused by or had a direct or substantial relationship to the student’s disability, or

   b. The direct result of the district’s failure to implement the student’s individualized education program.

The manifestation team must base its determination on a review of all relevant information in the student’s file including the student’s individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student’s conduct is a manifestation of the student’s disability, the district will:

- Have the committee on special education conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the district had already done so prior to the behavior that resulted in the disciplinary change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its
implementation, and modify it as necessary to address the behavior.

- Return the student to the placement from which he or she was removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the district agree to a change in placement as part of the modification of the behavioral intervention plan.

If the manifestation team determines that the conduct in question was the direct result of the district’s failure to implement the student’s individualized education program, the district will take immediate steps to remedy those deficiencies.

**Services for Students with Disabilities during Periods of Suspension or Removal**

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspension or removals of up to 10 school days in a school year that do not constitute a disciplinary change in placement, the district will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as non-disabled students of the same age would if similarly suspended.
2. During subsequent suspensions or removals of up to 10 school days that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change in placement, the district will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student’s teachers, will determine the extent to which services are needed to comply with this requirement.

In addition, during such periods of suspension or removal the district will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of 10 school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the district will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

In such an instance, the committee on special
education will determine the appropriate services to be provided.

**Students Presumed to Have a Disability for Discipline Purposes**

The parent of a student who is facing disciplinary action but who was not identified as a student with a disability at the time of misconduct has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the district is deemed to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the district had such knowledge, it will be the responsibility of the Superintendent, Principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The district will be deemed to have had such knowledge if:

1. The student’s parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or

2. The student’s parent has requested an evaluation of the student; or

3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the district’s director of
special education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the district’s receipt of information supporting a claim that it had knowledge the student has a disability if:

1. The student’s parent has not allowed an evaluation of the student; or

2. The student’s parent has refused services; or

3. The district conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if the district receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the district will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the education placement determined by the district which can include suspension.
**Expedited Due Process Hearings**

The district will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing per the chart below:

<table>
<thead>
<tr>
<th>Requested by</th>
<th>Reason</th>
<th>Student’s Placement Pending the Decision of the IHO, State Review Officer or Court (pendency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District</td>
<td>To obtain an order of an IHO placing a student with a disability in an interim alternative educational setting (IAES) when school personnel maintain that it is dangerous for the student to be in his or her current educational placement.</td>
<td>Student’s current educational placement.</td>
</tr>
<tr>
<td>School district</td>
<td>To obtain an order of an IHO extending the placement of a student with a disability when school personnel maintain that it is dangerous to return the student to his or her current educational placement.</td>
<td>IAES pending the decision of the IHO or until the expiration of the time period of the removal, but not to exceed 45 calendar days.</td>
</tr>
<tr>
<td>School district</td>
<td>To obtain an order of an IHO placing a student in an IAES during the pendency of due process proceedings when school personnel maintain that it is dangerous for the student to be in his or her current educational placement.</td>
<td>IAES pending the decision of the IHO or until the expiration of the time period of the removal, but not to exceed 45 calendar days.</td>
</tr>
<tr>
<td>Parent of student</td>
<td>Disagrees with the determination of whether the suspension or removal constitutes a disciplinary change of placement.</td>
<td>Student’s current educational placement (placement prior to disciplinary action) or, if the decision is that the student be placed in an IAES, the pendency placement is the IAES until the expiration of time period of the removal or the IHO issues a decision, whichever occurs first, unless the parents and the district otherwise agree.</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Parent of student</td>
<td>Disagrees with the CSE recommendation to change the placement of the student after the IAES term expires.</td>
<td>After the term of the IAES placement, pendency is the student’s placement prior to placement in the IAES, except where the student is again placed in an IAES by an IHO where the district maintains it is dangerous for the student to remain in the current educational placement.</td>
</tr>
<tr>
<td>Parent of the student</td>
<td>Disagrees with the determination that the behavior was not related to the student’s disability (manifestation determination).</td>
<td>Current educational placement (placement prior to the disciplinary action) or, if a decision has been made to place the student in an IAES, the pendency placement is the IAES until the expiration.</td>
</tr>
<tr>
<td>Parent of the student</td>
<td>Challenges the IAES</td>
<td>The IAES determined by the CSE pending the decision of the IHO or until the expiration of the time period of the removal, but not to exceed 45 calendar days.</td>
</tr>
</tbody>
</table>

The District will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner’s regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the district believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student’s parent and the district agree otherwise.

**Referral to Law Enforcement and Judicial Authorities**

Consistent with its authority under applicable law and regulations, the district will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reports, to the extent that the
transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

HPCSD BOE Policy: 5300.55 Corporal Punishments

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury

2. Protect the property of the school or others

3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner’s regulations.

HPCSD BOE Policy: 5300.60 Student Searches and Interrogations

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

The Board authorizes only the Superintendent of Schools, Building Administrators, and the School Resource Officer to conduct searches of students and their belongings, including electronic devices, in most instances, with exceptions set forth below in A and B, if the authorized official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.
Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. Strip searches may not be conducted.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:
1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. A building administrator must be present whenever students are questioned by police officials. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function.
Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- They must be informed of their legal rights.
- They may remain silent if they so desire.
- They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the district’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Principal or his or her designee. The Principal or designee shall set the time and place of
the interview. The Principal or designee shall
decide if it is necessary and appropriate for a
school official to be present during the interview,
depending on the age of the student being
interviewed and the nature of the allegations. If the
nature of the allegations is such that it may be
necessary for the student to remove any of his or
her clothing in order for the child protective services
worker to verify the allegations, the school nurse or
other district medical personnel must be present
during that portion of the interview. No student may
be required to remove his or her clothing in front of
a child protective services worker or school district
official of the opposite sex.

A child protective services worker may not remove
a student from school property without a court
order, unless the worker reasonably believes that
the student would be subject to danger of abuse if
he or she were not removed from school before a
court order can reasonably be obtained. If the
worker believes the student would be subject to
danger of abuse, the worker may remove the
student without a court order and without the
parent’s consent.

Ref:

Safford Unified School District #1 et al. v. Redding,
129 S. Ct. 2633 (2009)
Vassallo v. Lando, 591 F.Sup.2d 172 (E.D.N.Y.
(2008)
New Jersey v. TLO, 469 U.S. 325 (1985)
In re Gregory, 82 N.Y.2d 588 (1993)
People v. Scott D., 34 N.Y.2d 483 (1974)
People v. Singletary, 37 N.Y.2d 310 (1975))
People v. Overton, 20 N.Y.2d 360 (1969)
M.M. v. Anker, 607 F.2d 588 (2d Cir. 1979)
Opinion of Counsel, 1 EDR 800 (1959)
HPCSD BOE Policy 5300.65: Code of Conduct - Visitors to the Schools

The Board encourages parents and other district citizens to visit the district’s schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.

2. All visitors to the school must enter through the designated single point of entry report to the main office upon arrival at the school. They will be required to present photo identification, sign the visitor’s register and will be issued a visitor’s identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.

3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.

4. Parents or citizens who wish to visit while school is in session are required to make a request in advance with the classroom teacher(s), so that class disruption is kept to a minimum. Teachers may also request volunteers in their classrooms or for specific activities.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

**HPCSD BOE POLICY 5300.70: Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, they are expected to be properly attired for the purpose they are on school property.
A. **Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.

2. Intentionally damage or destroy school property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

3. Disrupt the orderly conduct of classes, school programs or other school activities.

4. Disrupt or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

7. Obstruct the free movement of any person in any place to which this code applies.

8. Violate the traffic laws, parking regulations, or other restrictions on vehicles.

9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances, or any synthetic versions (whether or not specifically illegal or
labeled for human consumption) or be under the influence of either on school property or at a school function.

10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district.

11. Loiter on or about school property.

12. Gamble on school property or at school functions.

13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

14. Willfully incite others to commit any of the acts prohibited by this code.

15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

16. Smoke a cigarette, cigar, pipe, electronic cigarette, or use chewing or smokeless tobacco.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

3. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.

4. Staff members in the classified civil service of the civil service entitled to the protection of Civil Service Law § 75: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.

5. Staff members other than those described in subdivisions 3 and 4: They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person’s conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school.
property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

HPCSD BOE Policy: 5300.75 Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly to be held at the beginning of each school year

2. Providing a plain language summary to all parents at the beginning of the school year, and thereafter on request

3. Posting the complete code of conduct on the district’s website

4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption

5. Providing all new employees with a copy of the current code of conduct when they are first hired
6. Making copies of the complete code available for review by students, parents and other community members

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students. Ongoing professional development will be included in the district’s professional development plan, as needed.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code’s provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commission.
HYDE PARK CENTRAL SCHOOL DISTRICT
ATTENDANCE POLICY IN PLAIN LANGUAGE

A key component of academic success is consistent, full-day attendance. Missing class time can result in poor academic performance and lower student achievement. As part of its obligation to encourage students to attend school, the Hyde Park Central School District is committed to creating a safe, nurturing environment in our schools. In addition, individual schools are urged to develop their own incentives for encouraging attendance. More information on these building level incentives is available from the school office and school web site.

The responsibility for attending school is shared by the student, parents and the district. Students have the responsibility to attend their regularly scheduled class or classes and to make up work that is missed for approved reasons. Parents have a responsibility to stress the importance of attendance and minimize the amount of class time their children miss. When absences, tardiness or early departures occur, parents are also responsible for notifying the school of the reason. Teachers have a responsibility for recording and reporting accurate attendance data and to provide students the opportunity to make up work that is missed for approved reasons. District administrators are responsible for maintaining accurate attendance records and notifying parents when missed instruction time (regardless of whether it is excused or not) may affect a student's academic performance. The district is also responsible for addressing the factors of excessive absenteeism that are under its control.

All children of school age and who legally reside within the Hyde Park School District are required to attend school every day that school is in session. New York State Law defines school age as the school year that a child turns six years old by December 1st until the end of the school year in which the student turns 16. The Assistant Superintendent for Pupil Services can assist in determining whether a child legally resides within the district.
In elementary schools, the classroom teacher will record attendance once each day. In secondary schools, the classroom teacher will take attendance during each class period, unless a class is self-contained, in which case attendance will be taken once at the beginning of the day. All absences, tardiness and early departure will be recorded as unexcused until the Building attendance Officer receives a note from the student’s parent or guardian indicating that it was for an excused reason. The following are excused reasons:

**Reasons for Excused Absences, Tardiness and Early Departure**

- Personal illness or injury. When a student is absent for an extended time, due to a contagious illness or because of an incident requiring hospital care, a medical note may be required before the student returns to school. If any of these conditions apply, please call the health office of the school before the student returns to school. If any of these conditions apply, please call the health office of the school before the student returns to school.
- Doctor/Dentist/Health Clinic Visits
- Illness of death in the immediate family
- Weather conditions at the discretion of the principal
- Religious observance
- Quarantine
- Required court appearance
- College visits
- Military obligations
- School sponsored events and programs
- Emergency first response

**Making up Missed Work**

If a student misses work for an excused absence, he or she will be allowed to make that work up on a schedule established by the teacher assigning the work. It is the student's responsibility to obtain the missed work, complete it in and hand it in. Work that is missed for
unexcused absences may not be made up except for family travel. Although family travel is recorded as an unexcused absence, if parents and guardians notify the building principal prior to the absence, the student will be allowed to make up the missed work upon return in the same way work missed for excused absences could be made up. Midterms and Final Exams cannot be made up if they are missed because of family travel.

Parents/Guardians will be notified if a student has excessive absences, tardiness or early departures and they may be requested to meet with school personnel to address the situation. In addition, school disciplinary sanctions for chronic or excessive absenteeism, tardiness or early departure may be imposed at each school. A description of these sanctions is available from the school office and on the school web site.

At Haviland Middle School and FDR High School, students who are absent without excuse from one or more classes on twenty days or more in a semester will be prohibited from participating in extracurricular activities, including sporting events, performances and dances for the remainder of the school year. A student will not be allowed to participate in extracurricular activities on any day that he or she is marked absent.

A parent or guardian may request a student’s attendance record from the building office at any time. If the parent or guardian believes the attendance records are incorrect, a written request should be submitted to the building principal that includes the correct information. Appeals may also be made to consider extenuating circumstances in allowing missed work to be made up. Such appeals should be made to the principal in writing. All appeals must be made within twenty (20) school days of the day in question or when the parent or guardian is notified of chronic or excessive absence. The decision of a building principal may be appealed in writing to the Superintendent or someone designated by the Superintendent within five (5) school days. Finally, the decision of the Superintendent
may be appealed to the Board or Education in writing. Such appeals will be considered by the Board of Education in the next scheduled executive session.

Board policy 5100 is the full Board or Education Comprehensive Attendance Policy and is available from each building office, for the district administrative offices and the school website at www.hpcsd.org.
EXPLANATION OF DRUG FREE SCHOOL ZONE

WHEREAS, the Town of Hyde Park recognizes the scourge of substance abuse on our community; and

WHEREAS, the Town Board of the Town of Hyde Park is desirous of protecting the health and well-being of the school children of our community and,

WHEREAS, the areas around the schools in the Hyde Park Central School District should be safe for our children and free from those who would sell controlled substances to them,

NOW, THEREFORE, BE IT RESOLVED, that a "DRUG FREE SCHOOL ZONE" will be established encompassing all areas up to one thousand feet (1,000') from the property line of all school buildings. The "DRUG-FREE SCHOOL ZONE" will include those portions of those properties and roadways which lie within those zones, and

BE IT FURTHER RESOLVED, that the Town of Hyde Park Police Department, the Dutchess County Sheriff's Department and the New York State Police shall be thereby authorized to follow Title 21 of the U.S. Code, Section 845A, providing that persons manufacturing, selling or distributing narcotics, controlled substances, marijuana and the derivatives within one thousand feet (1,000') of any public property or college or university shall be guilty of a Class C Felony, and

BE IT FURTHER RESOLVED, that by reason thereof the penalty under Section 841B of Title 21 provides for doubling of the mandatory ten (10) years to life imprisonment penalty and the maximum $4,000,000 (four million dollar) fine if found guilty of certain quantities of manufacture, sale or distribution of these substances within the above-mentioned "DRUG-FREE SCHOOL ZONES" in the Town of Hyde.
<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>7:25</td>
<td>Morning Warning Bell</td>
</tr>
<tr>
<td>7:30 - 7:38</td>
<td>Homeroom</td>
</tr>
<tr>
<td>7:38 – 8:24</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:28 – 9:14</td>
<td>Period 2</td>
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<tr>
<td>9:18 – 10:04</td>
<td>Period 3</td>
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<tr>
<td>10:08 – 10:54</td>
<td>Period 4</td>
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<td>10:58 – 11:44</td>
<td>Period 5</td>
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<td>11:48 – 12:34</td>
<td>Period 6</td>
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<tr>
<td>12:38 – 1:24</td>
<td>Period 7</td>
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<tr>
<td>1:28 – 2:14</td>
<td>Period 8</td>
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</tbody>
</table>

- All buses arrive by 7:10 am
- AM BOCES bus - 8:15 am
- AM BOCES return - 11:25 am
- PM BOCES bus - 11:45 am
- Reg. home bus run - 2:20 pm
- Late bus run - 3:35 pm