

# Pawling Central Middle School

## Student Handbook 2019-2020



June 2019

Please be sure to check our district website for updates throughout the year.

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# VISION STATEMENT

## Vision

The Board envisions the district as a safe and secure place in which our students will learn. Staff, parents, and the community will work collaboratively to nurture a positive and productive learning climate for all students. Students will be encouraged and taught to solve problems and make decisions that benefit themselves and others. Student achievement will be assessed continually to monitor progress. Teachers and students will be held accountable to high standards, not only academically, but in conduct as well. Students will be encouraged to be responsible, respectful, self-disciplined members of the community.

## Mission Statement

The mission of the district is to educate students in values, critical skills and essential knowledge necessary to be informed and responsible citizens, prepared to take the next steps in their education, careers and lives in our diverse society.

## Beliefs

The Board of Education of the Pawling Central School District believes:

- That all children can learn.
- Cooperation, mutual understanding, and effective communication must exist among the home, community, and school to ensure successful education.
- A school environment must be academically challenging and personally fulfilling for students at all levels of their development; and
- The responsibility of the Board is to identify and support programs and practices that maximize the student's opportunity for learning and acquiring skills to building a successful and rewarding life.

## SCHOOL POLICIES AND PROCEDURES

### *Board of Education Policies*

The complete set of Board of Education (BOE) policies is located in the main office and is available for parent review. Please check the office copy for the most current edition of the policies.

### *Early Dismissal*

Students who are picked up early must bring this information in writing to the main office or their first period class. Emails will not be accepted. Students will only be dismissed to the care of a parent/guardian or other adult designated, in writing, by the parent/guardian. Students must be signed out in the main office before leaving the building. The student will be called from the classroom to the office by the secretary.



### *Parent Pick-up/Drop Off*

Parents who drive their children to school should plan to arrive no later than 7:30 am. Students should be dropped off at the bottom of the stairs in the parking lot. Parents are asked to be cautious in entering/exiting school driveways and parking lots and **not to linger at the pick-up/drop off point**. There will be no time for extended good-byes or to get backpacks out of the trunk!

Students who receive transportation home via a parent/guardian rather than a school bus will meet their ride at the front of the building after the buses have completed their pickup at approximately 2:30 pm. Please wait behind the buses until all students have boarded for dismissal. It is **IMPORTANT** that parents send in a note *at the beginning of the school day* if they will be picking up their child. This greatly speeds up dismissal since no sign-out is required for students with notes. In case of an emergency, call the main office. **Parents should not come in to the building for pick up at dismissal time.** However, if it becomes necessary to pick up your child, you must sign them out in the main office. No cars will be allowed in the bus loop during bus loading and unloading.

### *Alternate Pick-up*

Students who make plans to go to a friend's house after school must bring in a note from **BOTH** students' parents. Both notes must be turned in to their 1<sup>st</sup> period teacher. Bus changes must be approved by the building administrator at least two days in advance. For safety reasons, no students will be allowed to leave the middle school campus after school without written permission. No student will be allowed to be picked up by anyone other than their parent or legal guardian without written permission from that child's parent or legal guardian. No bus changes will be made after 1:45 pm.

### *Attendance*

Studies have shown that there is a link between attendance and achievement in school. Students who are absent miss important academic instruction. Therefore, the BOE has written an attendance policy (#5160), which is available for review in the main office. The BOE recognizes only the following reasons for excused absences: Personal illness, critical illness or death in the immediate family, extremely bad weather, impassable roads, recognized religious holidays, required attendance in court, quarantine, attendance at health clinics and medical appointments, school sponsored activities (such as field trips), and suspension from school. Any other reason given for absences will be considered "unexcused". Additionally, all districts are required to report the number of chronically absent students to the federal government. Chronically absent students are defined by the federal government as fifteen or more days (excused or unexcused). Excessive late arrivals and/or early dismissals can also negatively impact student achievement. Each full day missed represents six hours of classroom instruction.

A student sent to school by his/her parent is considered *truant* if she/he absents him/herself for some unexcused reason. It is also an unexcused absence when a pupil is absent from school with the knowledge and consent (stated or implied) of his/her parents for other than excused reasons, including but not limited to: visiting, vacation, shopping, needed at home, baby-sitting, work, overslept, or car trouble. Students with excessive unexcused absences **may** be referred to the Dutchess County Probation Office and/or Child Protective Service or other disciplinary action depending on the reason for the absence, and the parent's willingness to work to solve the problem. Parents are encouraged to call 855-4140 on the day of an absence or (un)expected tardy and given reason for that absence or tardiness.

### *Returning to School after an Absence*

NYS Education Law requires that the school keep a **written statement** from the parent or guardian explaining each absence. These must be brought in to the office or teacher upon the student's return to school. Notes explaining absences should include the student's name, homeroom/classroom teacher, date of absence, reason for the absence, and parent/guardian signature.

### *Obtaining Work when Absent*

Parents requesting homework and/or class work for students who are absent should call the Main Office 855-2171 no later than 8:30 am on the day they wish to pick up the work. **(Students are required to make-up work for excused and unexcused absences.)** If you request the work, please remember to pick it up in the main office.

### *Tardy to School*

Students who are tardy (arriving after the homeroom bell) must check in with the school nurse upon arrival. A referral will be written after a student has been tardy three (3) times. Students receiving two referrals (6 tardies) are assigned detention. Students receiving three or more referrals (9 or more tardies) are assigned in-school suspension. These students may also be referred to the Dutchess County Probation Department and/or Child Protective Services or other disciplinary action depending on the reason for the tardies and the parent's willingness to work with the school to solve the problem.

### *Emergency Dismissal*

Occasionally, due to adverse weather conditions or a school/community emergency, students may be sent home before the regular dismissal time. Such closings will be announced on the radio, on [www.cancellations.com](http://www.cancellations.com) and through the School Messenger Alert System. It is essential that parents develop an emergency plan with their children so that they understand clearly where to go and what to do if no parent is at home upon their arrival. **Please be sure to inform the school of any change in address, emergency numbers, telephone number or place of employment. Also, please remember to register and/or update your School Messenger emergency information! You must notify the school when a change is made.**

### *School Closings or Delays*



In the event of severely inclement weather or mechanical breakdown, school may be closed or delayed. School closing, delayed starting time, or early dismissal will be posted on the web at [www.cancellations.com](http://www.cancellations.com), [www.pawlingschools.org](http://www.pawlingschools.org) and through the School Messenger Alert System.

### *Visitors*

Parents and guardians are encouraged to visit teachers, guidance counselors, the school nurse, school psychologists and other support personnel, **by appointment**, in order to discuss any problems or concerns they may have regarding their child.

**All persons visiting the school for any reason MUST report to and sign in at the front desk or main office to receive a visitor's pass.** You will be asked to scan your driver's license in order to obtain a visitor's pass.

### *Cell Phone Use*

**Cell phone use by students is not permitted during the school day (7:25am-2:14pm).** After school use of cell phones will be at the discretion of the advisor or coach of the activity. If the cell phone is seen or heard, it will be confiscated by staff and sent to the office. For the first offense it will be returned to the student at the end of the day. The second offense will result in the parent having to pick up the phone and the student will receive an after-school detention. Any further offenses may result in more serious consequences.

### *Telephone Use and Messages for Students*

Students are discouraged from using the telephone for non-emergency calls in order to teach them to develop responsibility. Therefore, all after-school plans should be made in advance.

Only emergency messages will be relayed to students. **Cell phone use between parents and students during the school day is prohibited.**

### *Pictures/Video*

**No pictures or video of students or staff may be taken or posted on any social media site without permission from the supervising teacher or building administrator. Students are not allowed to possess and or share any inappropriate digital or print material or pictures (including, but not limited to, the obscene, profane, pornographic, weapons, drugs, etc.)**

### *Privacy Rights (Search and Seizure)*

Students in attendance in public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. A student's person or property may be searched for illegal substances or materials only if school authorities conducting the search have reasonable suspicion to do so. However, lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and shared with the student.

### *Student Clubs and Organizations*

All students shall enjoy equal access to the extent of their capabilities for participation in the various extra-curricular and co-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the Student Code of Conduct and all rules set out specifically for participation in these activities. To the extent that the District authorizes meetings of non-curriculum related clubs and/or organizations, the same shall be subject to the constitution of the student government and shall be conducted in accordance with any applicable federal or state law, as well as Board of Education Policy or regulations. Information about meeting times and dates will be announced on the PA during morning announcements. Clubs available to students may include:

Art Club (5-8)	Student Council (5-8)
Computer Club (5-8)	Yearbook (5-8)
Modified Sports (7-8)	Communications Club (6-8)
Science Club (5-8)	National Junior Honor Society (7-8) *
Homework Club (5-8)	

Permission slips will be required for students to be able to participate. (Students who sign up for a club **MUST** stay after school on the day(s) the club meets unless they have a note from their parents excusing them.)

**\*These organizations have specific requirements for acceptance and participation.**

### *National Junior Honor Society*

Students in grades 7 & 8 may apply or reapply for membership in the National Junior Honor Society after the second quarter. Selection for membership is based on outstanding scholarship, character, leadership, service and citizenship. Candidates must have a cumulative scholastic average of at least 88% in their core academic classes in grades 6-7 or 7-8 and have no serious discipline or attendance issues in order to be invited to begin the application process. Candidates meeting the criteria will be asked to submit an application documenting their experiences in leadership, service and citizenship. They will also be asked to write a brief essay about the benefits of community service based on their personal experiences. A Faculty Council, appointed by the principal, selects members based on these applications, essays, and the students' demonstration of character and scholarship. Once selected, members have the responsibility to continue to demonstrate these qualities and maintain a high level of scholastic achievement. Those who do not may be removed from membership in the National Junior Honor Society.

Members may be required to participate in one or more service projects during the school year. In addition, students will be required to attend meetings and work sessions after school and in the evening. Please note the decision of the Faculty Council is final. Any appeal of the councils' decision must be made to the principal. The principal's review only looks to ensure that the process for selection was followed correctly.

### *Dances/Social Events*

Class officers work with class advisors and the principal in scheduling social events and in arranging for refreshments, entertainment, decorating, ticket sales, set-up and clean-up. All social events are held in the middle school cafetorium between 6:30 - 8:30 pm unless permission is granted by the principal for other arrangements. Each student should make arrangements **before** coming to the event to be picked up promptly at its conclusion. Attire should be neat, clean, and appropriate to the occasion.

In order to attend a Pawling Central Middle School Function (i.e. dances) all students must be either be a Pawling Central Middle School student or a resident of the Pawling Central School District in grades 5-8. If you are not currently attending the Pawling Central Middle School, you must complete the Guest Registration Form and submit it to the building principal one week in advance of the event.

All school disciplinary rules, regulations, codes and policies are in effect for students and their guests. Students who misbehave will be required to leave the social event. In addition, any person leaving the social event building will not be readmitted. **Students who are absent due to illness from school for any part of the day of the social event, or who have an unexcused absence, or who are academically ineligible will not be permitted to attend the social event.** (See Page 3 "Attendance" for list of excused absences.)

### *Field Trips*

Students in grades 5-8 may be invited to participate in grade level/class sponsored field trips. A fee may be associated with these trips. The amount of the fee may vary with each trip. All school rules are in effect during school sponsored trips. **(A student may be prohibited from attending field trips due to consistently poor behavior)**

## HEALTH SERVICES

The school nurse provides many health services to students. These include:

1. Testing students' hearing and vision and making referrals for further evaluation when necessary
2. Assisting the school physician in appraising students' growth and development
3. Help to maintain safe and sanitary conditions in the building
4. Notifying parents of conditions which may require medical or dental care
5. Maintaining a confidential record of medical information for each student
6. Reviewing immunization records and offering information about clinics available in Dutchess County
7. Conferring with parents, the school physician, family physicians, family dentists, the principal, the school psychologist, and social agencies about individual student's health and well being

### *Illness and Emergency Care*

Parents will be notified if a student becomes ill in school and it is necessary for him/her to return home. Students may not be dismissed for illness except through the school nurse. A sick child should be removed from school as soon as possible for his/her own protection as well as the protection of others. If a student has symptoms of a cold, rash of unknown reason, fever, or illness, she/he should be kept at home and not sent to school. A student should remain at home until she/he has been fever-free for 24 hours without the use of medication.

Necessary first aid is given for sickness or injuries that happen in school. Whenever a child is seriously injured in school, the school nurse will notify the parents.

The school nurse may not at any time administer oral medication (prescription or over-the-counter) without a note from the child's physician and written parental consent. If a student develops any condition that may change his/her health habits or if medication is needed due to an illness, the parent should notify the school nurse (855-4140).

### *Medication Policy*

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or when failure to administer the medication would adversely affect the student's health. Students who require emergency application of medication may have such medication, identified as described below, stored in the office of the school nurse. No student may have any other type of medication, prescription or over-the-counter, on his/her person in school, unless they have a prescription on file with the nurse which states the student may self-administer and carry it. This prescription must be signed by a doctor and indicate which medication the student is allowed to self-administer.

Before any medication may be administered to any student during school hours:

1. The parent/guardian must present a note from the family physician, which includes the student's name, the date, and name of medication, dosage and time to be administered, list of possible side effects, and any instructions for administering. This document shall be kept on file in the office of the school nurse.
2. The parent/guardian must submit a note giving the school nurse permission to administer the medication or file a medical request form with the school nurse or registered nurse. This document shall be kept on file in the office of the school nurse.
3. An adult must bring the medication to school in the original container.
4. The administering staff member should clearly label the medication with the time to be given, the dosage and any special instructions.

### *Health Screenings*

All students in grades 5 and 7 undergo hearing and vision screenings each year. Periodically the State requires that we complete BMI (Body Mass Index) surveys. In that case heights and weights will also be taken. If you do not wish for your child to be screened at school, you must provide documentation from your child's physician that they have been screened according to State guidelines along with a letter stating you do not want your child screened at school.

Scoliosis screenings are required of all 5<sup>th</sup> and 7<sup>th</sup> grade girls. In addition, all 5<sup>th</sup> and 7<sup>th</sup> grade students are required to have a yearly physical.

## **COUNSELING SERVICES**

Pawling Central Middle School provides counseling services to all students. The counselor is a developmental specialist who provides appropriate support and skills necessary to help students and their parents through the Middle School years. Counseling is a complex helping process in which the counselor establishes trusting and confidential working relationships. The focus is on problem-solving, decision making, and discovering personal meaning, related to learning and development. There are three types of services provided, consultation, counseling and coordination.

### **CONSULTING SERVICES**

Consultation is a cooperative process in which the counselor assists others to think through student problems. We help staff develop skills for more effective student interactions. The counselor is an advisor and advocate for your child with teachers, parents, administrators and outside specialists.

### **COUNSELING SERVICES**

Counseling services are delivered in three ways, Individual Counseling, Group Counseling and Developmental Counseling. Individual Counseling is available when requested by the child, the teacher or the parent. Group Counseling is offered to students based on need. Counseling groups may be created to address academic support, new students, changing families, grief and loss, anger management, depression, drug and alcohol abuse, social skills, anxiety, or test anxiety and test taking skills. Developmental Counseling is delivered in the classroom as a push-in to the regular education program and as regularly scheduled Second Step® and Careers classes. These programs teach students coping skills, study skills, interpersonal skills, stress management, decision-making, conflict resolution and career exploration.

### **COORDINATION SERVICES**

School Counselors also perform the traditional guidance functions of creating student schedules, arranging parent teacher conferences, attending team meetings and working with programs that affect your child. The counselors coordinate the transition from Elementary School to Middle School, and Middle School to High School.

### **CONFIDENTIALITY AND ETHICS**

A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. Confidentiality ensures that disclosures will not be divulged to others except when authorized by the students or when there is a clear and present danger to the student and/or to other persons. The Pawling Central Middle School Counselors are members of the American Counseling Association and are guided by their code of ethics.

## ACADEMIC ISSUES



### *Homework*

**Homework is the responsibility of the student.** Since the educational process is a partnership between home and school, homework is also an area of parental responsibility in a supervisory capacity. **Parents should make sure that their child is doing the homework by him/herself (i.e. without parental revisions) and on time.** Students are required to write assignments in their agenda books each day. In addition, homework assignments may be posted on their teacher's website ([www.pawlingschools.org](http://www.pawlingschools.org)). Check with your child's content area teacher(s) to find how to access the appropriate webpage(s). **Parents may contact the Main Office (855-2171) to obtain assignments no later than 8:30 am for students who have been absent.** Students who have been legally absent will be given the same amount of time in which to complete the missing work upon their return to school (i.e. absent one day, given one day to make up work; absent two days, given two days to make up work, etc.). (Teachers are not required to provide work or allow make-ups for unexcused or illegal absences.)

It is our belief that homework serves a number of important purposes:

- reinforces skill development and daily instruction
- fosters independence and responsibility
- provides feedback to both the student and teacher as an indicator of the level of mastery

In an effort to bring consistency amongst the grade levels, the following guidelines have been established:

- Homework will be worth between 5% and 20% of the quarterly grade. Homework is weighted at the teacher's discretion.
- **Homework counted as part of the quarterly grade will be collected, corrected and returned to the student within two weeks of the day it was collected.**

Homework is an integral part of the learning process. Failure to complete homework on time will result in a decrease in a student's average. In addition, disciplinary action may also be taken.

### *Extra help*

Teachers are available to provide extra help to students after school or during free periods, including recess. **Students needing extra help should speak to their teachers to arrange a mutually convenient time. Any student staying after school will need written permission from their parent/guardian.**

### *Academic Intervention Services*

Academic Intervention Services (AIS) must be provided to students who score below proficiency as specified by N.Y.S. on the NYS Assessments or who are deemed "at risk" of failure based on classroom performance. The type of AIS is determined by the principal and may include progress monitoring, assignment to a reading, writing, math lab or other AIS class. Students must remain in AIS for at least one semester or until they meet the NYS standard for minimum competency.

### *Report Cards*

Communication on student progress with parents is sent eight times per year via the parent portal. Progress reports are uploaded to the parent portal approximately five weeks before the end of each quarter. Report cards are uploaded to the parent portal at the end of each quarter.

Only report card grades remain on a student's permanent record. Students are responsible to keep track of their daily progress. **Parents should ask to see student work periodically in order to stay aware of how their child is doing in school.** Parents wishing a conference with the teacher(s) are encouraged to contact their child's guidance counselor to schedule a meeting. If you wish to receive a printed copy of your child's progress report or report card, you must submit a request in writing to the main office.

### *Grading Practices*

It is the desire of the Pawling Central School District to encourage students to continue to strive for success and to take responsibility for their own learning, even in difficult situations. For that reason, a grade of 50 will be used to calculate the final grade point average (GPA) for students earning an average of less than 50 in Quarters 1 and 2. This grade of 50 will be recorded on the report card with the accompanying comment, "Grade earned is actually lower". Parents may contact the

teacher for the actual grade if desired. In Quarters 3 and 4, the grade recorded and used to calculate the final GPA will be the actual grade earned. Midterm grades will be averaged in as part of the 3<sup>rd</sup> quarter. Final exams will be calculated as part of the 4<sup>th</sup> quarter grade.

#### *Parent Portal*

The Pawling Central School District offers a service that provides our parents and students the benefit of password-protected online access to student's individual assignment grades, current schedule and attendance. The portal improves communications with parents about student achievement. To participate in this program, parents need to complete a Parent Portal registration form and provide a photo identification. You can pick up a copy of the form in the main office. **This must be filled out in person.**

All report cards and progress reports, unless otherwise requested in writing, will be made available through the parent portal.

#### *Scheduling*

Any scheduling issues must be resolved with the guidance office. Requests for changes will be considered only through the end of the first full week of school. Only changes for academic requirement reasons will be considered. Requests for teachers cannot be honored. Band/chorus changes will only be made between semesters.

#### *Eligibility*

Students must maintain an overall average of 65 or better and must not fail two or more subjects in **all** graded classes, in a 5-week period in order to maintain "eligible" status. Students who are academically ineligible have two weeks to bring their grades up to at least a 65. During this time they must attend after-school Academic Study Hall. Students who do not attend after-school Academic Study Hall every day during the two week grace period, will be considered ineligible for the remainder of the 5 weeks and may not participate in any extra-curricular or sports activities. Students who are eligible after the two weeks may participate in all extracurricular and sports activities and no longer are required to attend after-school Academic Study Hall. Students who are ineligible at the end of the two week grace period may still attend after-school Academic Study Hall.

#### *Honor Roll*

The middle school recognizes students for outstanding achievement in all areas of study at the end of each marking period. To qualify a student must attain the following overall average for **all graded subjects**.

Principal's Honor Roll	95% and above with no grade below 93
High Honor Roll	92% and above with no grade below 88
Honor Roll	88% and above with no grade below 85

#### *Promotion and Retention of Students*

The Middle School academically prepares the student to achieve success. Promotion/Retention should be considered from the point of view of what is in the best interest of the child. Middle School promotion/retention should encourage a personal responsibility and accountability factor within the student, family and school community. Every course that the Middle School child is exposed to is important to the social emotional and academic development of that child. A student will be retained if he/she fails two or more core subjects. Core subjects in grades 5 and 6 are ELA, Math, Science and Social Studies. In grade 7 and 8 the core subjects are English, Math, Science, Social Studies and Foreign Language. In addition, Students promoted from grade 8 must have completed the required instruction in Home and Careers, Technology, Art, PE, Health and Music. A child must meet the following requirements for promotion to the next level:

1. The passing grade is 65%
2. A middle school student failing one Core subject will be promoted to the next grade, but is recommended to take the failed course in an approved summer school program.
3. A student failing two Core subjects will be retained in that grade unless the student successfully completes at least one subject in an approved summer school program.
4. Students failing three Core subjects must successfully pass summer school for two subjects in order to be promoted to the next grade level.
5. Students failing four or more Core subjects will be retained at the present grade.

#### *Criteria for Enrollment in Accelerated Classes*

In order to be considered for placement in accelerated classes in grades 7-8. Students will be evaluated using the following criteria:

- Teacher recommendation
- Current year grade point average of 88+ in the subject being considered for accelerated placement

- State Assessment scores may be considered for accelerated placement
- A score of 88+ on a placement test in the subject being considered for accelerated placement
- Additional work samples may be required depending on the class

In order to remain in accelerated classes, a student must maintain a GPA of 88+ in that class. Students who do not meet the GPA requirement the standard ten school days from the first day of school at the end of each quarter may be removed from the class. Students in accelerated classes may schedule extra help sessions with the teacher at any time and are responsible for maintaining good grades and behavior.

**\*Any student who wishes to be placed in an accelerated class who was not scheduled, may appeal their placement with the principal within 10 days from the first day of school.**

#### *Awards*

**A.C.E.S.** – Award for Continued Excellence in School – Award for Continued Educational Success

- **ACE of Spades** – Students who demonstrates overall excellence in all aspects of their school life, to include academics and social behavioral with their peers and/or adults.
- **ACE of Diamonds** – Students who show the most improvement with academics or the student who continually achieve high test scores and overall grades.
- **ACE of Hearts** – Students who show improved peer relationships, concern for others, volunteer/community work and/or continually demonstrates a positive attitude.
- **ACE of Clubs** – Students who demonstrate excellence and/or improvement in special classes.
- **Wild Card** – Students who demonstrate excellence and/or improvement in after-school clubs, sports and/or any extracurricular activity.
- **ACE of Effort** – Students who show evidence of effective effort towards improving their work ethic and behavior.

**Quarterly Attendance Award** – Students who are in attendance everyday – **all day**. This means the student is not late to school and/or picked up early from school. This award is given each quarter (Quarters 1-3).

Attendance awards are given to students who are in school every day for the entire school year. There are two categories: an “excellent attendance award” is given to students who have **three (3)** or less excused absences (including tardies and early pick-up) throughout the school year, and have no unexcused absences. A “perfect attendance award” is given to students who are in school for the full amount of time every day of the school year.



**Board of Education Policy No. 4526  
Use of Computer and Networked Information Resources (Internet Use)**

The district encourages computer network use as an integral part of the curriculum. Through software applications, on-line databases, bulletin boards and electronic mail, the network will enhance educational experiences and provide statewide, national and global communications opportunities for staff and students.

Technology protection measures (i.e. filtering software) have been installed on networked computers with access to the Internet in order to protect against user access to images and materials that are obscene and child pornography (as those terms are defined under federal law), and in the case of users who are under age 17, additionally protect against access to images and materials that are harmful to minors as the term is defined under federal law. When access is needed for bona fide research or other lawful purposes, these technology protection measures may be disabled.



The use of school computers, software, network resources and/or the Internet for non-educational purposes such as for-profit activity, personal business or illegal activity is prohibited.

Each student or staff member who wishes to use the various schools' networks must establish a user (ID) account and must agree to act responsibly and to comply with this policy and the administrative regulation. Therefore, prior to establishing a user account, each student and staff member must sign a user agreement. In the case of students, the student's parent or legal guardian must also sign the user agreement.

Any account user who, after due process has been afforded, is determined to have used the district's computers, networked information resources and/or the Internet in violation of this policy and its administrative procedure may have his/her user account suspended and/or revoked. Also, a breach of the terms of this policy and administrative regulation may result in disciplinary action consistent with applicable laws and regulations, the Student Code of Conduct and collective bargaining agreements. A breach of the terms of this policy and administrative regulation may further result in a referral to appropriate law enforcement officials where the breach involves suspected illegal or criminal activities.

Users acknowledge that in the course of using the Internet, there may occur interruptions in service beyond the control of the district, which may result in the loss of data, information or files. The district disclaims any and all responsibility for loss of data, information or files, caused by such service interruptions. Users shall not use the Internet for any purpose that would violate any district policy and/or regulation, or that would violate any state or federal law or regulation.

Chromebooks – Students in grades 6-8 will receive a Chromebook for their use in school and at home for the entire school year. Prior to receiving a Chromebook, the student and their parent/guardian must first read and sign the PCSD Chromebook use policy.

**ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in the educational process. For that reason, the following items are not allowed in school and will be confiscated by school personnel. Student disciplinary action may be taken as well.

- Tobacco
- Vape Pens & Paraphernalia
- Alcohol
- Drugs
- Water guns/pistols
- Balloons
- Knives
- Weapons (including, but not limited to, sling shots, bean shooters, clubs, razor blades, guns, etc.)
- Fireworks
- Electronic equipment (ex. Personal stereos, video cameras, disc players, radios, music boxes, laser pointers, electronic games and toys, walkie-talkies, tape recorders, head phones, iPods, MP3 players, iPad, tablets, etc. unless approved/requested by the content area teacher)
- Cell phones/Smart Phones
- Matches, lighters, etc.
- Inappropriate pictures, printed materials (including, but not limited to, the obscene, profane, pornographic, weapons, drugs, etc.)
- Magic cards, playing cards, dice, or gaming
- Gum
- Paint balls or equipment
- Skateboards or roller blades
- Shoes w/wheels (heellies)
- **Anything distracting to the educational process or potentially dangerous in a school setting**

## STUDENT INFRACTIONS WITH PENALTY REFERENCES

The following chart constitutes appropriate disciplinary measures utilized at the middle school, based on Board of Education Policy 5300. Infractions not listed will be handled at the principal's discretion according to Board of Education Policy.

### Disciplinary Measures

Step 1 - Warning (oral or written)

Step 2 - After-school Detention (1-5 days)

Step 3 - In-School Suspension (1-5 days)

Step 4 - Out of School Suspension (1-5 days)

Step 5 - Out of School Suspension  
with a Superintendent's Hearing

OCCURRENCE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Infraction	Steps	Steps	Steps	Steps	Steps
Assault/Fighting	4-5	4-5	5	5	5
Computer Tampering	1-5	1-5	3-5	4-5	5
Cutting Class	1-2	2-3	3-4	3-5	3-5
Cyberbullying/Bullying	1-5	1-5	1-5	1-5	1-5
Discrimination	1-5	1-5	1-5	1-5	1-5
Drugs/Alcohol	4-5	4-5	5	5	5
Endangerment	1-5	3-5	3-5	4-5	4-5
Explosives/Fireworks	3-5	3-5	3-5	3-5	3-5
Gambling	2-5	3-5	3-5	3-5	3-5
Harassment/Sexual/Bias/Racial	2-5	3-5	3-5	3-5	3-5
Health, Safety & Welfare	1-5	1-5	1-5	1-5	1-5
Insubordination	1-5	2-5	3-5	3-5	3-5
Leaving Building	1-5	2-5	3-5	3-5	3-5
Leaving Campus	3-5	4-5	4-5	4-5	4-5
Late to Class	1-2	2-3	2-3	3-4	3-4
Misconduct	1-5	2-5	2-5	3-5	3-5
Physical Misconduct	2-3	3-4	3-4	3-5	5
Possession or Distribution of Obscene Material	1-4	1-4	1-4	1-4	1-4
Profanity (non-directed)	1-3	1-3	3-4	3-4	4-5
Profanity (directed)	2-5	3-5	4-5	4-5	4-5
Tardiness (unexcused)	1-3	2-3	2-4	2-4	2-5
Theft	3-5	3-5	4-5	4-5	4-5
Tobacco Products/Vape Products	3-5	3-5	3-5	3-5	3-5
Truancy	1-3	2-3	3	3	5
Unauthorized/unsupervised area	1-5	2-5	3-5	4-5	5
Vandalism	1-5	2-5	3-5	4-5	5
Weapon	4-5	5	5	5	5
Academic Misconduct/Plagiarism	1-5 plus student receives a grade of zero for work or exam.				
Library Misconduct	Loss of privilege for a period of time to be determined.				
Pass Abuse	Pass restriction for a period of time to be determined.				
Cell Phone / Electronic Devices	1 <sup>st</sup> Offense – Device sent to office – Student gets it back at end of day. 2 <sup>nd</sup> Offense – Device sent to office – Parent picks it up – Student receives after-school detention. 3 <sup>rd</sup> or more Offenses –Phone sent to office - parent picks up phone – after-school detention, or in-school suspension.				

\* Students found guilty of harassment or discrimination may be referred for counseling.

- All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his/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 Principal, the Principal's designee or the Superintendent of Schools.
- Any student observing a student being harassed or discriminated against by another student or staff member shall report this information immediately to a teacher, the Principal, the Principal's designee, the Superintendent of Schools or the Dignity Act Coordinator.

## STUDENT RIGHTS AND RESPONSIBILITIES

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or 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 rules and, when necessary, receive an explanation of those rules from school personnel.
4. To be protected from intimidation, harassment, bullying, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, including gender identity, sexual orientation or disability, by employees or students on school property or at a school sponsored event, function or activity.

## STUDENT RESPONSIBILITIES

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might result in discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- 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.
- To respect one another and treat each other fairly and civilly in accordance with the District Code of Conduct and provisions of the Dignity for All Students Act, including the responsibility to conduct themselves in a manner that fosters an environment free from intimidation, harassment or discrimination.



The safety of all students on the buses depends on the cooperation of students and parents in enforcing proper bus procedures. Students who misbehave on the bus may be suspended from the bus at the discretion of the building principal. No student may ride any other bus than the one they are assigned to without written permission from the Building Administrator. No student may exit the bus at any stop other than the one they are assigned to without the written permission of the Building Administrator. **BUS CHANGES MUST BE SUBMITTED IN WRITING IN ADVANCE.**

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity or from school or school activities. (Education Law 11 (1) and Vehicle Traffic Law (142).

**All school rules are in effect when students are riding the bus. No food or drink is allowed on the bus.**

### *Cafeteria Conduct*

#### *Free or Reduced Meals*

Breakfast and hot lunches are available free or at a reduced price for students who qualify. Information and application is available in our school calendar distributed in the fall of each year and on our website. Parents may also contact the district office for an application.

Students who do not have money for lunch will be allowed to charge, however parents are required to send the money in the next day.

- When someone gets on the microphone, all talking stops.
- Respect each other’s space. Keep your hands to yourself.
- Only five (5) students to a bench.
- Stay seated during lunch. No roaming or running.
- Use your indoor voice.
- Remove all your garbage. Whatever you bring to the table, you must remove from the table.
- There will be no throwing of food or garbage.
- You must sign out before leaving the cafeteria.
- **Absolutely NO food or drink leaves the cafeteria, except closed water bottles.**
- Enjoy your lunch!!!



## Student Dress Code

### 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, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.
2. Recognize that extremely brief garments, for example tube tops that expose the midriff, see-through garments, as well as those that expose private body parts, 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 headgear in the school building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, and/or racially or ethnically provocative (e.g., Confederate flag, swastika, etc.), or items that denigrate others on account of actual or perceived race, color, weight, religion or religious practice, creed, national origin, gender and gender identity, sexual orientation, sex or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs, encourage other illegal or violent activities or gang related paraphernalia.

Building principals and teachers 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 refuses 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.

## BULLYING

### **Procedure for Dealing with Bullying Behavior**

Staff who know or reasonably should know of possible bullying or harassment as defined on pages 17-19, as described above including bullying, must take immediate and appropriate action to report the incident to the Principal, the Principal's designee, the Superintendent of Schools or the Dignity Act Coordinator, in accordance with district policy 5300. Following the report, the District shall investigate or otherwise determine what occurred and should take prompt and effective steps reasonably calculated to end the harassment or discrimination, eliminate a hostile environment and prevent the conduct from reoccurring.

Step 1: The building principal, designee, Superintendent of Schools or Dignity Act Coordinator will interview the students involved and assign consequences according to the handbook. If discrimination, harassment or bullying is found to have occurred, the building principal designee, Superintendent of Schools, or Dignity Act Coordinator will notify the following as it pertains to the specific situation.

- a. Guidance counselor
- b. Appropriate teachers
- c. Monitors
- d. Bus drivers
- e. Parents/guardians
- f. Law enforcement(if necessary)

Step 2: If appropriate, the principal designee will arrange mediation through the Guidance office that may include, but is not limited to any or all of the following:

- a. The accused bully
- b. The victim(s)
- c. Eye witnesses

Step 3: The Guidance Counselor will notify parents/guardians of this mediation and send them a copy of the Mediation Agreement and appropriate literature. Parents/guardians insisting on being present during this stage of mediation will be allowed to attend only if the parents/guardians of both parties are present.

Step 4: If a student breaks the Mediation Agreement and the bullying, harassment, cyber-bullying and or discrimination continues (even if not toward the same student), the staff member who is made aware of this continuing situation will promptly notify the building principal, designee, Superintendent of Schools or Dignity Act Coordinator via a student discipline referral form (if staff) and written anecdotal documentation.

Step 5: The building principal, designee, or Superintendent of Schools of Dignity Act Coordinator may assign consequences in accordance with the District Code of Conduct.

Where appropriate informal methods may be used to resolve the complaint, including but not limited to:

1. discussion with the accused, informing him or her of the District's policies and indicating that the behavior must stop:
2. suggesting counseling, skill building activities and/or sensitivity training
3. conducting additional training or education for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior
4. requesting a letter of apology to the target
5. writing letters of caution or reprimand; and/or
6. separating the parties
7. establishing a "stay away" agreement

**NOTE: THIS IS NOT AN EXHAUSTIVE LIST AND THE DISTRICT MAY ADD TO OR DELETE AS IT DEEMS FIT.**

In the event of disciplinary actions in response to acts of harassment, bullying and or discrimination against students by employees or students, a progressive model of student discipline shall be imposed which includes measured, balanced and age-appropriate remedies and procedures that make appropriate use of prevention, education, intervention and discipline and shall consider, among other things, the nature and severity of the offending student's behavior, the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances as well as the impact the student's behaviors had on the individual(s) who was physically injured or emotionally harmed as a result of such acts. Responses shall be reasonably calculated to end the harassment, bullying and/or discrimination, prevent recurrence and eliminate the hostile environment.

## Health & Wellness

### *Student Wellness*

Pawling Central School District recognizes the importance of student wellness and the connection between proper nutrition, adequate physical activity and educational success. The Board of Education's Student Wellness Policy #5405 outlines goals and actions to provide district students with a school environment promoting student health and wellness and reducing childhood obesity. The Student Wellness policy can be found on the district website under Board of Ed. policies or can be accessed via the following link: <http://www.pawlingschools.org/groups/57722>

To ensure proper implementation of the policy, the Board of Education has designated a District Wellness Coordinator, Michelle Rivas, and a Health and Wellness Committee. The Health and Wellness Committee is a volunteer group of parents, teachers, students, administrators and staff that serves as the school district's Nutritional Advisory Committee. The role of the committee is to support the district's Student Wellness Policy through meetings, community events, and regular online and written communications.

Please consider joining the PCSD Health and Wellness Committee. Their mission is to champion the value of healthy eating, exercise, and lifestyle choices for the PCSD community through research, education, and the development and monitoring of school district policies and programs. To find out more about the committee, visit their website at <http://www.pawlingschools.org/webpages/wwellness/>

### MIDDLE SCHOOL BELL SCHEDULE

#### REGULAR BELL SCHEDULE

(41 minute periods\*)

\*except 1<sup>st</sup> period = 45 min.

Period 1	7:38 – 8:23
Period 2	8:26 – 9:07
Period 3	9:10 – 9:51
Period 4	9:54 – 10:35
Period 5	10:38 – 11:19
Period 6	11:22 – 12:03
Period 7	12:06 – 12:47
Period 8	12:50 – 1:31
Period 9	1:34 – 2:15

#### 1/2 DAY BELL SCHEDULE

Period 1	7:38 – 7:58
Period 2	8:01 – 8:17
Period 3	8:20 – 8:36
Period 4	8:39 – 8:55
Period 5	8:58 – 9:15
Period 6	9:18 – 9:35
Period 7	9:38 – 9:55
Period 8	9:58 – 10:15
Period 9	10:18 – 10:35

#### 2 HOUR DELAY BELL SCHEDULE

Period 1	9:38 – 10:09
Period 2	10:12 – 10:40
Period 3	10:43 – 11:11
Period 4	11:14 – 11:42
Period 5	11:45 – 12:13
Period 6	12:16 – 12:44
Period 7	12:47 – 1:15
Period 8	1:18 – 1:46
Period 9	1:49 – 2:15

#### 1 HOUR DELAY BELL SCHEDULE

Period 1	8:38 – 9:15
Period 2	9:18 – 9:52
Period 3	9:55 – 10:29
Period 4	10:32 – 11:06
Period 5	11:09 – 11:44
Period 6	11:47 – 12:22
Period 7	12:25 – 1:00
Period 8	1:03 – 1:38
Period 9	1:41 – 2:15

#### 3 HOUR DELAY BELL SCHEDULE

Period 1	10:38 – 11:02
Period 2	11:05 – 11:26
Period 3	11:29 – 11:50
Period 4	11:53 – 12:14
Period 5	12:17 – 12:38
Period 6	12:41 – 1:02
Period 7	1:05 – 1:26
Period 8	1:29 – 1:50
Period 9	1:53 – 2:15

#### EARLY DISMISSAL SCHEDULE

Period 1	7:38 – 8:09
Period 2	8:12 – 8:39
Period 3	8:42 – 9:09
Period 4	9:12 – 9:39
Period 5	9:42 – 10:10
Period 6	10:13 – 10:41
Period 7	10:44 – 11:12
Period 8	11:15 – 11:43
Period 9	11:46 – 12:15



**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

I have read pages 1-17 and pages 20-36 in my student handbook and have had the opportunity to discuss these with my parent(s). I understand that I must abide by all the policies and procedures on these pages.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Please return this page to your homeroom teacher no later than Friday, September 13, 2019.***

**Board of Education Policy No. 5300  
Code of Conduct (Excerpts)**

*Introduction*

The Board of Education recognizes the district's responsibility for ensuring the safety of all students in school buildings or on school grounds and/or participating in school activities.

Providing a safe and orderly school environment shall be the responsibility of all staff members. In case of accident or injury, students shall receive first aid from the nurse, teacher, or other trained employee nearest the scene. The school nurse will be notified in all cases and is responsible for completing the student/adult and employee accident report and forwarding this to the Finance Department and the immediate supervisor(s) within 24 hours of the accident/injury. The nurse shall also notify the parent(s) or guardian(s) as soon as possible or, if neither is available, the family or school physician shall be notified. In the absence of the school nurse, the available staff member shall notify the immediate supervisor(s) and parent/guardian.

In addition, school personnel shall be conscious of suspicious strangers loitering in or near the school. The building principal shall notify law enforcement agencies if the circumstances seem to warrant it. Students shall be instructed to notify teachers, their parents/guardians, police or school officials of any suspicious strangers.

The Board recognizes its responsibility to include in the curriculum instruction on student safety and welfare as is required by law. The Board also recognizes its responsibility to establish rules of public conduct on school property.

The Board of Education and School District personnel cooperate actively with all Dutchess County Law Enforcement personnel and other county agents/agencies such as the court system and various welfare/social agencies to ensure quality communication and provide maximum services and safety to students, parents and staff. The Board of Education supports the use of and participates in the Dutchess County Sheriff's Department School Resource Officer program. In addition, the Board of Education directs school personnel to report illegal activities to the appropriate law enforcement agencies.

The safety of students will be assured through supervision of students on school premises and on school buses. The Board of Education has set expectations for conduct and consequences of unacceptable conduct in this Discipline Code. This code, which has been collaboratively developed with teachers, administrators, parent organizations and school safety personnel will be annually reviewed, including a public hearing, to evaluate its effectiveness, fairness and consistency.

**Rights and Responsibilities**

*Student Rights*

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or 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 rules and, when necessary, receive an explanation of those rules from school personnel.
4. To be protected from intimidation, harassment, bullying, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, including gender identity, sexual orientation or disability, by employees or students on school property or at a school sponsored event, function or activity

**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.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held. (Education Law. §11(4) and Executive Law §292(21).

“Cyberbullying” means harassment or bullying as defined in this section where such harassment or bullying occurs through any form of electronic communication.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact. (Education Law §§ 11(4) and 1125(3))

“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 Education Law § 11(1).

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities. (Education Law §11(1) and Vehicle and Traffic Law §142).

“School function” means any school-sponsored extra-curricular event or activity on or off school property as defined in Education Law §11(2).

“Sexual Orientation” shall mean actual or perceived heterosexuality, homosexuality or bisexuality”.

“Gender” shall mean actual or perceived sex and shall include a person’s gender identity or expression.

“Harassment” or bullying shall mean the creation of a hostile school environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law§ 11(8) that either has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, and or physical well-being; or conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm, or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such conduct includes acts of harassment and/or bullying that occur (1) on school property; and/or (2) at a school function; or (3) off school property where such acts of harassment and bullying create 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. Acts of harassment and bullying shall include, but are not limited to: verbal threats, intimidation, or abuse based upon a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Hostile Environment” in the context of harassment and bullying refers to an environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Emotional Harm” in the context of harassment and bullying refers to harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Material Incident of Harassment, Bullying and/or Discrimination” means a single verified incident or a series of related verified incidents where a student is subject to harassment, bullying and/or discrimination by a student and/or employee on school property or at a school function. Such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, meets the definition of subpart K of this section, and is the subject of a written or oral complaint to the superintendent, principal or their designee, or other school employee.

“Violent student” means a student under the age of 21 who:

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- Possesses, while on school property or at a school function, a weapon or other dangerous instrument capable of causing physical injury or death

- Displays, while on school property or at a school function, what appears to be a weapon or other dangerous instrument capable of causing physical injury or death.
- Threatens, while on school property or at a school function, to use a weapon or other dangerous instrument capable of causing physical injury or death.
- 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.

“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, box cutter, can sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

## **Student Disciplinary Code**

### *Introduction*

The rights afforded to students in our district to attend the public schools are substantial, as expressed in the New York State Constitution, Education Law, Board of Education policies, and as set forth in the Student Bill of Rights and Responsibilities. However, a student’s rights as a student are subject to limitation, suspension and, in certain instances, permanent suspension from attendance in our schools when his/her conduct or condition is found to be in violation of the provisions of this Code. In addition, the Board directs the Superintendent of Schools, principals or designees to report suspected illegal activities to Law Enforcement Agencies for appropriate action. These reports will be made through the School Resource Officer when available.

Students are encouraged and expected to report violations of the Code of Conduct to a teacher, guidance personnel or the principal. All district staff are expected to adhere to and uphold the Code of Conduct in a fair and consistent manner.

Discipline is most effective when it is timely, fair and consistent. The student’s age, the nature and circumstances of the offense and the student’s prior record should be considered in determining discipline, which, as a general rule, will be progressive. If conduct is related to a disability, the discipline shall be consistent with Special Education law and, when necessary, a committee on Special Education should be convened.

### *Procedure*

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. These additional rights are explained below.

### *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 and the student has appropriate transportation home following detention.

### *Suspension from Transportation*

If a student does not conduct him/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building 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. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student’s education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal’s designee to discuss the conduct and the penalty involved.

### *Suspension from Athletic Participation, Extra-curricular Activities and other privileges*

A student subjected to a suspension from athletic participation, extra-curricular activities and other privileges is not entitled to a full hearing pursuant to Education Law Section 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.

### *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 building 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 Section 3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with district official imposing the in-school suspension to discuss the conduct and the penalty involved.

### *Removal from Classroom by a Teacher*

A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student’s behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short term “time out” in another classroom or in an administrator’s office; (2) sending a student into the hallway briefly; (3) sending a student to the principal’s office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this Code.

On occasion, a student’s behavior may become disruptive. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from the class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours. If the 24-hour period does not end on a school day, the time period will be extended to the corresponding time on the next school day.

The teacher must complete a district-established disciplinary removal form, a class assignment form to allow the student to continue learning in the in-school suspension environment, and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the forms. If the principal or designee is not available by the end of the same school day, the teacher must leave the completed form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student’s removal, the principal or another district administrator designated by the principal must notify the student’s parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he/she has the right, upon request, to meet informally with the principal or the principal’s designee to discuss the reasons for the removal.

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 student’s removal at the last known address for the parents. If the 24-hour period does not end on a school day, the time period will be extended to the corresponding time on the next school day. 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 parents.

The principal will require the teacher who ordered the removal to attend the informal conference.

If, at the informal meeting, the student denies the charges, the principal or the principal’s designee must explain why the student was removed and give the student and the student’s parents a chance to present the student’s version of the relevant events. The informal meeting must be held within 48 hours of the student’s removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal’s designee may overturn the removal of the student from class if the principal finds any one of the following:

The charges against the student are not supported by substantial evidence.

The student’s removal is otherwise in violation of law, including the district’s Code of Conduct.

The conduct warrants suspension from school pursuant to Education Law Section 3214 and a suspension will be imposed.

The principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48 hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he/she is permitted to return to the classroom. Repeatedly disruptive students, those removed by a classroom teacher at least four times in one semester will be subject to up to three days out of school suspension. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his/her class until he/she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

#### *Short Term Suspension Process*

In the event that a student is suspended from attendance upon instruction for between one and five days by a principal or an acting principal in the absence of the principal, the student and his/her parent or guardian shall be notified, in writing, by personal delivery or express mail, and by telephone if possible, within 24 hours of the suspension. Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent/guardian of his/her right to request an immediate informal conference with the principal. Upon such request, a conference with the principal and other parties involved shall be convened as soon as possible, at which time the evidence including the witness(es) relied upon by the principal in making the suspension determination, may be questioned by the parent or guardian. The right to an informal conference with the principal shall also extend to a student of 18 years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the parent/guardian.

#### *Long-term Suspension Process: Suspension for more than five days*

Any suspension from attendance upon instruction in excess of five school days shall be considered a long-term suspension. Unless there is an agreement between the person requesting the suspension and the parent or guardian, a long-term suspension may be assessed only after the superintendent has conducted a hearing. Violent students will be subject to a suspension of a minimum of five days.

When a student is subject to a long-term suspension, a hearing shall be conducted by an independent Hearing Officer or the Superintendent if the building principal or acting principal has made the original suspension. The Superintendent may designate a Hearing Officer to make findings of fact with respect to the charges of infractions under this disciplinary Code, as well as penalty recommendations pursuant to the penalty parameters described herein.

#### *Hearing Procedures*

In the event of the suspension of a student under the age of 18 years, reasonable notice of suspension will be mailed or delivered to the parent or guardian of the time and place of the hearing as well as the nature of the charge(s).

In the event of the suspension of a student over the age of 18, the notice, as described above, shall be delivered or mailed to the student, as well as to the student's parent/guardian, if any. Emancipated minors shall be entitled to the same notice rights as students beyond the age of 18 years.

At the hearing, the student has the right to be represented by an attorney, the right to question witnesses and present witnesses and other evidence. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding. A record of the hearing will 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 and 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 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 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. 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 within 30 days of the decision.

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.

- THE REPETITION OF AN INFRACTION MAY LEAD TO THE IMPOSITION OF THE NEXT MEASURE OF DISCIPLINE.
- CHRONIC REPETITION OF INFRACTIONS MAY LEAD TO LONG-TERM SUSPENSION OR PERMANENT SUSPENSION.
- THE SUPERINTENDENT OR DESIGNEE REFERS ILLEGAL ACTIVITIES TO THE APPROPRIATE LAW ENFORCEMENT AUTHORITIES.
- THE BELOW EXAMPLES OF INFRACTIONS AND PENALTIES FOR VIOLATING THE CODE OF CONDUCT ARE OFFERED AS A GENERAL GUIDE TO THE COMMUNITY. IT MUST BE UNDERSTOOD, HOWEVER THAT THE CONSEQUENCES OF A PARTICULAR ACT OF MISCONDUCT BY A STUDENT

WILL DEPEND UPON THE PARTICULAR CIRCUMSTANCES OF THE INCIDENT INVOLVED AND THE DISCIPLINARY HISTORY OF THE PARTICULAR STUDENT INVOLVED. DEPENDING ON THE FACTS AND CIRCUMSTANCES OF THE INCIDENT, IT MAY ALSO INCLUDE MISCONDUCT THAT IS SCHOOL-RELATED BUT OCCURS OFF SCHOOL PROPERTY.

### *Infractions and Penalties*

The following shall constitute **appropriate disciplinary measures** authorized by this Student Code of Conduct and the authorization of school personnel to impose that penalty consistent with the student's right to due process.

1. Oral warnings
2. Written warning-bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
3. Suspension from transportation-principal or designee, Superintendent
4. Suspension from athletic or extra-curricular participation or event coaches, principal, superintendent, official chaperones
5. Suspension of other privileges-principal, superintendent (includes campus driving, parking)
6. Detention
7. In-School Suspension
8. Removal from classroom by teacher for up to two days. (A teacher may also send a student to the principal or guidance counselor or other appropriate staff member without the formal process of removal from class.)
9. Suspension from school for up to five school days
10. Suspension from school in excess of five days
11. Suspension from school for at least one year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined to be related to his/her disability, placement in an alternative educational setting for a period of up to 45 days.
12. Placement in an interim alternative educational setting for a period of up to 45 days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability
13. Permanent suspension
14. Loss of credit or zero grade

This list of infractions is an example list of penalties that may be imposed for unlisted infractions:

1. Disturbances which disrupt instruction (1, 2, 3, 4, 6, 7, 8, 9)
2. Abusive language directed at staff or peers on school grounds or at school activities (1, 2, 3, 4, 6, 7, 8, 9, 10)  
Harassment of another student(s) or staff which includes the creation of a hostile environment by conduct, intimidation, verbal threats or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or fear for his or her physical safety. Harassing behavior may be based on any characteristic including but not limited to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender and gender identity. (1, 2, 3, 4, 5, 6, 7, 8, 9, 10))
3. Carelessness in failing to follow school rules and staff directions (1, 2, 3, 4, 5, 6, 7, 8, 9)
4. Dress or grooming which is disruptive to the educational process or which creates a danger to the student and/or others (1, 2, 4, 7, 8, 9)
5. Possession of obscene materials (1, 2, 3, 4, 7, 8, 9)
6. Smoking, other tobacco use, or possession of tobacco products (1, 2, 3, 4, 7, 9).
7. Cheating in any academic or extracurricular or co-curricular activity (1, 2, 4, 7, 8, 9, 10, 14)
8. Abusive, threatening and/or insubordinate gestures, words or actions directed at school employees, students, or other which provoke a fight or intimidate or violate another student or school employee's civil rights, including through the use of epithets or slurs involving actual or perceived race, ethnicity, national origin, religion, religious practices, gender, gender identity and expression, sexual orientation, age or disability that substantially disrupts the educational process 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. (2, 3, 4, 6, 7, 8, 9, 10, 12)
9. Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage In conduct otherwise referenced as an infraction herein and for failing to notify a parent of assignment to detention (1, 2, 3, 4, 5, 6, 7, 8, 9)
10. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 4, 6, 7, 8, 9)
11. Fighting between students where harm is caused to one or more of the combatants (3, 4, 5, 7, 8, 9, 10, 12)

12. A fight involving the use or threatened use of a dangerous or deadly weapon (9, 10, 11, 12, 13)
13. An unprovoked assault against another student or person in the schools (7, 8, 9, 10, 11, 12)
14. An unprovoked assault against another student or person in the schools which causes bodily harm (7, 8, 9, 10, 11, 12, 13)
15. Possession of dangerous or deadly weapons on school property (7, 8, 9, 10, 11, 12, 13)
16. Possession of illegal drugs, dangerous drugs, counterfeit drugs, alcohol, prescription medications or over the counter medicines in school or at school events (7, 9, 10, 11, 12, 13)
17. Use of illegal drugs, dangerous drugs, counterfeit drugs, or alcohol, in school or at school events (7,9, 10,11 12,13)
18. Sale of illegal drugs, alcohol or counterfeit drugs at school or while at school events (9, 10, 11, 12,13)
19. Possession of fireworks on school property or at school events (4,5,7,9,10,11,12)
20. Use of fireworks while on school property or at school events (9,10,11,12)
21. Commission of conduct which constitutes a misdemeanor while on school property or at a school event (7,9,10,11,12)
22. Commission of conduct which constitutes a felony while on school property or at a school event (7,9,10,11,12,13)
23. Gambling (7,8,9,10)
24. Hazing (7,8,9,10)
25. Lewd Behavior (7,8,9,10,12)
26. Extortion (7,8,9,10,12)
27. Plagiarism (4,7,8,9,10,14)
28. Arson (4,5,6,9,10,14)
29. Intentional destruction of school, staff, student or visitor property (9,10,11,12,13)
30. Theft of school property (7,9,10,11,12,13)
31. Falsely reporting a fire, bomb or other threat, misuse of 911 or inappropriately discharging a fire extinguisher or other alarm (3,4,6,7,9,10,11)
32. Threat of violence which endangers the health, safety and/or welfare of the student or others (9,10,11,12,13)

Retaliation Prohibited Any act of retaliation against any person who reports or has filed a complaint of harassing or discriminatory behavior, is strictly 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 discrimination 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, as applicable.

Where incidents involve violations of civil rights, the victim and the alleged perpetrator have the right to be represented by a person of their choice, at their own expense, during investigations and hearings. In addition, victims have the right to register complaints with the U.S. Department of Education's Office for Civil Rights.

#### PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education recognizes that the primary purpose of the district is to provide an atmosphere for learning and education. Any action by an individual or group, aimed at disrupting, interfering with or delaying the education process or having such effect, is hereby declared to be in violation of Board policy. The Board shall approve rules and regulations to implement this policy as required by Education Law Section 2801.

The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

It is not the intent of this policy to limit freedom of speech or peaceful assembly. The Board recognizes that free inquiry and free expression are indispensable to the objectives of a school district. The purpose of the rules and regulations is to prevent abuse of the rights of others and to maintain public order, not to prevent or restrain controversy or dissent.

#### TOBACCO USE AND SMOKING

In light of the findings of the Environmental Protection Agency that tobacco smoke, including secondhand smoke, is a Type A carcinogen, as well as in recognition of the health hazards associated with tobacco use in general, and in accordance with Federal and State laws promulgated in 1994, it is the policy of this School District to prohibit the smoking or other use

of tobacco and tobacco products including but not limited to cigarettes, cigars, chewing tobacco and or any electronic cigarettes, at any time in school buildings and school vehicles and upon the school grounds of any school building. Students found violating this policy may be subject to disciplinary penalties in accordance with the Student Disciplinary Code. Staff members found violating this policy may be subject to discipline in accordance with the law and collective negotiations agreements.

### **Board of Education Policy No. 5305 Eligibility for Extra-curricular Activities**

The Board of Education has the authority and responsibility to establish academic, behavioral and "training and practice" standards for co-curricular and extra-curricular activities. These standards will apply to initial qualifications as well as continued participation in such activities. To facilitate communication of these standards to students, advisors and coaches will distribute a copy of the expected standards of conduct to all students and parents at the beginning of each school year. In addition, advisors and coaches will inform each student individually of the application and scope of these standards.

All student participants should understand that as leaders in the school community, they have an obligation to act in a responsible manner both on and off school grounds. To that end, the Board establishes the following standards:

- Students must maintain an overall average of 65 or better.
- Students must be enrolled in a minimum of five credit-bearing subjects plus Physical Education, unless excused by an administrator.
- Students who fail two or more subjects are ineligible.
- Any student declared ineligible may not be permitted to participate in any interscholastic athletic and/or extra-curricular activities for a five-week period.
- After five weeks, the next report card or progress report will be reviewed to determine the student's status.
- A student must pass a physical examination to engage in athletics.
- Students who are ineligible at the end of the school year are given a "fresh start" and will be eligible until the first five-week notices in the fall.

In addition, advisors and coaches may specify "training and practice rules" which will include minimum school attendance requirements as well as attendance at practices. These standards must be reasonable and uniform. Behavioral standards include a ban on the consumption, possession or use of alcoholic beverages, drugs, or tobacco products both on and off school grounds.

Although suspension from participation in an extra-curricular activity does not require a full hearing pursuant to Section 3214 of the Education Law, a student must be given the opportunity to appear informally before the disciplinarian and/or disciplinary committee, and present his/her side of the story as part of a general discussion of the conduct under review.

Students who are suspended from school on the day of an athletic game or practice session, party, dance, or other school event scheduled after school hours will not be eligible to attend or participate in such events.

### **Board of Education Policy No. 5312.1 Drug and Alcohol Abuse**

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, narcotics, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and to inhibit the use/abuse of alcohol and other substances.

No student may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

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

In order to educate students on the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K-12.

The active participation of staff is encouraged in the prevention of alcohol and other substance use/abuse. Any staff member observing alcohol and/or other substances possession or usage by students on school grounds or during school-sponsored or supervised events shall report the incident immediately to the Building Principal or his/her designee. The Principal or his/her designee shall then take immediate action. Any such substances found shall be confiscated immediately, with the Principal responsible for preserving them for possible use in disciplinary proceedings, followed by notification of the parent(s) or guardian of the student(s) involved and the appropriate disciplinary action taken, up to and including permanent

suspension and referral for prosecution. Notation of such substances possession or use may be made on the student's permanent record. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

### **Board of Education Policy No. 5312.2 Dangerous Weapons in School**

The possession of a weapon on school district property, in school buildings or at school-sponsored events and activities is strictly prohibited, except by authorized law enforcement personnel (e.g., New York State Peace Officers and Police Officers). Any other individual in possession of a weapon will be asked to leave the premises and the proper police authorities will be immediately notified. If such individual is an employee of the school district, he/she will be subject to discipline pursuant to the provisions of law and any applicable provision in a collectively negotiated agreement. Any student violating this policy shall be subject to suspension in accordance with the New York State Education Law, the Gun-Free Schools Act of 1994, if applicable, and the Student Disciplinary Code, as well as referral to the proper police authorities.

For general purposes of this policy, a weapon is defined pursuant to the provision of Section 265.01 of the New York State Penal Law and includes, but is not limited to: any firearm, electronic dart gun, knife, sword, Billy blackjack, bludgeon, metal knuckles, razor, imitation pistol, or any other dangerous weapon or deadly instrument or object which is not necessary for school purposes and which could be used as a weapon (e.g., explosive, dangerous chemicals, ice pick, pellet gun, etc.).

#### *Gun Free Schools Act of 1994*

Any student who is in possession of a weapon on school premises, as defined in the Gun-Free Schools Act of 1994 ("any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm; any firearm muffler or silencer; or any destructive device"), shall be subject to suspension from school, after a hearing has been held pursuant to Section 3214 of the New York State Education Law, for a period of not less than one year, subject only to the right of the Superintendent of Schools to modify such penalty for a student if the superintendent believes that the one-year or longer suspension penalty is excessive. The superintendent shall make such decision on a case-by- case basis, based upon criteria, including by not limited to:

1. The age of the student;
2. The student's grades in school;
3. The student's prior disciplinary record;
4. The Superintendent's belief that other forms of discipline may be more effective;
5. Other relevant information from the parent(s), guardian(s), teacher(s) and/or others; and/or
6. Other extenuating circumstances.

A student with a disability who is in possession of a weapon on school premises or at school activities may be suspended for up to five days, during which time the Committee on Special Education shall convene to determine whether the student's possession of the weapon is related to the student's disability. If determined to be unrelated to the student's disability, the student may be placed in an interim alternative educational setting for not more than 45 days. Such an interim placement shall be deemed the student's "stay put" placement during the pendency of any due process proceedings contesting the interim placement for the duration of the interim placement. If determined to be related to the student's disability, the student may be suspended from school for not more than 10 consecutive days.

The superintendent shall refer a student under the age of 16 who has been determined to have brought a weapon to school to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act. The superintendent shall refer any student 16 years of age or older who has been determined to have brought a weapon to school to the appropriate law enforcement officials.

### **Student Records**

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

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

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

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

Parents/guardians or eligible students may ask the school district to amend a record that they believe is inaccurate or

misleading. They should write to the Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

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

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

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

There are other exemptions for release of student information provided under FERPA. Please request a copy of the District's policy for further information.

Also, the District is permitted to release "directory information" regarding students. Directory information is defined as: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received. The school district may disclose any of these items without prior written consent, unless notified to the contrary, in writing, by the parent or eligible student by end of the first 30 days of the school year.

The school district's policy regarding release of Directory Information shall apply equally to military recruiters, the media, colleges and universities, and prospective employers.

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**Board of Education Policy No. 5020  
Equal Opportunity Policy (Prohibiting Discrimination and Harassment)**

Section 1: Purpose

This policy is intended to ensure that all students and employees of the District have an equal opportunity to pursue the educational and employment opportunities offered by the Pawling Central School District (hereinafter "District"). Specifically, this policy reaffirms the District's commitment of providing educational and employment opportunities free from unlawful discrimination on the basis of sex (including sexual harassment), race, religion, national origin, age, disability or other basis prohibited by law. In accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of Human Rights Law and other applicable laws prohibiting discrimination, no student or employee of the District may be discriminated against or harassed on the basis of sex, race, religion, national origin, age, disability or other basis prohibited by law.

- A. *Scope of Policy.* This policy applies to all students enrolled in the District. This policy also applies to all persons applying for employment with the District and all employees of the District. This policy applies to all types of unlawful discrimination, or perceived discrimination, that is based upon the sex (including sexual harassment), race, religion, national origin, age, or disability of any student or employee of the District.
- B. *Policy Objectives.* By adopting and publishing the policy, it is the intention of the Board of Education to:
  - (1) Notify students, parents and employees about the types of conduct which constitute discrimination prohibited by this policy.
  - (2) Inform students, parents, and employees about the complaint procedures established by the District which enable any student or employee who believes she/he is the victim of discrimination to submit a complaint which will be investigated by the District.

- (3) Clearly advise all supervisory staff, administrators, employees and students that discriminatory treatment or harassment of students or employees is strictly prohibited and no such person possesses the authority to harass or discriminate; and
- (4) Notify all students, parents, and employees that the District has appointed supervisory personnel for each District building or department who are designated to receive complaints of discrimination or harassment and to refer all complaints to the Title IX Officer(s) who is designated to ensure compliance with this Policy.

NOTE: The names and office location of each Compliance Officer designated to receive complaints are listed at the end of this policy (Section 11). This policy, and the complaint procedures described in this policy, shall also constitute the District's Grievance Procedures under Title IX of the Education Amendments of 1972 for complaints of gender discrimination within educational institutions receiving federal financial assistance. Moreover, the Compliance Officers identified below (Section 11) also serve as "Title IX Officers".

## Section 2: Definitions

*"Prohibited Discrimination of Students"*. Prohibited discrimination of students can take the form of any negative treatment of a student, by either a fellow student or a District employee, which: (a) negatively impacts a student's educational opportunities and (b) is based upon the student's sex, race, religion, national origin, age or disability. Prohibited discrimination of students can also take the form of harassment even where there is no tangible impact upon the student's educational opportunities. The phrase "prohibited discrimination", as used in this policy includes all forms of "prohibited harassment" (defined below).

*"Prohibited Employment Discrimination"*. Prohibited employment discrimination of employees can take the form of adverse employment actions which are based upon an employee's sex, race, religion, national origin, age or disability. Prohibited employment discrimination of employees can also take the form of harassment even where there is no tangible adverse employment action. The phrase "prohibited discrimination", as used in this policy includes all forms of "prohibited harassment" (defined below).

*"Prohibited Harassment"*. Harassment can constitute a form of prohibited discrimination under this policy if it is unwelcome and has the effect of making a student or employee feel uncomfortable while at the District or otherwise creates a hostile learning or working environment. Such harassment of students or employees is prohibited by this policy if it is based upon sex, race, religion, national origin, age or disability. Harassment of students or employees based on sex, which is called *"sexual harassment"*, is prohibited by this policy. While it is impossible to provide an exhaustive list of examples of behaviors that could constitute sexual harassment, sexual harassment can take the form of the following types of behavior by a student or District employee: (a) verbal or physical conduct of a sexual nature which is unwelcome; (b) unwelcome sexual advances, flirtations or propositions; (c) unwelcome request for sexual favors; (d) verbal abuse of a sexual nature; (g) sexually degrading comments or remarks; or (h) other behavior which is based on a person's sex, is not welcome, and has the effect of creating a hostile learning or working environment for that individual.

While a single incident of these types of behavior may not create a hostile working or learning environment, if such behavior is severe, persistent or pervasive; or if submission to such conduct is made either explicitly or implicitly a term or condition of educational or employment benefits, or if such conduct has the purpose or effect of unreasonably interfering with the individual's education creating an intimidating, hostile, abusive, or offensive learning or working environment, such conduct constitutes prohibited sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature may constitute prohibited sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating, hostile or offensive environment for a student or employee.

**SPECIAL NOTE TO STUDENTS REGARDING SEXUAL HARASSMENT:** As a student in the District, you should be aware that no student, teacher, coach, administrator, or other adult working for the District has the right to:

- Touch you in a sexual way that makes you feel uncomfortable
- Request or force you to have any type of personal relationship
- Make unwelcome sexual remarks about you, your body or your personal life
- Ask, pressure or force you to have any sexual contact with them
- Engage in any other type of behavior toward you which is prohibited by this policy

If another student or an employee of the District does any of the things listed above you should: (1) tell the person who is making you feel uncomfortable to "stop" and let them know that their conduct is not welcome; and/or (2) file a written complaint with one of the District's Compliance Officers in accordance with the complaint procedure described in Section 4 below.

NOTE: Any student or employee who is unsure whether an incident constitutes prohibited discrimination or harassment under this policy is encouraged to either (a) contact any one of the Compliance Officers listed in Section 11 of this policy or a Building Principal or (b) file a complaint in accordance with Section 4 of this policy. No adverse actions or discipline will be taken against any student or employee who makes a good faith complaint under this policy. Therefore, any student or employee who honestly believes she/he has been subjected to conduct which may be prohibited by this policy, even if they are uncertain about the definitions contained in this policy, is encouraged to contact a District Compliance Officer, a Building Principal and/or file a complaint.

### Section 3: Policy

The District is committed to providing equal educational opportunities to all students of the District. The District is also committed to providing equal employment opportunities to all applicants for employment and to all full time and part time employees of the District. The District regards all forms of prohibited discrimination, including sexual harassment, as very serious matters. Accordingly, it is the policy of the District that:

1. All students be free from prohibited discrimination, including sexual harassment.
2. All employees be free from prohibited discrimination, including sexual harassment.
3. All applicants for employment be free from prohibited discrimination.
4. All types of prohibited discrimination, including sexual harassment, which is directed at any student or employee is considered unacceptable conduct and is strictly prohibited; and
5. No District administrator, teacher, coach, employee or student has the authority to subject any student or employee to any form of prohibited discrimination, including sexual harassment.

Given the special nature of the relationship between students and District employees, extreme caution should be exercised by all employees of the District to avoid and prevent any situation involving comments, jokes, or discussions of a sexual nature, particularly in the presence of students. Discussions involving sexual relations and the human body are part of mandated curriculum in certain areas (e.g. health education) and are, therefore, not restricted by the District's policy of this regulation. Nonetheless, there is no conflict between the District's policy and the mandates of the District's curriculum. In accordance with the policy, all District staff who have contact with students, are responsible for conducting themselves in a manner which is consistent with the policy and for ensuring that all students in their charge comply with this policy.

All supervisory employees in the District are responsible to ensure compliance with this policy. Specifically, all supervisory employees have an affirmative duty to discuss this policy with their staff members, answer any questions about the policy and encourage members of their staff to utilize this policy if they believe they are subjected to any form of discrimination.

Any questions regarding the scope or application of this policy should be directed to one of the Compliance Officers listed in Section 11 of this policy.

### Section 4: Policy Enforcement

#### A. Complaint Procedure for Students

1. *Notification Procedure.* The District encourages any student, who believes they are being subjected to prohibited discrimination, including sexual harassment, to clearly and promptly notify the offender that his or her behavior is unwelcome. If for any reason a student is uncomfortable talking to the offender directly, or if talking to such person does not successfully end the discrimination or harassment, the student is urged to notify one of the Compliance Officers listed in Section 11 below, a Building Principal or the Superintendent of Schools. The names, office location, and telephone numbers of each Compliance Officer is listed in Section 11 of this policy.

NOTE: Confronting the offender is NOT required. All students and employees have the right to file a good faith complaint without first communicating with the offender.

2. *Making a Complaint.* All complaints should be in writing. All students are encouraged to use the District's Complaint of Alleged Discrimination Form. A copy of this form is attached to this policy. Additional complaint forms can be obtained from any Principal's office within the District, or a Compliance Officer, with no questions asked. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaints should be reduced to writing. If a student has any questions or difficulty filling out the complaint form, they can obtain assistance from any one of the Compliance Officers listed in Section 11 of this policy or a Principal. All complaints must include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), and description of the incident, names of witnesses to the incident and

the signature of the complaining party.

Once the student has completed and dated a complaint, with or without the assistance of one of the District's Compliance Officers or Principals, the written complaint should be personally delivered to one of the District's Compliance Officers or Principals or placed in their mailbox.

If for any reason a student is uncomfortable submitting a written complaint to the Principal or Compliance Officer located in the building where that student is generally assigned, the written complaint may be submitted, either by hand delivery or mail, to any one of the Compliance Officers listed in Section 11 below, to any Building Principal, or to the Superintendent of Schools who will then advise a Compliance Officer.

All students filing a complaint will be expected to cooperate with the District's investigation procedures. Students may be accompanied by a relative, guardian or parent when making a complaint of prohibited discrimination or harassment under this policy or participating in an investigation of such a complaint so long as such attendance does not abridge the privacy rights of the parties involved or compromise the confidential nature of the investigation.

If a parent of a student believes that their son or daughter has been subjected to discrimination, then they may make a complaint on behalf of their son or daughter.

#### B. Complaint Procedure for Employees

1. *Notification Procedure.* The District encourages any employee who believes she/he is being subjected to prohibited discrimination, including sexual harassment, to clearly and promptly notify the offender that his or her behavior is unwelcome. If for any reason an employee is uncomfortable confronting the offender directly, or if such a confrontation does not successfully end the discrimination, the employee should file a complaint with one of the District's Compliance Officers (identified in Section 11 below), a Building Principal or the Superintendent of Schools.

NOTE: Confronting the offender is NOT a prerequisite to filing a complaint. All employees and applicants for employment have the right to file a good faith complaint without first communicating with the offender.

All employees filing a complaint will be expected to cooperate with the District's investigation procedures. Employees may be accompanied by a union representative during the investigation process if they are accused of violating this policy so long as such attendance does not abridge the privacy rights of the parties involved or compromise the confidential nature of the investigation.

2. *Making a Complaint.* All complaints should be in writing. All employees are encouraged to use the District's Complaint of Alleged Discrimination form. A copy of this form is attached to this policy. Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of discrimination, all complaints of discrimination should be reduced to writing and signed by the party making the complaint.

#### C. Time for Reporting a Complaint.

Prompt reporting of all complaints is strongly encouraged. All students and employees should be aware that appropriate resolution of discrimination complaints and effective remedial action oftentimes is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions as result of this policy.

#### D. Confidentiality and Privacy.

In recognition of the personal nature of discrimination complaints and the emotional impact of perceived discrimination, the District will attempt to maintain the confidentiality of all complaints and investigations in a manner which is consistent with the District's investigative procedures, applicable collective bargaining agreements and other laws and regulations regarding students and employees. For the protection of all students and employees who make a complaint or are accused of prohibited discrimination, every witness interviewed during an investigation under this policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation or the persons involved. To the extent complaints made under this policy implicate criminal conduct such as suspected child abuse, the District may be required by law to contact and cooperate with the appropriate law enforcement authorities.

#### E. Acknowledgment of Complaints.

Within five (5) calendar days of receiving a written complaint, the Compliance Officer, Building Principal, or Superintendent of Schools should endeavor to contact the student or employee who filed the complaint to confirm that the written complaint has been received. If a student or employee does not receive such confirmation within five (5) days of filing their complaint they are encouraged to file a second written complaint or contact the

Compliance Officer, Principal, or Superintendent. The purpose of this acknowledgment procedure is to ensure that all written complaints which are received by authorized individuals are carefully processed and promptly investigated.

#### Section 6: Investigation Procedures

##### A. Timing of Investigations.

The District will promptly investigate all allegations of discrimination in a confidential and sensitive manner. The District will attempt to complete investigations under this policy within thirty (30) calendar days of receipt of the written complaint, or sooner if practical. However, the length of the investigation will depend upon the particular circumstances of each complaint.

##### B. Method of Investigation.

Investigations will be conducted by the District's Compliance Officers, the District's legal counsel and/or other impartial persons designated by the Superintendent of Schools. The primary purposes of all investigations under this policy will be to determine: (1) did the conduct complained of occur? (2) Did the conduct complained of violate this policy? And (3) what remedial or preventative steps are recommended?

Investigations may include: fact-finding interviews, document review, depositions, observations or other reasonable methods. All students under the age of eighteen (18) who are interviewed, whether they are accused of prohibited discrimination or merely an alleged witness, will have the option of being accompanied by a parent or legal guardian. All employees who are interviewed during an investigation and are accused of violating this policy will have the option of being accompanied by their union representative.

The District's investigators should pursue every reasonable step to investigate each complaint in a thorough and comprehensive manner. Any notes memoranda or other records created by the District employees or agents conducting an investigation under this policy shall be deemed confidential and privileged.

##### C. Investigative Reports.

Once the investigators have completed their impartial fact-finding investigations, they shall prepare and deliver a confidential written report to the Superintendent of Schools. The Confidential Investigative Report should be delivered to the Superintendent of Schools within seven (7) days of the completion of the investigation (or 37 days within the date of the complaint).

To the extent possible, the Investigative Report should include: (1) determination as to whether the conduct complained of occurred; (2) determination as to whether a violation of this policy occurred; and (3) recommendations for remedial or preventative actions, if any.

##### D. Notification to Complaining Party.

Within ten (10) days of the Superintendent's receipt of the Confidential Investigative Report, the Superintendent or his/her designee shall notify the student or employee of the outcome of the investigation. Such notification shall be in writing, include a brief summary of the factual findings and, wherever possible, a summary of any remedial or preventative measures that have been or will be taken by the District.

While reasonable efforts will be made to inform the complaining party about the outcome of the investigations, the District will nonetheless consider the privacy rights of all parties involved in disseminating information contained in the Confidential Investigative Report.

Within fifteen (15) days of the Superintendent's receipt of the Confidential Investigative Report, the Superintendent or his/her designee shall notify the person accused of violating this policy whether or not a violation of this policy was found.

##### E. Remedial Measures.

The District's primary goal in responding to complaints of prohibited discrimination under this policy is prevention. This policy is intended to prevent all forms of discrimination in the District and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination.

Any student or employee who is found to have engaged in prohibited discrimination or conduct which may be prohibited by this policy may receive education, training, counseling, warnings, or other measures designed to prevent future violations of this policy. Any supervisor, administrator, teacher, employee, agent or student of the District who is found to have engaged in prohibited discrimination as defined by this policy may also be subject to appropriate disciplinary action in accordance with any applicable statutes, regulations or collective bargaining

agreements. Such disciplinary action may include: warnings, suspension, or discharge from employment for employees, and suspension from school for students. Any third party found to have engaged in sexual discrimination of a student may be barred from District property or the complainant's buildings or property.

**Section 7: Prohibition against Retaliation and Abuse of the Policy**

All students and employees are assured that the District will not retaliate against any student or employee who files a discrimination complaint in good faith. Retaliation is a very serious violation of the District's policy and should be reported immediately. Any employee, agent or student of the District found to have retaliated against a student or employee their good faith reporting of discrimination under this policy will be deemed to have violated this policy and be subject to disciplinary action.

Abuse of this policy by filing a false complaint which the complaining party knows to be false, will be considered a violation of this policy.

**Section 8: Appeals**

Any student or employee who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this policy may do so within ten (10) days of receipt of notification to the complaining party. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The student or employee shall be entitled to present evidence as to why the investigation procedures were flawed, improper or otherwise not in compliance with this policy. The Board's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Board of Education, or its designee, shall render a decision within thirty (30) days of the filing of the appeal. This decision shall be final and binding. The Appellant shall be notified of the decision in writing.

**Section 9: Record Keeping**

The District shall maintain a written record of all complaints of sexual discrimination for a period of at least six years. The District shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The District shall also maintain these documents for, at a minimum, six years.

The District records regarding alleged discrimination shall be maintained separate and apart from student records and employee personnel files. However, any disciplinary action, counseling letters or warning notices to students or employees will be maintained in student files or personnel records in accordance with the District's normal procedures for handling such documentation.

**Section 10: Questions**

Any questions by students or employees of the District about the policy, this regulation or potential discrimination should be brought to the attention of one of the District's Compliance Officers or the Superintendent of Schools. The names, addresses, and telephone numbers of the District's Compliance Officers are listed in Section 11 of this policy.

Any questions regarding discrimination and compliance with Title IX of the Education Amendments of 1973 may also be brought to the attention of the Office of Civil Rights, Department of Education, Washington, D.C. 20202.

**Section 11: Compliance Officers**

Name: Mr. Scott Rice Telephone: 845-855-2154	Office Location: Mailbox Location:	Pawling Central School District Administration Office 515 Route 22 Pawling, NY 12564
Name: Dr. Debra Kirkhus Telephone: 845-855-2185	Office Location: Mailbox Location:	Pawling Central School District Administration Office 515 Route 22 Pawling, NY 12564
Name: Ms. Megan Gleason Telephone: 845-855-4133 Dignity Act Coordinator	Office Location Mailbox Location	Pawling Central School District Administration Office 515 Route 22 Pawling, NY 12564

**Section 12: Effective Date and Policy Dissemination**

The effective date of this policy shall be February 1, 2001. The Superintendent of Schools shall ensure that this policy is adequately disseminated and made available to all students and employees of the District. Copies of the policy and the complaint form shall be distributed to all District employees within thirty (30) days of adoption. All students of the District will be notified in writing of the adoption of this policy, the contents of this policy and locations where copies of this policy

will be made available to them. In addition, copies of this policy and complaint form shall be maintained in the office of each Compliance Officer, the office of each Building Principal, each library in the District, and the District Policy Book that is available at the local library.

Upon the effective date of this policy, the provisions of this policy shall supersede and replace any prior District policies and regulations regarding discrimination, sexual harassment, and related complaint procedures.

Upon the effective date of this policy, all employee and student handbooks and codes of conduct shall be deemed amended to include the prohibition and remedial procedures contained in this policy.

