

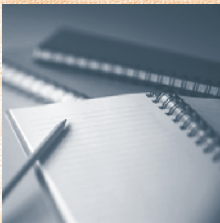
Mohonasen

CENTRAL SCHOOL DISTRICT



DISTRICT-WIDE

code of conduct



Rules and
regulations
for all people
on school
property

Rev. Aug. 2010

introduction

The Mohonasen Code of Conduct was developed in consultation with teachers, parents, students, administrators, and other school/community representatives. It was adopted by the Board of Education with the expectation of full compliance by all persons on school property. The Code is in compliance with the Safe Schools Against Violence (SAVE) legislation which took effect on July 1, 2001, for all school districts in New York State.

It includes high, but appropriate, standards for student conduct and outlines clear consequences for students who break the rules. This Code of Conduct will serve as a standard for consistency and fairness that protects students' rights while promoting student responsibility.

Maintaining safe and disciplined schools is a national concern and a local priority. One of the eight National Educational Goals specifically addresses this issue:

Every school in the United States will be free of drugs, violence and the unauthorized presence of firearms and alcohol and will offer a disciplined environment conducive to learning.

Likewise, local school and community members have defined high learning standards for Mohonasen students that relate to conduct:

Students will demonstrate valued personal qualities, responsibility, self-esteem, integrity, honesty, respect for others, politeness and social skills.

As active citizens, students will practice democracy's basic civil values, respect for the rights of others, cooperation, community responsibility and contributing to the quality of government and the common good.

As parents/guardians, you play an important role in the maintenance of good discipline and appropriate behavior in the Mohonasen schools. You are encouraged to review this brochure and discuss proper conduct with your children on a regular basis. Let us all work together to provide a quality learning environment.

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Rights & Responsibilities

If you have any questions about the material contained in this document, please contact the building principal or the Superintendent of Schools. A copy of the Mohonasen “Code of Conduct” is available to read in the main office of each school in the district and on the district Web site at www.mohonasen.org.

STUDENT RIGHTS TO PARTICIPATE

- ▲ Each student has the right to an education regardless of race, color, religion, gender, ethnic origin, economic status, sexual orientation or disability and also has the responsibility not to interfere with or threaten the education of others.
- ▲ Mohonasen students are expected to abide by the policies and regulations of the school district.
- ▲ Mohonasen students have the right to access rules, receive an explanation of those rules, and seek changes in district policies, and regulations in an orderly fashion by submitting their concerns in writing to the building principal.
- ▲ Mohonasen students have the right to present their version of relevant events to school personnel before imposition of penalty.

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.
- ▲ Refrain from interfering with or threatening the education or rights of others.
- ▲ 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 co-curricular 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 and inappropriate behavior.
- ▲ Ask questions when they do not understand.
- ▲ Seek help in solving problems that might lead to discipline.
- ▲ Dress appropriately for school and school functions.
- ▲ Accept responsibility for one’s actions.
- ▲ Conduct themselves as representatives of the district when participating in

or attending school-sponsored extra-curricular events. They should demonstrate proper conduct, demeanor and sportsmanship at all times.

STUDENT INQUIRY AND EXPRESSION

- ▲ Students are entitled to express their personal opinions verbally or in writing. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves. The author must sign written expressions of opinions. Libel, slander, the use of obscenity, and personal attacks are prohibited.
- ▲ Any student written or electronically formatted material which is deemed to be substantially disruptive to the educational process may be subject to discipline by the administration.
- ▲ Mohonasen students may not distribute any printed and/or written materials on school property or in the immediate vicinity without the prior permission of the school principal. To obtain such permission, the person wishing to distribute the material shall provide a copy to the building principal with a written request that the principal give permission for its distribution. This written request shall contain a brief statement of when, where, and how the material is to be distributed. The principal shall not withhold permission unless the materials are libelous, obscene, or contain personal attacks, or the proposed manner of distribution would disrupt the education process.

- ▲ Student publications should observe the normal rules of responsible journalism, and must comply with Paragraph 1 above. Within these limits, students are free to report the news and to editorialize. Student publications should reflect the policy and judgement of the student editors. The district has no responsibility to assist in the production of student publications. Students may be held responsible for libelous, obscene or offensive materials contained in student publications. Student publications may be distributed only after permission is granted pursuant to Paragraph 2 above.

CO-CURRICULAR ACTIVITIES AND CLUBS

- ▲ The Mohonasen Central School District requires student organizations to register with the school in order to obtain available school funds and the use of school facilities.
- ▲ Student organizations cannot restrict membership on the basis of race, color, gender, religion, ethnic group, economic status, sexual orientation or disability.
- ▲ No student group may meet without the direct supervision of a district employee or board approved designee.
- ▲ Student organizations have the responsibility to make clear to the public that their programs do not necessarily reflect the view of the institution as a whole. Use of the school name when partici-

pating in a public demonstration is improper unless permission has been granted by the principal or his/her designated official.

- ▲ Student organizations have the responsibility to recognize that persons who disagree with their purpose and programs have the right to choose for themselves whether to listen to the groups' point of view, and must not be coerced or harassed into doing so.
- ▲ Students interested in establishing an co-curricular activity are to present their recommendation in writing to the building principal. The request should specify the purpose of the activity. In addition, the student must also submit the signatures of at least ten interested students. The building principal will review this request and make the recommendation to the Superintendent of Schools. If the Superintendent of Schools recognizes the co-curricular activity, it will appoint an advisor to the activity. The District reserves the right to limit advisorships for co-curricular activities due to financial consideration.
- ▲ Students may not be denied participation in any activity for any reason other than those established by State, County, or school eligibility requirements and those requirements legitimately related to the purpose of the activity.
- ▲ Students may not be denied participation in any activity solely be-

cause of race, color, religion, gender, ethnic origin, economic status, sexual orientation or disability.

SEXUAL HARASSMENT

The Board of Education Policy 7631 affirms its commitment to non-discrimination and recognizes its responsibility to provide all district students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to district policy. Therefore, the Board of Education prohibits all forms of sexual harassment by students and employees. Regulations have been developed for resolving sexual harassment complaints by students.

RACIAL HARASSMENT

The Board of Education recognizes its responsibility to provide all district students with an environment free of racial harassment and intimidation. Racial harassment is a violation of Title VI of the Civil Rights Act of 1964 and stands in direct opposition to district philosophy and policy. Therefore, the Board of Education prohibits all forms of racial harassment by employees and students. Board of Education Policy 7632 indicates procedure for resolving racial harassment complaints by students.

STANDARDS

for Student Conduct

ATTENDANCE

In order to insure the greatest opportunity for academic success, it is expected that students will attend school daily during the required hours.

That said, the adopted Board of Education Attendance Policy requires that students who are absent from school must submit a written excuse, signed by a parent/legal guardian, within three days of their return or their school attendance record will permanently reflect an unexcused absence after this time (i.e., no backdating of excuses will be allowed after three days). The excuse should indicate both the reason and the date(s) of the absence.

In grades 6-12, students may no longer be awarded course credit in any class that is required for graduation if they miss more than 15% of class time due to unexcused absences.

Taking into account the block schedule at the high school, that means the maximum number of unexcused absences are as follows:

- ▲ 27 for full credit courses that meet every day;
- ▲ 13 for full credit courses that meet every other day;
- ▲ 6 for half-credit courses that meet every other day; and
- ▲ 20 for full credit courses that meet every other day, plus a lab.

No backdating of excuses will be allowed after three days. For summer school, the same policy will apply and a calculation of the absences will be prorated accordingly.

Daily absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

- ▲ **Excused:** Absences due to personal illness, family illness or death, medical/dental appointments, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, pre-approved college visits, pre-approved cooperative work programs, military obligations or other special circumstances approved by the principal.
- ▲ **Unexcused:** Any absence that does not fit the above categories, e.g., family vacation, hunting, babysitting, hair cut, obtaining a learner's permit, taking a road test, oversleeping, etc.

CLASSROOM BEHAVIOR

In order to insure the greatest opportunity for academic success, it is expected that students will:

- ▲ Follow prescribed classroom rules
- ▲ Be on time and prepared for class

- ▲ Observe the rights of others to learn without disruption.
- ▲ React to directions given by teachers, administrators and other school personnel in a respectful, positive manner.

ACADEMIC EXPECTATIONS

In order to achieve academic expectations, students will:

- ▲ Come to school prepared to participate in classroom activities.
- ▲ Be actively engaged in class instruction, give every assignment their best effort, and ask questions when they don't understand.
- ▲ Demonstrate qualities of initiative, perseverance, honesty, and integrity.

GENERAL BEHAVIOR

In order to promote an environment conducive to learning, students will:

- ▲ Dress in a way that does not cause disruption or distraction in school or at school functions.
- ▲ Demonstrate respect for themselves, others, and property.
- ▲ Conduct themselves in a mature and civil manner on the school campus and at school-sponsored and school-sanctioned activities, at home or away.
- ▲ Comply with all codes of conduct, rules, regulations and policies pertaining to student conduct as established by the Mohonasen Board of Education.
- ▲ Accept responsibility for one's actions.

- ▲ Communicate in a manner which is not demeaning, harassing, profane, obscene or discriminatory.
- ▲ Work to develop mechanisms to control anger and seek help in solving problems that may lead to disciplinary referrals.

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/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable dress and help to develop an understanding of appropriate appearance in the school setting. Interpretation of the dress code will be at the discretion of the building administration. Specifics on the interpretation of the dress code are provided by individual buildings.

In all cases, 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 educational process. Including but not limited to banning of spikes (i.e. dog collars), large pins, large chains, etc.
2. Recognize that extremely brief, revealing or see-through garments are not appropriate.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Including but not limited to "heelines," rollerskates, etc.

4. Not include the wearing of hats/headgear in the school except for a medical or religious purpose.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, gender, ethnic origin, economic status, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities or suggestive material.
7. Not denote or represent gang affiliation.

Building administrators shall be responsible for informing all teachers, 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, 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.

STUDENT ELECTRONICS POLICY

The use of electronic devices is regulated by the administration in each building.

1. The use of cell phones is not allowed in any building during regular school hours. Cell phones must not be

visible to school officials during the school day.

2. Recording devices of any kind (cameras, sound recorders, video recorders, etc.) are strictly prohibited without prior permission of a school official.

For information on other electronic devices please refer to specific building policies.

School officials reserve the right to take any electronic devices that are being used in a manner contrary to building or district policy. Arrangements will be made to return electronic devices in accordance with building/district policy.

Students who choose to carry electronic devices (cell phones, MP3 players, cameras, etc.) to school do so at their own risk. The school cannot be held responsible for lost, stolen, or damaged electronic property. The only way to ensure the safety of electronic devices is to leave them at home.

STUDENT PARKING PRIVILEGES

High School students with a valid driver's license may be eligible to drive to school and park on school grounds in the parking area designated for students. Student parking spaces are limited at the high school.

As a result, students who wish to apply for a parking permit should request an application from the School Resource Office. If approved, a parking sticker will be provided. A non-refundable fee of \$25 is required to receive your permit. Students are not guaranteed to receive a permit.

Students may park only in the student parking lot. Students are not allowed to return to their car during the school day without prior permission. Sitting, eating, or smoking in the vehicle – even during lunch periods – is strictly prohibited during the school day.

Any infraction or misuse of driving privileges may result in the revocation of a student's parking permit. **Students should be aware that student parking is a privilege, not a right.** Unauthorized parking may result in towing at the driver's/owner's expense. A student's chronic attendance problems and/or disciplinary issues will also result in suspension or revocation of parking privileges. Refer to the high school parking policy, available in the main office, for specific details.

SCHOOL SPONSORED/ SANCTIONED EVENTS

Administration reserves the right to deny attendance at any school function based upon reasonable behavioral/safety concerns. In order to maintain a safe/healthy environment, the district reserves the right to administer an alcohol screening device to any student at the district's discretion.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is considered a privilege. Students who participate in extracurricular activities are required to adhere to all standards of behavior as outlined in the Code of Conduct. Failure to do so may result in their removal

and/or exclusion from extracurricular activities. Examples of extracurricular activities include, but are not limited to drama/play, Colorguard, Winterguard, Marching Band, Odyssey of the Mind, Masterminds, Mock Trial Club, etc.

PROHIBITED

Student Conduct

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

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

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

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.

4. Obstructing vehicular or pedestrian traffic.

5. Engaging in any willful act which disrupts the normal operation of the school community.

6. Trespassing. Students are not permitted in any school office or school building, other than the one they regularly attend, without permission from the building administrator.

7. Enter a building/facility before and/or after regular hours or use any facility for anything other than its intended purpose.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

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

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with directions of teachers, school administrators, or other school personnel.
2. Student written or electronically formatted materials deemed substantially disruptive to the educational process.

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

1. Committing or threatening an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing or threatening an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. "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, pocket knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, 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.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator,

other district employee or any person lawfully on school property.

7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property.
3. Defamation which includes making false or unprivileged statements or representations (may include but not limited to defamatory statements or representation made via computers, video, Internet, etc.) about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, religion, gender, ethnic group, economic status, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes an action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing, demeaning, or hurtful.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club or team.
8. Physically detain or restrain any other person.
9. Selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking and/or possessing a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to: inhalants, marijuana, ecstasy, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
13. Inappropriately possessing, using or sharing prescription and over-the-counter drugs.
14. Gambling.
15. Indecent exposure, that is, exposure to sight of the private parts of the body (breasts, genitals, buttocks).
16. Initiating a warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher unnecessarily.
17. The audio/video taping of any

individual without their knowledge and consent.

18. Violation of the school computer use agreement and/or misuse of district technology (Also see page 28).
19. Planning or carrying out a prank that has the potential to cause physical harm or property damage.

F. Engage in any form of academic misconduct. Examples of academic misconduct include:

Student Discipline

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

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

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

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

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in chang-

ing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

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

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

The Code of Conduct is in effect while on school property, for all school functions and school sponsored activities (including off campus activities), and during transport on school vehicles. The frequency of the occurrence shall determine the appropriate disciplinary consequence including reclassification to a higher level infraction.

LEVEL I

Any misbehavior that represents a minor infraction of the established expectations is considered a Level I misbehavior.

Examples of Level I Infractions:

- * Unprepared for physical education.
- * Failure to complete homework/classwork.
- * Abuse of hall or bathroom privileges.
- * Failure of student leaders (safety patrol, student council representatives) to exemplify positive school behavior.
- * Bringing and using electronic devices (including but not limited to radios/CD players or beepers) in school.
- * Inappropriate assembly behavior.
- * Inappropriate bus behavior (See transportation expectations).
- * Swearing (inappropriate language).
- * Disruption of instruction.
- * Buying/selling items.

Level I Disciplinary Procedures:

- * Staff member immediately intervenes and applies the most appropriate disciplinary option.
- * Since the frequency of occurrence determines subsequent response to the same infraction, a record of infractions and the disciplinary responses to each will be kept for

each student.

- * In case of repetitive behavior, the teacher will communicate with the principal and/or supervisor.
- * The supervisor maintains a record of the offense and disciplinary action.

Level I Disciplinary Consequences:

The following consequences are randomly listed and are not intended to be progressive:

- * Verbal reprimand.
- * Note to parents.
- * Call to parent.
- * Talk to principal/designee.
- * Detention.
- * Loss of privileges.
- * Suspension or termination of student leadership position.
- * Radio/CD player, electronic device, beeper taken until parent retrieves it.
- * Removal from assembly.

LEVEL II

Any misbehavior which tends to disrupt the safety of students and/or the learning climate of the school is considered a Level II misbehavior. Infractions at this level include Level I infractions committed by a student who continues or repeats the behavior after being disciplined at Level I.

Examples of Level II Infractions:

- * Recurring Level I misbehavior.
- * Inappropriate cafeteria/recess behavior.
- * Inappropriate bus behavior (See transportation expectations).
- * Inappropriate attire.
- * Inappropriate articles in school.
- * Absenteeism/truancy.

- * Harassment.
- * Physically aggressive behavior.

Level II Disciplinary Procedures:

- * The staff member reports the incident to the principal/supervisor for appropriate disciplinary action.
- * Parent is notified.
- * The supervisor maintains a record of the offense and the disciplinary action.

Level II Disciplinary Consequences:

- * Warning slip issued.
- * Letter home and signed by parent/guardian.
- * Loss of privileges.
- * Recess suspension.
- * Five-day lunch suspension.
- * Verbal reprimand.
- * Letter home.
- * Detention.
- * Removal from class.
- * Parent conference.
- * Referral to Child Study Team.
- * Record is kept of infraction and disciplinary action.

LEVEL III

Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or any misbehavior whose consequence may pose a serious and/or continued threat to the health and safety of others in school is considered Level III. Infractions at this level include Level II infractions committed by a student who continues or repeats the infraction after being disciplined at Level II.

Examples of Level III Infractions:

- * Recurring Level II infractions.
- * School or personal property damage/vandalism.
- * Insubordination/disrespectful behavior toward a staff member.
- * Fighting/threatened use of force.
- * Inappropriate bus behavior (See transportation expectations).
- * Theft.
- * Racial slurs.
- * Propagation of threats/rumors of violent acts.

Level III Disciplinary Procedures:

- * Staff member reports the incident/infraction to the principal/supervisor for appropriate disciplinary action.
- * The principal/supervisor meets with the student to determine the appropriate disciplinary action and informs the staff member of the action taken.
- * Parent/guardian is notified.
- * Record is kept of the offense and disciplinary action.

Level III Disciplinary Consequences:

- * Contact parent/guardian.
- * Payment for damages done.
- * Referral to principal/supervisor.
- * Detention.
- * Suspension (in or out of school).
- * Continuation of more stringent Level II options.
- * Bus suspension.
- * Referral to Child Study Team.
- * Loss of privileges.

LEVEL IV

Any misbehavior considered a criminal act is a Level IV infraction. Law enforcement officials will be noti-

fied and criminal charges may be filed.

Examples of Level IV Infractions:

- * School vandalism exceeding \$100.
- * Possession, selling or use of illegal substances, alcohol or cigarettes.
- * Possession, use or threatened use of weapons/dangerous instrument(s).
- * Assault or battery requiring a police report.
- * Arson.
- * Bomb threat.
- * False fire alarm.
- * False 911 call.

Level IV Disciplinary Procedures:

- * Staff member reports the incident/infraction to the principal/supervisor.
- * If activity is criminal, police will be contacted.
- * Referral to Child Study Team.
- * Record is kept of the offense and disciplinary action.

Level IV Disciplinary Consequences:

- * Police report filed.
- * Notify parents.
- * Suspension.
- * Referral to Social Services/Child Study Team.
- * Detention.
- * Police, family or criminal court referral.
- * Superintendent's hearing.

DRAPER MIDDLE SCHOOL AND MOHONASEN HIGH SCHOOL

The Code of Conduct is in effect while on school property, for all school functions and school sponsored activi-

ties (including off campus activities), and during transport on school vehicles. The frequency of the occurrence shall determine the appropriate disciplinary consequence including reclassification to a higher level infraction.

LEVEL I

Any misbehavior that represents an infraction of the established procedures, which regulate the operation of the school and its educational process, are considered a Level I infraction.

Some Examples of Level I Infractions:

- * Inappropriate Language.
- * Unauthorized use of electronic devices during school hours.
- * Minor class disruptions.
- * Inappropriate behavior.
- * Tardiness.
- * Left class without permission.
- * Class cut.
- * Violation of Dress Code.

LEVEL II

Any misbehavior that tends to disrupt the educational process is considered a Level II infraction. Infractions at this level include Level I infractions committed by a student who continues or repeats the infraction after being disciplined at Level I for that infraction.

Some Examples of Level II Infractions:

- * Chronic (2 or more) Level I infractions.
- * Cutting detention.
- * Public Display of Affection (PDA).
- * Possession of tobacco products/

lighter.

- * Class cuts.
- * Physical altercation.
- * Inappropriate use of computer/technology.
- * Possession of pager/cell phone.
- * Violation of parking/driving privileges.
- * Left school without permission.
- * Insubordination.
- * Cheating.

LEVEL I & LEVEL II DISCIPLINARY PROCEDURES:

- * Staff Member immediately intervenes and applies the most appropriate disciplinary consequence.
- * In cases of repetitive misbehavior, the staff shall communicate to an administrator.
- * The staff member completes a Discipline Referral Form.
- * Administrator will meet and discuss the referral with the student and assign a disciplinary consequence.
- * Informs staff of action taken.
- * Since the frequency of occurrence determines subsequent consequences, a record of the offense and disciplinary consequence is maintained.

LEVEL I & II DISCIPLINARY CONSEQUENCES

(include, but not limited to:)

- * Counsel with student.
- * Document behavior.
- * Seat change.
- * Parental contact.

- * Behavior contract.
- * Supervised detention.
- * Restriction/loss of privileges.
- * Written apology.
- * Temporary removal from class.
- * Peer mediation.
- * Suspension from bus.
- * Parent conference.
- * In-school suspension.
- * Filing of PINS (Person in Need of Supervision).
- * Temporary external suspension.
- * Loss of privileges.

LEVEL III

Any misbehavior whose frequency and/or seriousness disrupts the educational process or poses a threat to the health and safety of self and others in school.

Some Examples of Level III Infractions:

- * Chronic (2 or more) Level II infractions.
- * Insubordination/defiance toward staff.
- * Possession of fireworks.
- * Extortion.
- * Fighting/assault.
- * Hazing.
- * Harassment or intimidation.
- * Theft/possession of stolen property.
- * Smoking or possession of smoking materials.
- * Trespassing.
- * Truancy.
- * Vandalism.
- * Prohibited use of computer.
- * Misuse of photographic or video devices.
- * Unsafe driving.

LEVEL III DISCIPLINARY

PROCEDURES:

- * Staff member immediately communicates infraction and reports student to an administrator and completes a “Discipline Referral Form.”
- * Administrator will meet and discuss the referral with the student and assign a disciplinary consequence.
- * Informs staff of action taken.
- * Since the frequency of occurrence determines subsequent consequences, a record of the offense and disciplinary consequence is maintained.
- * Parent/guardian is notified in a timely manner.
- * Principal and superintendent are notified.
- * Referral to Pupil Study Team.
- * Referral to local law enforcement agency for criminal activity.

LEVEL III DISCIPLINARY CONSEQUENCES (include, but not limited to:)

- * Parent conference.
- * Restriction/loss of privileges.
- * Peer mediation.
- * In-school suspension.
- * External suspension.
- * Suspension from bus.
- * Filing of PINS (Person in Need of Supervision).
- * Referral to superintendent’s office for hearing.
- * Restitution.
- * Referral for out of school services (psychological and/or substance abuse services).
- * Loss of privileges.

LEVEL IV

Any misbehavior which poses an immediate threat to the health and safety of self or others in school, and may require police intervention.

Examples of Level IV Infractions:

- * Chronic (2 or more) Level III infractions.
- * Inciting and/or participation in a riot.
- * Arson.
- * Bomb threat or false alarm.
- * Hazing.
- * Harassment (sex, race, religion, etc.).
- * Possession of weapon or explosives.
- * Severe vandalism.
- * Drug/alcohol possession.
- * Drug/alcohol sale.
- * Drug/alcohol use.
- * Aggravated assault and battery/fighting.
- * Possession of firearm or facsimile.
- * Breaking & entering.
- * Possession and/or use of prohibited object.
- * Threat.
- * Lewd or indecent exposure.

LEVEL IV DISCIPLINARY PROCEDURES:

- * Administrator will report to the scene and notify appropriate law enforcement agency or medical agency.
- * Parent/guardian is notified in a timely manner.
- * Principal and superintendent notified.

LEVEL IV CONSEQUENCES (include, but are not limited to)

- * External suspension.
- * Mandatory parent/guardian conference.

- * Police report may be filed.
- * Filing of PINS petition (Person in Need of Supervision).
- * Referral to superintendent's office for hearing.
- * Restitution.
- * Referral for out of school services (psychological and/or substance abuse services).

REMOVAL OF A DISRUPTIVE STUDENT FROM THE CLASSROOM

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/her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time-out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office only for the remainder of the class time; (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. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. 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.

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 or 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 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 or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form 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 removal form. If the

principal or designee is not available by the end of the same school day, the teacher must leave the 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 the 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 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. 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 of the following:

1. The charges against the student are not supported by appropriate evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. 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 or she is permitted to return to the classroom.

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 an identified 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 that the removal will not violate the student's rights under state or federal law or regulation.

GUIDELINES FOR STUDENT SUSPENSIONS

1. Keep careful records of all violations of school regulations. This should include names, dates, circumstances, investigation and disposition.

2. Utilize support personnel to find ways of helping the student and/or parents/person(s) in parental relation to solve the problem (teachers, guidance, psychologists, social worker, attendance officer, etc.).

3. Utilize all school and community agencies which might prove helpful

4. Record all attempts to deal with problems, including conferences with parents/guardians in parental relation, teacher observations, record of referrals to other personnel and agencies and their reports.

5. When the principal has exhausted all available alternatives and resources and feels that the student's continued presence in school would constitute a threat or danger to himself/herself or other students or that the student is "violent and/or disruptive" as defined in accordance with law and

Commissioner's Regulations, the matter should also be referred to the Superintendent of Schools.

a. A "violent student" is defined in Education Law as an elementary or secondary student under twenty-one years of age who:

- 1) Commits an act of violence upon a teacher, administrator or other school employee.
- 2) Commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property.
- 3) Possesses, while on school district property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death.
- 4) Displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury.
- 5) Threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death.
- 6) Knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property.
- 7) Knowingly and intentionally damages or destroys school district property.

Staff members are required to immediately report and refer violent students to the principal or Superintendent for a violation of the District's Code of Con-

duct and a minimum suspension period pursuant to Education Law Section 2801. However, the suspending authority may reduce such period on a case by case basis to be consistent with any other state and federal law.

b. A **“disruptive student”** is defined in Education Law as an elementary or secondary student under twenty-one years of age who is disruptive to the educational process or interferes with the teacher’s authority over the classroom.

As further enumerated in Commissioner’s Regulations, “repeatedly is substantially disruptive to the educational process or substantially interferes with the teacher’s authority over the classroom” shall mean engaging in conduct which results in the removal of the student from the classroom by the teacher(s) pursuant to Education Law and the provisions set forth in the district’s “Code of Conduct” on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable.

Pursuant to the district’s “Code of Conduct,” a minimum suspension period shall be established for students who repeatedly are substantially disruptive to the educational process or substantially interfere with the teacher’s authority over the classroom. However, the suspending authority may reduce such period on a case by case basis to be consistent with any other state and federal law.

When a student has been suspended and/or compulsory attendance age, immediate steps shall be taken to provide

adequate instruction which is of a reasonable nature to that provided in the student’s regularly scheduled classes.

SUSPENSION: FIVE SCHOOL DAYS OR LESS

1. When a student may be suspended from school for a period of five (5) school days or less, the suspending authority shall provide the student with notice of the charged misconduct. If the student denies the misconduct, the suspending authority shall provide an explanation of the basis for the suspension. Administration shall also immediately notify the parents/guardians in parental relation in writing that the student may be suspended from school.

2. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension at the last known address or addresses of the parents/guardians in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/guardians in parental relation.

3. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the student and the parent/guardian in parental relation of their right to request an immediate informal conference with the principal in accordance with the provisions of Education Law Section 3214(3)(b). Both the notice and

the informal conference shall be in the dominant language or mode of communication used by the parent/guardian in parental relation.

4. The notice and opportunity for informal conference shall take place prior to suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical. When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of reasonable nature to that provided in the student's regularly scheduled classes. Although the alternative instruction need not match in every respect the instructional program previously offered to the student, it must be adequate enough so that the student may complete his/her course work.

5. Regardless of the length of a student's suspension, if a parent/guardian in parental relation wishes to appeal the suspension of such student by the principal and/or superintendent, such appeal must be made to the Board of Education, prior to commencing an appeal to the Commissioner of Education.

SUSPENSION: MORE THAN FIVE SCHOOL DAYS

A student may not be suspended for a period in excess of five (5) school days

unless he/she and the parent/guardian in parental relation to him/her shall have had an opportunity for a Superintendent's Hearing at which the student shall have the right to be represented by an attorney, the right to present witnesses and other evidence on his/her own behalf and the right to cross-examine witnesses against him/her. The notice of hearing should advise the student of the grounds for the charges in specific enough terms to enable him/her to anticipate reasonably the subject content of the proposed hearing and to prepare a defense.

The student may bring a parent/person in parental relation with him/her to the hearing, and both the student and the person invoking the hearing procedure may be represented by counsel. A sign language interpreter should be available, if needed.

At the hearing, persons having direct knowledge of the facts should be called to testify. Hearsay evidence may be admitted but alone is not sufficient, notwithstanding the administrative nature of the proceeding. There must be some direct evidence of guilt of the charges. The burden of proving guilt rests upon the person making the charge, and the student is entitled to a presumption of innocence of wrongdoing unless the contrary is proved. The student may testify in his/her own behalf and is free to cross-examine witnesses against him/her.

Both the Superintendent of Schools and the Board of Education are authorized to appoint a hearing officer to conduct student disciplinary hearings.

The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline. The report of the hearing officer is advisory only, and the Superintendent of Schools or Board may accept or reject all or any part of such report.

Where the basis for a suspension is, in whole or in part, the possession on school grounds or school property by the student of any firearm, rifle, shotgun, dagger, including a pocket knife, dirk, razor, stiletto or any of the weapons, instruments or appliances specified in Penal Law Section 265.01, the hearing officer or Superintendent shall not be barred from considering the admissibility of such weapon, instrument or appliance as evidence, notwithstanding a determination by a court in a criminal or juvenile delinquency proceeding that the recovery of such weapon, instrument or appliance was the result of an unlawful search or seizure.

A record of the hearing shall be maintained, but no stenographic transcript shall be required and a tape recording shall be deemed a satisfactory record. When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of an reasonable nature to that provided in the student's regularly scheduled classes. Although the alternative instruction need not match in every respect the instructional program previously offered to the student, it must be adequate enough so that the student may complete his/her course work.

In the case of a potential long term suspension and/or disciplinary change in educational placement of a student classified as having a disability or a student presumed to have a disability for discipline purposes as defined pursuant to law and regulation, a referral to the district Committee on Special Education will be made to determine if the behavior giving rise to the suspension is directly related to the disability. Suspension and/or disciplinary change in educational placement of students with disabilities and students presumed to have a disability for discipline purposes shall be in accordance with federal and state law and due process requirements.

UNIFORM VIOLENT INCIDENT REPORTING SYSTEM (VADIR)

Per Commissioner's Regulation Section 100.2 Subdivision (gg)(3), schools have been required since July 2002 to submit annual reports on violent and disruptive incidents to the State Education Department. This information is released on a yearly basis.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the "Code of Conduct" to a teacher, guidance counselor, the building principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building

principal, the principal's designee or the superintendent.

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

If there is any question as to how to handle a situation, district staff are to immediately seek the assistance of an administrator.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent exclusion and referral for prosecution.

The building principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct

that violated the code of conduct and constituted a crime.

PHYSICAL CONTACT/ RESTRAINT

Corporal punishment as a means of discipline shall not be used against a student by a teacher, administrator, officer, employee or agent of the school district, per Board of Education Policy 7410R.

However, if alternative procedures and methods which would not involve physical force do not work, then the use of reasonable physical force is not prohibited for the following reasons: self protection; protection of others; protection of property; or, restraining/removing a disruptive student.

Whenever a school employee uses physical force against a student, the school employee shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

STUDENT INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. School officials will tell all students why they are being questioned.

STUDENT SEARCHES

The Board authorizes the super-

intendent, building principals, or their designees to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the student violated the law of the district code of conduct.

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

An authorized school official may search a student or the student's belongings based upon information and belief that the individual has violated the law or district code of conduct.

The building principal or the principal's designee shall be responsible for the custody and disposition of any illegal or dangerous items taken from the student and retain control of the item(s), until they are turned over to the police. The principal or his or her designee shall be responsible for delivering dangerous and illegal items to police authorities.

District officials are committed to cooperating with police officials and other authorities to maintain a safe school environment. School officials will follow all State and Federal laws with

regard to police involvement in questioning and/or searching students on school property.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

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

Child protective serves will follow all NYS Social Services Laws and Guidelines regarding their ability to investigate allegations of abuse, neglect, and/or custody issues.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with dis-

Other Codes & Miscellaneous

abilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

COMPUTER USE CODE

All parents/guardians and students are required to review and sign the Mohonasen Central School District's Computer System (DCS) Consent and Internet Code of Ethics Agreement. By signing the agreement parents/guardians and students agree to the content therein. First, the agreement gives parent/guardian permission and, secondly, is a contract by the student to comply with the regulations set forth by the district. Failure to comply with those regulations may result in disciplinary action. The DCS is for education use and our regulations are not necessarily all-inclusive due to this rapidly changing field. Please refer to a copy of the computer use and internet agreement for details contained therein which can be obtained at any main office.

ATHLETIC CODE OF CONDUCT AND TRAINING RULES

Participation in interscholastic

athletics at Mohonasen is a privilege. This participation should elicit great pride among all school community members. Part of the responsibility that goes with the participation in school sports is the need to maintain satisfactory standards of behavior. Each student-athlete receives an "Athletic Handbook and Code of Conduct" and "Training Rules" booklet, which clearly defines the standards for student-athlete behavior. It is the responsibility of each student-athlete and his/her parent(s) to be familiar with the contents of this booklet. The signatures of both the athlete and a parent/guardian indicate that each agrees to respect and abide by these standards. Before a student is permitted to participate on an athletic team, both the student and parent/guardian must sign the athletic code of conduct form and return it to either a coach or the director of athletics. This form may be obtained from a coach or the director of athletics. Student-athletes will be disciplined by school administration for infractions of the "Athletic Code of Conduct" using the guidelines set forth in that handbook.

TRANSPORTATION CODE

The safety of all students and our staff is our primary concern. All school buses are "school property" and are

subject to all rules set forth in the Mohonasen “Code of Conduct.” Each student has an individual responsibility to help ensure the safety of all students on the bus by following the rules.

Coming to school, going home and riding buses for co-curricular events, interscholastic contests or field trips, a student is expected to listen to and obey all instructions from transportation personnel.

GUIDELINES FOR ADMINISTERING MEDICATION IN SCHOOL

Students, with the exception of diabetics, may not have any medication (prescription or over the counter) on their possession during the school day (i.e., not in pockets, lunch boxes, backpacks, lockers, etc.). The only medication exceptions are an asthma inhaler or Epi-Pen, which may be carried by the student if they have a physician order and parent consent, along with the approval of the school nurse.

The following guidelines must be met before administering any medication during school hours:

- All medication, over the counter and prescription, must be brought to school by a parent or responsible adult in the original labeled container (prescription medication must be in a pharmacy labeled container). Stock Acetaminophen and Ibuprofen are available in the nurse’s office and can be

given by the school nurse with a physician order unless the parent chooses to provide the student’s own Acetaminophen/Ibuprofen. All other over the counter medication must be provided by the parent.

- A written physician order including name, dose, duration, and reason for prescribing the medication and possible adverse reactions.
- A written note from parent/guardian giving the school nurse permission to administer the medication as prescribed by the physician.
- Any discontinued or unused medication must be disposed of at the end of the school year if not picked up by the parent within a reasonable length of time.
- All medication orders must be renewed by the physician each school year.

VISITORS TO THE SCHOOL

Visitors shall be required to report to the main office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the school, they must abide by the regulations and procedures developed by the administration regarding school

visits.


VISITORS TO SCHOOL BUILDINGS

Close communication and supportive relationships between parents/guardians and schools are essential to increasing student achievement and enhancing school climate. The Rotterdam-Mohonasen Central School District supports these efforts through effective and appropriate visitations to schools and to classrooms by parents/guardians, community members, and other appropriate individuals, subject to the following guidelines:

- Parents/guardians may request a visit to their child's classroom(s) through the building principal, at which time the purpose of the visit will be established. The date and time of the visit will be mutually agreed upon directly between the parent/guardian and the teacher. The building principal will be notified, in advance, of the arrangements which have been agreed upon for the visit.
- Teachers may request that a parent/guardian visit the classroom by directly contacting the parent/guardian and establishing a mutually agreed upon time and date. The building principal will be notified of the visit, in advance.
- Visitations by individuals other than parents/guardians shall be arranged directly between

the building principal and the individual making the request. The purpose of the visit will be made clear at that time in order to facilitate appropriate arrangements.

- Visitation will occur in a way that avoids or minimizes disruption to the normal learning process and the ordinary classroom routine. The building principal may be present when appropriate. Visitors agree to maintain confidentiality regarding information which they acquire during the course of the visit as explained to the visitor by the building principal.
- Individuals visiting the schools are to go directly to the office of the building which they are planning to visit, advise the principal or his/her designee of their presence and purpose for being in the building, receive permission to be on school grounds, and sign the visitor's book. Visitors are to notify the office staff of their departure and sign out upon leaving the building.
- All visitors may be asked to provide positive picture identification such as a valid drivers license, passport, etc., and will be required to wear a school issued ID while in the building.
- Before a child may be taken from



the building by a non-school person, the visit must be recognized by the building principal or his/her designee as one having the legal right to take the child. The visitor will wait in the office for the child to come from the classroom at which time he/she will be signed out in the appropriate book. No visitor is to go to the classroom unaccompanied by an appropriate school official for the purpose of getting a child.

If you have any questions about the material contained in this document, please contact the building principal or the Superintendent of Schools. A complete copy of the Mohonasen Code of Conduct is available to read in the main office of each school in the district and on the Mohonasen Web site at www.mohonasen.org.

central

administration

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Superintendent of Schools

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Fax: 356-8247

Assistant Superintendent for Curriculum and Instruction

Phone: 356-8205
Fax: 356-8248

Assistant Superintendent for Business

Phone: 356-8210
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Director for Student and Personnel Services and Grant Development

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Director for Special and Alternative Education

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bradt

primary school

Principal:

356-8400
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pinewood

intermediate school

Principal:

356-8430
Fax: 356-8434

draper

middle school

Principal/ Assistant

Principal:

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Fax: 356-8359

mohonasen

high school

Principal:

356-8300

Assistant Principals:

356-8300

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Visit Mohonasen on the Web at

www.mohonasen.org