

2011-2012



**Peru Central School District**

*Conduct &  
Discipline Policy*

Dates boxed are dates in which students WILL NOT be in Attendance.

Dates with circles are staff only days.

Dates with shaded boxes are EARLY DISMISSAL days.

## 2011-2012 PERU CSD ACADEMIC CALENDAR

### SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students/Teachers 17/19

### OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Students/Teachers	20/20			

30 31 Students/Teachers 20/20

### NOVEMBER 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students/Teachers 17/18

### DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students/Teachers 16/16

### JANUARY 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Students/Teachers	20/20	

29 30 31 Students/Teachers 20/20

### FEBRUARY 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Students/Teachers 16/16

### MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students/Teachers 22/22

### APRIL 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students/Teachers 14/15

### MAY 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students/Teachers 21/21

#### Please Note

- 1 K-12 faculty will report to work on September 6th & 7th
- 2 Students will report to school on September 8th
- 3 Total Days in Session - 183.
- 4 Should there be a need for additional snow days, the following days will become days in session in the following order of priority: May 25th, April 13th, April 12th
- 5 Unused snow days will allow for days not in session as follows:  
1st May 24th, 2nd May 29th, 3rd April 16th.
- 6 The following days will be "staff only" - Superintendents conference days: Sept. 6th & 7th, Nov. 22nd, April 5th.

Students: 179 days + 4 supt. days = 183 days  
Teachers 183 days

**FINAL APPROVAL: 5/10/2011**

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# I. INTRODUCTION

## A. Preface

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The Peru Central School District maintains high expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Peru Central Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that consequences when necessary are administered promptly and fairly. To this end, the Board of Education adopts this code of conduct. This code of conduct has been drafted in collaboration with all stakeholders to meet the requirements of the Project SAVE legislation (Education Law §2801) and section 100.2(1) of the Education Commissioner's regulations.

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

<sup>1</sup> The New York State Department of Education has mandated that each school district adopt a written policy on conduct that applies to all students. This policy shall be in effect by July 1, 2002.

## B. Peru Central School Mission Statement

Our school district is to be a community of learners\* involved in and dedicated to the learning process. We believe that every student should be provided with opportunities, and accept responsibility, to grow educationally, socially and emotionally.

Therefore, we expect our staff to:

- ◆ Teach all students a constantly updated curriculum, using a variety of methods to actively engage students and meet individual learning styles.
- ◆ Further, we expect our entire school community\* to:

Provide a positive, safe, caring and child-centered environment where teaching and learning are emphasized and rewarded, and where there is mutual respect.

We will hold ourselves accountable for this through continuous assessment of programs, practices and operations.

\* staff, students, parents, other family members, school volunteers, employers, service clubs and others.

### C. Philosophy

The Peru Central School District believes strongly in the positive development of its students in both areas of academics and personal growth. Each student must be afforded the opportunity to develop in each of these areas to his/her fullest potential. To provide and sustain the proper atmosphere for our students to progress in their development requires cooperation and understanding by students, teachers, parents, administrators, and the Board of Education.

The School Community, therefore, desires to work with each student and his/her parent /guardian to resolve together any problem which might prevent a student from achieving success.

In developing this code, we recognize and believe the following to be true:

Parents influence their children

Parents, students, and school personnel must work together to help each student reach his/her greatest potential

A student and/or a family problem can affect all family members and may influence a student's success at school

Problems in school and at home can have long range effects

When people in school and at home are supportive of a student and give specific messages to that student, appropriate behavior should result

Students have certain rights and responsibilities

### D. Annual Implementation Procedure

Each year the code will be reviewed by a standing Student Conduct Committee comprised of students, parents, teachers, administrators and a representative of the Board of Education. Community members are invited to submit written suggestions or concerns regarding the code to the building Principal. In addition, each spring an open forum will be held at which community members are invited to express concerns or make suggestions.

The Board of Education will consider recommendations for changes in the code each year. The amended code of conduct shall be approved by the Board and prepared for distribution in the manner described below.

At the beginning of each school year, the code of conduct will be available to each member of the school staff either via the Web site or from the appropriate administrator. An in-service education program shall be offered to review changes in the code and to discuss points of emphasis for the new school year. Great emphasis shall be placed upon the need for cooperative effort in making the codes implementation a success.

The code of conduct shall be available to each student household prior to the start of school either via the Web site or from the appropriate building Princi-

pal. Students, parents and/or guardians shall be encouraged to review the code together in order to best promote its understanding and acceptance. All new students will be given a copy of the code of conduct with their registration packets. A general assembly will be held for each school or each grade level at which the contents of the code shall be reviewed. Any questions about the code should be directed to the building Principal.

## E. Definitions

For the purpose of this code, it is important that the following definitions are understood:

Alternative Education means a provision of educational service to an elementary or secondary student through the age of 21 in a manner other than in the regular full-time day school. Students may receive homebound instruction, reduced school day or receive educational service in some other setting.

Bullying, in the context of this policy, is defined as inappropriate persistent behavior including threats and/or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others.

Controlled Substance means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

Disorderly Conduct means any act committed by an elementary or secondary student through the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

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

Insubordination means the outright refusal to comply with the reasonable request of any staff member or responsible adult serving in the capacity of chaperone by an elementary or secondary student through the age of 21.

Parent means parent, guardian or persons 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 line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law 142.

Violent Student means a student through the age of 21 whom:

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

Weapon means a firearm as defined in 18 USC 921 for purposes of the Gun-Free School 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, cane sword, electronic dart gun, Kung Fu star, electronic stud gun, pepper spray, or other noxious spray, explosive or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

## F. Public Concerns

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of this district is to resolve such concerns with only the parties involved, whenever possible. Public concerns about the school district will be directed to the proper administrative personnel. Concerns about specific classroom practices shall be directed to the Teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the building Principal; if there is no resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board for final resolution.

It is the responsibility of the building Principal to help in resolving the problem/concern, and/or to refer individuals to the next level of appeal. Matters involving specific classes, Teachers, or school rules should be brought to an administrator's attention before an individual addresses members of the Board of Education.

All matters referred to the Superintendent and/or the Board must be **in writing**. Concerns registered directly to the Board as a whole or to an individual Board member shall be referred, as soon as it is reasonably possible, to the

Superintendent for investigation, report, and/or resolution.

The continued interest and support of district schools by members of the school community is vital to the success of Peru students.

## G. Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

Principal Storms and Principal Felt are the designated district compliance officers, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972. Director Stephney is the designated district compliance officer for Section 504 of the Rehabilitation Act of 1973.

## H. Family Educational Rights and Privacy Act

The procedures for the confidentiality of students' records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment), its implementing regulations, and Commissioner's Regulations.

The district shall arrange to provide translation of the following notice to non-English speaking parents in their native language.

This section is intended to advise you of your rights with respect to the school records relating to (your son/daughter) and/or (you) pursuant to the Federal "Family Educational Rights and Privacy Act 1974."

A parent/guardian of a student under 18, or a student 18 or older, shall make a request for access to that student's school records. This includes all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance
- Data scores on standardized intelligence
- Aptitude and psychological tests
- Interest inventory results
- Health data
- Family background information
- Teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

A parent/guardian of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the building Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Such parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

## II. STUDENT RIGHTS AND RESPONSIBILITIES

### A. Student Rights and Responsibilities

The Board of Education assures district students that they shall have all the rights afforded them by federal and state constitutions and statutes. The district recognizes all federal, state, and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights. The district's aim is to provide an environment in which a student's rights and freedoms are respected, and to provide opportunities which stimulate and challenge the student's interests and abilities to his /her highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner, and does not infringe upon the rights of others.

**It shall be the right of each district student:**

To have a safe, healthy, orderly, and courteous school environment

To take part in all district activities on an equal basis regardless of race, sex, national origin, or handicapping condition

To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law

To have school rules and conditions available for review and, whenever necessary, explanation by school personnel

To be suspended from instruction only after his or her rights pursuant to Education Law Section 3214 have been observed; and

In all disciplinary matters, to have the opportunity to present his/her version of

the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction

To express his/her opinions verbally as long as his/her expression does not interfere with the rights of others or disrupt normal school operation.

**It shall be the responsibility of each district student:**

To be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct

To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible

To conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship.

To seek help to develop mechanisms to control anger and to solve problems that might lead to conduct referral.

To be in regular attendance at school and in class unless legally excused.

To arrive at school and class, on time, and prepared to learn.

To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and property.

To dress in accordance with standards as identified by the Board and the superintendent.

To make constructive contributions to the school, and to report fairly on circumstances of school related issues.

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

To accept responsibility for his/her actions.

## B. Recognition of Responsible Student Behavior and Accomplishments

Educators have learned that although steps to stop inappropriate behavior are necessary, praise and reward for responsible student behavior do more to encourage positive traits than anything else. Educators at Peru Central School are encouraged to practice assertive discipline techniques that are positive and realistic when responding to negative behavior.

The Peru Central School District recognizes responsible student behavior in many ways and encourages additional methods of recognition:

1. Publicity of student achievement and activities in local newspapers and the District Newsletter
2. Board of Education 97% Attendance Award
3. Individual Recognition Awards given by classroom teachers for positive social and academic growth
4. Various reading program awards
5. National Honor Society induction ceremony and reception
6. Publications of Honor and High Honor Rolls
7. Athletic Awards Banquet

8. Graduation awards
9. Recognition of Student Council and Class Officers
10. Math contest awards
11. Elementary School Awards Program (Academic, Athletic and Behavior)
12. Middle School Awards Program
13. Achievement Awards (Academic, Athletic and Behavior)
14. Senior Privileges
15. Academic Awards Banquet
16. Certificates of Endorsement
17. Ray Kroc Award (Scholarship, Citizenship, Leadership, Extra Curricular Activities)
18. Administrative Letters of Recognition
19. Citizen of the Month

### C. Student Due Process Rights

In situations involving misconduct, students shall have the opportunity to present their version of the facts and circumstances, and students will not be suspended unless their rights to due process, as identified in Education Law 3214, have been observed. Building Principals may suspend a student for a period of up to five days. In cases of this type, the Principal conducts an informal hearing with the student and other individuals who may have information concerning the situation. When a suspension is imposed the student and parent(s) are notified and a written record of the case is made. If the student and parents request, an informal conference will be held at which time the parents may question the person whose complaint initiated the suspension.

School personnel will identify problems and pursue appropriate, reasonable measures to affect student behavior. Parents, students and school personnel must work together to ensure the maintenance of the proper atmosphere for learning. Our objective is to provide all students an equal opportunity to grow intellectually, ethically, socially, emotionally, and physically.

The responses to student misconduct are designed to be fundamentally fair without imposing unreasonable burdens upon school authorities or students.

General requirements in all instances include:

1. Oral or written notice detailing the rules violation resulting in the conduct referral.
2. An opportunity for the referred student to “tell his/her side of the story” to the person whose responsibility it is to investigate the situation.
3. Explanation of the evidence of violation upon which action is being taken, should the student deny the infraction has occurred.

When a student is referred to an administrator/designee for appropriate action, the administrator investigates the incident by meeting with the student and/or staff member, and additional students/staff as deemed necessary.

Parental involvement ranges from written notification of the offense and consequence, to parent conferences with staff, student, and, if need be, outside agencies/authorities.

A proper and accurate record of the offense and response is maintained for all incidents.

### III. ESSENTIAL PARTNERS IN EDUCATION

#### A. Parents

All parents are expected to:

1. Recognize that the education of their child (ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the school district.
9. Build good relationships with Teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

#### B. Teachers

All district Teachers are expected to:

1. Establish and maintain a safe, orderly and stimulating school environment that emphasizes active engagement of students in the learning process.
2. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom conduct plan.

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

### C. School Counselors

All district School Counselors are expected to:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

### D. Principals

All district Principals are expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for address of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### E. Superintendent

The Superintendent of Schools is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### F. Board of Education

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to

evaluate the code's effectiveness and the fairness and consistency of its implementation.

3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

## IV. SPECIAL AREAS AND PROHIBITED CONDUCT

There is a direct connection between the way students behave and the way they learn. Positive student behavior helps set the educational environment that allows teachers to teach and encourage students to learn. The District Student Conduct Committee cannot reasonably write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. Therefore, various rules and policies (School District Code of Conduct, building handbooks, etc.) serve as a guideline encouraging students to become self disciplined, responsible students making proper decisions which keep our school respectful, safe and organized for learning.

Students, who cannot accept this responsibility and violate school rules, will be required to accept penalties and more regulated supervision. The vast range of penalties is listed in the Responses to Student Misconduct section. These penalties may be imposed either alone or in combination. Depending upon the nature of the violation, it is the Board's desire that responses to student misconduct be progressive, i.e. a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty.

A number of areas involving student conduct merit special attention and are addressed in this section. Federal law and the Project SAVE legislation provide for automatic suspensions in the cases of weapons possession, violent behavior and repeated disruptiveness.

### A. Dangerous Weapons in the School

No student may have in his or her possession upon school premises, in a school vehicle or at a school sponsored program, any rifle, shotgun, pistol, revolver, other firearm, air gun, spring gun, BB gun, paint ball gun, or any weapon in which the propelling force is a spring, air, piston, or co2 cartridge, explosive, knives, dangerous chemical, or any object which is not necessary for school activities and which could be used as a weapon.

The federal Gun-Free Schools Act of 1994 requires that any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age

2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

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

## B. Other Violent Acts

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

## C. Repeated Substantial Disruption or Interference with School Procedure

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

## D. Dress Code

Attire that is worn for other than its intended purpose is prohibited. For example, pajamas and slippers are intended for bedtime; as such they are prohib-

ited attire for school.

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 personal hygiene, dress, grooming and appearance, including hair style/color, jewelry or other accessories, make-up and nails, deodorizing sprays/perfumes, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process. The following items are specifically prohibited: spiked jewelry, and long pocket chains, or any jewelry or adornment that can be perceived as a weapon.
2. Recognize that extremely brief garments and see-through garments are not appropriate. Examples include: muscle shirts, strapless tube tops, midriff tops, spaghetti straps, halter tops, low cut tops that expose cleavage are not allowed. Shirts must touch top of pants. Also recognize that any garment/accessory that detracts from the learning environment or is inappropriate is not allowed.
3. Ensure that underwear is discreetly covered with outer clothing. **Sagging pants and or shorts are prohibited as pants/shorts should be worn at the natural waist-line. Short-shorts or short skirts, and/or other clothing that inappropriately exposes undergarments or skin in a sexually and/or sensually suggestive manner are strictly prohibited. The buttocks must be completely covered. Shirts showing the stomach and mid-riff or tops that show cleavage are not appropriate. (Any student wearing shorter skirts is highly encouraged to wear shorts underneath to alleviate any unexpected revealing of undergarments).** Skirt length will be approximately half-way down the leg. Skirts and /or shorts must be appropriate length in compliance with dress code. Examples of appropriate wear can be reviewed in the discipline office. Please look for at least a 5-inch seam when shopping.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. (i.e. heellies, slippers and steel toe boots\*) \*Unless academically required.
5. Not include the wearing of hats or other head covering except for a medical or religious purpose.
6. Not include eyewear (i.e., tiger, alien, cat eye contact lenses) that obscures the natural appearance of the eye.
7. Not include items that are sexually suggestive, vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or gang related activities.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and / or encourage other illegal or violent activities.

9. Backpacks and outer garments are to be stored in lockers.
10. All students should dress appropriately for the weather and in the interest of safety.

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

Students who violate the student dress code shall be required to remove the offending item and, replacing it with an acceptable item. Any student who refuses to do so shall be subject to a misconduct penalty, 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 penalty, up to and including out of school suspension.

#### E. Student Protests, Demonstrations and Sit-Ins

The Board of Education and the Superintendent of Schools have the authority and responsibility to maintain order and discipline within the district's schools as is necessary to protect the safety and welfare of the students, to secure the educational environment within the schools, and to protect the real and personal property owned and maintained by the district from damage. While the Board of Education recognizes that students have a constitutional right to demonstrate peacefully during school hours, students are prohibited from engaging in conduct which otherwise endangers the safety, morals, health, or welfare of themselves or others. The Board of Education prohibits students from willfully disrupting the routine and daily schedule of the school or a school-sponsored event by participating in an individual or group activity which has as its purpose the encouragement of noncompliance with an existing school policy, regulation, or administrative decision. In addition, the Board prohibits students as individuals or groups from participating in sit-ins, stand-ins, walk-outs and other similar conduct which disrupts the order and discipline of the school and/or endangers the safety and welfare of themselves and other students in the school.

#### F. Drug/Alcohol Abuse

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any glue, aerosol paint, or any other chemical substance intended for inhalation;
4. Any other intoxicant, or mood-changing, mind-altering drugs;
5. Any medication including over the counter drugs is administered by

the school nurse and must have the prescription label on it with a note from the doctor regarding dosage and time to be given. An adult must transport it to school. Please do not send your child with the prescription or over the counter medicines. He/she cannot self medicate.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled or otherwise taken internally a prohibited substance recently enough that is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students are reminded that they are granted choices and if they choose to violate the Drug/Alcohol rule, the consequences of their behavior will be to serve the necessary discipline as outlined in the Third Level of Misconduct of this policy.

It is the intention of the Peru Central School District to intervene at the earliest stages of student involvement with drug/alcohol use. Any student with an infraction of this drug/alcohol rule will be recommended to intervention services established by the District Drug and Alcohol Policy and Referral Program. Appropriate referrals and parental contact shall be made in any case involving substance misuse. On site referrals to the Champlain Valley Family Services Counselor or referral to other outside agency may be recommended. In addition, law enforcement and other local agencies may be contacted by the administrator/designee as a means of following up on the behaviors related to this section.

### Drug/Alcohol/Tobacco Use And Special Student Functions

Students under the influence and/or in possession of drugs, and/or alcohol and/or tobacco at events sponsored by Peru Central School, including but not limited to school dances, athletic events, junior prom, senior banquet and/ or class trip, will be immediately removed from the event, have a parental contact made, be subject to further conduct review and in the case of seniors, may not be allowed to participate in the graduation ceremony.

### G. Corporal Punishment

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

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

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

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

### Investigation of Complaints

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. This written complaint will be forwarded to the school attorney within seven (7) days. The Superintendent will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, the reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the school attorney upon completion of the investigation.

### H. Student Searches and Interrogations

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

In addition, the board authorizes the Superintendent, building Principals, and the school Nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct and/or Policy.

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

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

### 1. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places, as well as electronic devices and vehicles, may be subject to search at any time by school officials, without prior notice to students and without their consent. The school district may also from time to time use trained police dogs for sniff searches of school lockers or vehicles on school property.

### 2. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

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

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

### 3. Police Involvement in Searches and Interrogations of Students

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

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

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

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

#### 4. Child Protective Services Investigations

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

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

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

## I. Sexual Harassment

Sexual Harassment is unwanted and unwelcome behavior of a sexual nature.

Sexual harassment comes in many forms:

Verbal sexual harassment...

Means offensive words and comments, spoken privately to a person or in front of others. For example:

- Comments about body parts or rating people's bodies -Sexual suggestions or threats
  - Spreading sexual rumors or stories
  - Sexual jokes
  - Using sexual orientation (homosexuality or bisexuality) as an insult
- Nonverbal sexual harassment...
- Staring or pointing at a person's body or body parts
  - Making obscene gestures
  - Displaying obscene sexual material or placing it in someone's locker or on someone's computer
  - Writing people's names along with sexual remarks, suggestions, or drawings in public places

Physical sexual harassment...

Is any unwanted sexually oriented physical act. For example:

- Grabbing or touching someone, especially his/her sexual parts
- Tearing or pulling at a person's clothing
- Purposely bumping or rubbing against a person
- Kissing or holding a person against his/her will
- Impending a person's movements or preventing moving freely.

In the work or study environment, even flirtation may be inappropriate. What is flirtation to one person may be considered sexual harassment to another. Flirtation makes one feel good, in control, attractive, flattered, and equal. In contrast, sexual harassment makes one feel bad, powerless, unattractive, degrading and inferior. If you think you are being sexually harassed, your own thoughts and feeling are usually pretty good signals about what is happening to you.

Warning Signals of Sexual Harassment:

Thoughts

- I can't believe this is happening to me.
- Why me? What did I do?
- I wish I could make it stop.
- I hate you for doing this.
- If I say anything, no one will believe me.
- Just leave me alone.
- What's going to happen next?
- I wish I could get away.
- Why doesn't anyone help me?

Feelings

- Confused
- Guilty
- Helpless
- Angry
- Frightened
- Hopeless
- Scared
- Trapped
- Alone

Students at Peru do not have to tolerate being victims of sexual harassment. It is not only against school policy, it is against the law.

## WHAT CAN YOU DO IF YOU ARE HARASSED?

\*Say no to the harasser! Be direct. If you feel you can, you might explain why you were offended by what transpired. Sometimes a clearing of the air is all that is needed. Remember that you have a right to your feelings. You may want to bring someone with you for support. Make every effort to let the student know that their action was inappropriate and ask them to STOP.

\*Write a note to the harasser. Describe the incident and how it made you feel. State that you would like the harassment to stop. Send the letter by certified mail. Keep a copy.

\*Keep a record of what happened and when. Include dates, direct quotes, witnesses, and patterns to the harassment. Save any cards or letters sent to you.

\*Talk to your counselor. You can talk to your counselor as your first step in dealing with the harassment or after you have tried to resolve the situation yourself. You may find that an informal discussion solves the problem, or you may decide to make a formal complaint. We understand that you may be reluctant to talk about your experience. This is normal and may have several causes: uncertainty about whether you have been really harassed; shock or embarrassment over the incident; a sense that you are somehow responsible; a fear that people of a different sex or sexual orientation will not take your complaint seriously; or a general doubt that the situation can be satisfactorily resolved. We will try to be sensitive to the thoughts and feelings of everyone involved and will treat any consultation and complaint with seriousness and confidentiality.

\*Tell Someone. Tell someone you can talk to; your parent, counselor, teacher, principal or any school employee.

\*File a complaint. To file a complaint, contact the Title IX Officer.

The Board of Education is committed to safeguarding the right of all employees and students within the school district to an environment that is free from all forms of sexual harassment. Sexual harassment does not depend only upon the offender's intention, but also upon how the victim perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

The Board condemns all unwelcome behavior of sexual nature which is addressed to a student to extort sexual favors from the student, or which has the purpose or effect of creating an intimidating, hostile, or offensive environment within the district. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

Any employee or student who believes that he/she has been subjected to sexu-

al harassment should immediately report the alleged misconduct to the employee designated by the school district to ensure compliance with Title IX of the 1972 Education Amendments (the “Title IX Officer”) immediately so that appropriate corrective action, up to and including discharge of the offender, may be taken at once. In the absence of a victim’s complaint, the Board, upon learning of or having reason to suspect, the occurrence of any sexual misconduct, will ensure that appropriate individuals promptly commence an investigation.

The Superintendent is directed to develop and implement specific procedures on reporting, investigating, and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district’s collective bargaining agreements and the tenure laws.

A copy of this policy and its accompanying regulations are to be distributed to all supervisory and non-supervisory personnel, employees, and students and posted in appropriate places.

## Sexual Harassment Regulations

### Definitions

Employee - shall mean all teaching, administrative and support personnel.

Immediate supervisor - shall mean the person to whom the employee is directly responsible (e.g., department head, building principal).

Student - shall mean an individual who is registered in the district and is taking academic classes.

Title IX Officer - shall mean the individual who is designated by the district to ensure compliance with all provisions of Title IX of the 1972 Education Amendments.

### Procedures

Employees who believe they have been subjected to sexual harassment are to report the incident to the Title IX Officer. Students who believe they have been subjected to sexual harassment are to report the incident to the Title IX Officer. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

All reports of sexual harassment will be held in confidence subject to all applicable laws and any relevant provisions found in the district’s collective bargaining agreements.

Consistent with federal and state law, and all applicable provisions contained in the district’s collective bargaining agreements, the following procedures shall be employed in handling any report, investigation, and/or remedial action concerning allegations of sexual harassment.

### Informal Complaints

Employees who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves, the Title IX Officer and their supervisor. In addition, students who believe they have been

subjected to sexual harassment may request that an informal meeting be held between themselves, the Title IX Officer, and their principal. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The Title IX Officer and the supervisor or building principal will then promptly discuss the complaint with the alleged harasser. Should the harasser admit the allegations the Title IX Officer is to obtain written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the Title IX Officer may recommend that further disciplinary action be taken.

Thereafter, the Title IX Officer is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The Title IX Officer is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

If the complainant is dissatisfied with the resolution, he/she is to file a formal written complaint.

If during the Title IX Officer's informal attempt to resolve the complaint, the alleged harasser admits the allegations, but refuses to give assurance that he/she will refrain from the unwelcome behavior, the Title IX Officer is to file a report with the Superintendent. The report will contain the nature of the complaint, a description of what occurred when the Title IX Officer informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by the formal complaint.

If the alleged harasser denies the allegations, the Title IX Officer is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The Title IX Officer shall file a report with the Superintendent. If the complainant submits a formal complaint, a copy of it should accompany the Title IX Officer's report with a recommendation for further action.

## Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the Title IX Officer who will then forward it to the Superintendent.

The formal written complaint will consist of any appropriate forms and a copy of any applicable reports of the Title IX Officer. The appropriate forms shall solicit the specifics of the complaint (e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter).

## Investigating a Complaint

Upon receipt of a formal or informal complaint, a prompt, thorough, and impartial investigation of the allegations must follow. This investigation is to be conducted diligently. Complainants are to be notified of the outcome of the investigation.

## Remedial Action

If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law and collective bargaining agreement. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment or the district can expel the student out of the district. When applicable, any lost employment benefits will be restored to the victims.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's collective bargaining agreements.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level of management. (e.g., the Superintendent). The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

## Post-Remedial Action

Following a finding of sexual harassment, victims will be periodically interviewed by the Title IX Officer and appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

## Complaint Records

Complainants should receive a copy of any resolution reports filed by the Title IX Officer concerning his/her complaint. Copies should also be filed with student records of both the complainant and alleged harasser.

## Investigation in the Absence of a Complaint

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct.

## J. Articles Not Allowed in School

- A. Tobacco products, alcohol or drugs.
- B. Guns, knives, chains and sharp objects (toy models included).
- C. Acceptable / unacceptable electronics

- Acceptable
    - PDA's for educational use only
    - Calculators
    - Laptops
  - Not Acceptable
    - MP3, CD, and/or any other electronic music devices,\* game players,\* cell phones/any other electronic device used for communication,\* lasers/shocking devices
- \*Certain electronic use is allowed after-school hours in designated areas – no cell phones or electronic devices allowed in ISS at any time.
- D. Hats may only be worn outside the school building
- E. Please refer to District Code of Conduct for information pertaining to Dress Code
- F. Handheld games may be used on bus at the discretion of the driver.
- G. Trading cards

Please note: Any prohibited item, i.e. cell phone, MP3 player, etc., brought into the school is done so at the owner's risk. Peru CSD is not responsible for any lost or stolen item.

- 1st offense- electronic device turned into office, student can pick it up at the end of the day.
- 2nd offense- electronic device turned into office, student stays for a detention, parent must pick up electronic device.
- 3rd offense- electronic device turned into office, student serves full day iss, parent or guardian must pick up electronic device.

## V. ALTERNATIVE EDUCATIONAL PROGRAMS

The alternative educational programs available to students of Peru Central School outside the regular classroom experience are:

1. Committee on Special Education Assigned Programs
2. Home Teaching
3. Alternative Education
  - Positive Mission School
  - Vocational Programs
  - Alternative High School Educational Program
4. Summer School (6-12)
5. Reduced School Day

## VI. DISCIPLINE OF STUDENTS WITH DISABILITIES

The discipline of students with disabilities will follow the most recent reauthorization of IDEA which can be found in Part 200 regulations of individuals with disabilities act (IDEA).

## VII. MAINTENANCE AND ENFORCEMENT OF PUBLIC ORDER ON SCHOOL

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

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

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

### A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco products, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function,

except in the case of law enforcement officers or except as specifically authorized by the school district.

11. Loiter on or about school property.
12. There will be no card or casino type games played for money.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Leave school grounds without authorization.
17. Possess or use a skateboard on school grounds.

## B. Penalties

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

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: They shall be subject to conduct referral as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4: They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

## C. Enforcement

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

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

to assist in removing the person.

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

## VIII. PROCEDURES/REFERRALS/PENALTIES

The types of misconduct and levels of severity are applicable to students in K-12. Specific rules and regulations for students in the elementary, middle, and senior high are found in the student rules/handbooks/brochures.

### A. Procedures

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

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below and in the student due process section of the code.

#### 1. Detention

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

#### 2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal’s attention. Students who present serious conduct problems 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 §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.

### 3. Suspension from athletic participation, extra curricular activities and other privileges

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

### 4. In-school suspension

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes 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." The in-school suspension teacher will be a certified teacher.

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

### 5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can 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 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 for the remainder of the class time only; or (4) sending a student to a school 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.

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 or she is being removed and an opportunity to explain his or 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 or on the next school day.

The teacher must complete a district-established conduct referral form and meet with the principal or his or 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 or on the next school day 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 or 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. 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 may 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 or on the second school day following the 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:

1. The charges against the student are not supported by substantial 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 §3214 and a suspension will be imposed.

The principal or his or 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 or 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 or her class until he or 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.

## 6. Suspension from school

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

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

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

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student de-

nies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

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

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

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

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

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

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record.

The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board 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 10 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.

c. Permanent suspension

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

## B. PINS Petition

The District may file a PINS (person in need of supervision) petition in Family court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment:

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

## C. Disciplinary Measures

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process. The school personnel will base their findings on the preponderance of the evidence. Consequences will take into consideration our progressive discipline policy.

1. Oral warning - any member of the district staff

*Continued on Page 38*

## DISCIPLINARY MEASURES

### FIRST LEVEL OF MISCONDUCT

<p><b>DESCRIPTION</b>          Misconduct on the part of the student that interferes with the orderly operation of the school. These misbehaviors will be handled by an individual staff member</p>	<p><b>PROCEDURE</b>          There is immediate intervention by the staff member who is supervising the student or who observes the behavior. Any misconduct which results in student removal must be accompanied by a written referral and is automatically considered a level II violation.</p>
<p><b>EXAMPLES</b></p> <ul style="list-style-type: none"> <li>• Classroom disturbance</li> <li>• Classroom tardiness / late to school</li> <li>• Passive defiance to complete assignments to carry out directions</li> <li>• Violation of bus regulations</li> <li>• Littering</li> <li>• Graffiti</li> <li>• Auditorium/Lunch study disturbance</li> <li>• Cafeteria disturbance</li> <li>• Bullying/Harassment</li> <li>• Dress code</li> <li>• Pass abuse</li> <li>• Lack of preparation for class</li> <li>• Improper display of affection</li> <li>• Cheating/Plagiarism</li> <li>• Abusive/Profane language or gestures/verbal altercation</li> <li>• Unreasonable noise</li> <li>• Insubordination/disrespect/defiance</li> <li>• Entering unauthorized areas (ex. faculty bathroom)</li> </ul>	<p><b>POSSIBLE RESPONSE OPTIONS</b></p> <ul style="list-style-type: none"> <li>• Verbal reprimand or warning</li> <li>• Written warning</li> <li>• Special assignment</li> <li>• Behavioral contract</li> <li>• Teacher/student/Parent conference</li> <li>• Withdrawal of privilege</li> <li>• Time-out (In classroom)</li> <li>• Parent contact</li> <li>• Referral to School Counselor</li> <li>• ISS</li> </ul>

### SECOND LEVEL OF MISCONDUCT

<p><b>DESCRIPTION</b>          Frequent or serious misconduct that tends to disrupt the learning climate or interferes with the orderly operation of the school. These infractions, which usually result from continuation of LEVEL I misconduct, require the intervention of personnel on the administrative level because the execution of LEVEL I response options has failed to correct the situation. Also included in this level are examples of misconduct which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.</p>	<p><b>PROCEDURES</b>          Repeated misconduct requires a parent/teacher contact with referral to the administrator for appropriate response. The administrator meets with the student and if necessary, the teacher and effects the most appropriate response. The teacher is informed of the administrator's action. A proper and accurate record of the offense and the administrative response is maintained by the administrator and a copy is forwarded to the parent.</p>
<p><b>EXAMPLE</b></p> <ul style="list-style-type: none"> <li>• Continuation of behavior of level I misconduct</li> <li>• Leaving school grounds without authorization</li> <li>• Defacing property</li> <li>• Cutting class</li> <li>• School tardiness</li> <li>• Bullying/Harassment</li> <li>• Physical Altercation</li> <li>• Cheating/Plagerism</li> <li>• Forgery/Lying</li> <li>• Truancy</li> <li>• Use of or possession of tobacco products/ lighter/matches</li> <li>• Possession/use of unauthorized objects/ materials (beepers, pagers, etc, determined by Administration)</li> <li>• Distribution of materials without approval from principal</li> <li>• Violation of internet acceptable use policy</li> </ul>	<p><b>POSSIBLE RESPONSE OPTIONS</b></p> <ul style="list-style-type: none"> <li>• Continuation of administration of consequences from Level I response</li> <li>• Letter to parent</li> <li>• Referral to outside agency</li> <li>• Detention</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Referral to School Counselor for follow-up</li> <li>• Temporary removal from class (individual periods of ISS or Principal's office)</li> <li>• Suspension from transportation</li> <li>• Suspension from athletic participation</li> <li>• Suspension from social or extracurricular activities</li> <li>• Suspension of other privileges</li> <li>• Involuntary transfer</li> <li>• Letter to parent/conference</li> </ul>

## THIRD LEVEL OF MISCONDUCT

### DESCRIPTION

Acts directed against persons or property that could potentially endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the student conduct review mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

### EXAMPLES

- Continuation of Level II Misconduct
- Intimidating behavior/harassment /sexual harassment
- Automobile misuse
- Hazing
- Verbal altercation
- Vandalism
- Engaging in lewd behavior
- Disorderly conduct
- Unauthorized presence on school property
- Violation of internet acceptable use policy

### DISCIPLINARY PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

### POSSIBLE RESPONSE OPTIONS

- Continuation of response options from LEVEL II
- Homebound instruction
- Alternative program
- Out-of-school suspension
- Outside Agency Referral
- Possible legal consequences

## FOURTH LEVEL OF MISCONDUCT

### DESCRIPTION

Acts which result in violence to another's person or property or which pose a direct threat to the health or safety of others in school. These acts are clearly criminal and are so serious that they require administrative actions that will result in the immediate removal of the student(s) from school, the intervention of law enforcement authorities, and possible further action by the district.

### EXAMPLES

- Continuation of Level III misconduct
- Use, possession, or distribution of alcohol, non-controlled medications, and other substances
- Destruction of property
- Threatening another with bodily harm / menacing
- Arson
- Extortion
- Bomb threat/False 911 calls
- Possession/use/transfer of dangerous weapons/fireworks/explosive devices
- Assault/battery/reckless endangerment
- Physical Altercation/Violent Behavior
- Petit Larceny (under \$1000)
- Furnishing/selling/possession of illegal or suspected illegal substances
- Pulling a fire alarm
- Theft (over \$ 1,000)

- Violation of internet acceptable use policy
- Possession/use of prescription medications, except as prescribed by a physician.

### PROCEDURES

The administration verifies the offense, confers with the staff involved, and meets with student. The student is immediately removed from the school environment and parents are notified. School officials contact law enforcement agency and assist in prosecuting offender if necessary. A complete and accurate report is submitted to the Superintendent for possible Superintendent's hearing where the student is given a full due process hearing.

### POSSIBLE RESPONSE OPTIONS

- Continuation of response options from LEVEL III
- Suspension until Superintendent's hearing
- Alternative educational placement
- Legal Consequences (law enforcement referral, initiation of legal action)
- Other district action deemed necessary and appropriate

### Bibliography

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- \* Guidelines for Student's Rights and Responsibilities, State Education Dept., Albany, New York, 1997
- \* School Law - 33th Edition, A Handbook for School Board Members, New York State School Board Assoc.

- \* Peru Board of Education Policy Book, Peru, New York
- \* Peru Middle and High School Faculty Handbooks, Peru, New York, 2011-2012
- \* Peru High School Handbook, Peru, New York, 2011-2012
- \* Peru Middle School Handbook, Peru, New York, 2011-2012
- \* Peru Central Elementary School Rules, Peru, New York, 2011-2012

2. Parent contact-transportation supervisor, activity advisor, athletic director, coaches, school counselors, teachers, director of special education, dean of students, assistant principal, principal, superintendent
3. Written warning - bus drivers, hall and lunch monitors, coaches, school counselors, teachers, athletic director, director of special education, dean of students, assistant principal, principal, superintendent
4. Written notification to parent - bus driver, hall and lunch monitors, coaches, school counselors, teachers, athletic director, director of special education, dean of students, assistant principal, principal, superintendent
5. Special assignment (written or oral) - school counselors, teachers, athletic director, director of special education, dean of students, assistant principal, principal, superintendent
6. Behavioral contract - school counselors, teachers, athletic director, director of special education, dean of students, assistant principal, principal, superintendent
7. Teacher/Parent/Student Conference- school counselors, teachers, athletic director, director of special education, dean of students, assistant principal, principal, superintendent
8. School Counselor Referral for follow-up
9. Detention (10th period.) - teachers, dean of students, assistant principal, principal, superintendent
10. Suspension from transportation - director of transportation, superintendent or building administrator
11. Suspension from athletic participation - coaches, athletic director, dean of students, assistant principal, principal, superintendent
12. Suspension from social or extracurricular activities - activity director, dean of students, assistant principal, principal, superintendent
13. Suspension of other privileges - dean of students, principal, superintendent
14. In-school suspension - dean of students, assistant principal, principal, superintendent
15. Removal from classroom - teachers, dean of students, assistant principal, principal
16. Short-term (five days or less) suspension from school - principal, superintendent
17. Long-term (more than five days) suspension from school - superintendent
18. Involuntary transfer- dean of students, principal, superintendent
19. Alternative Education Placement/Homebound Instruction; Special
20. Education Temporary Educational Placement; CV-TEC. - dean of students, assistant principal, director of special education, principal, superintendent
21. Outside Agency Referral- school counselor, dean of students, assistant principal, director of special education, principal, superintendent
22. Law enforcement referral- dean of students, assistant principal, principal,

pal, superintendent

### 23. Permanent suspension from school - superintendent

#### D. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the building principal or his or her designee or other responsible adult. 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 that are authorized to impose misconduct responses are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose misconduct responses are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate response, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

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

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

## IX. TRANSPORTATION PROCEDURES

#### A. Student Carry-On Regulations

The following guidelines have been established by state and school officials to insure rider safety. These apply at all times while on the bus whether regular bus run, sport trips and/or field trips.

1. Potentially dangerous items may not be carried on a school bus. This includes items such as skis, ski poles, golf clubs, bats, hockey sticks weapons, ammunition, flammable liquids, animals, large sized packages and boxes over 1 cubic foot, large presentation boards, items made out of glass (regardless of size), and pressurized containers such as insect repellents and spray paints (unless special permission is obtained by the Transportation Supervisor)
2. Large size musical instruments such as drums, tubas, cellos and bass fiddles may not be transported inside a school bus carrying students.
3. Musical instruments such as clarinets, flutes, trumpets, violins, trom-

bones, and guitars may be carried on a bus providing:

- a. They are not stored in the center aisle. (The center aisle must be free of obstacles at all times)
  - b. The instruments do not jeopardize the safety and comfort of the students carrying the instruments or any other rider on the bus.
4. No over-the-counter or prescription medication is to be transported on the bus. Parent or guardian must transport all medication, unless other arrangements have been made with the respective nurse's office. Such arrangements will be coordinated with the transportation department prior to transport.

Implementation of these safety regulations requires sound judgment by bus drivers. Their decisions will be influenced by the availability of space and the number of students riding on a school bus at any given point in time.

## B. Student Bus Riding Rules

A student who is granted the **privilege** of riding a school bus must assume certain safety responsibilities (the "Rules"). Students and parents are reminded that bus transportation is a **privilege** which may be suspended due to student's violation of the rules set forth herein. The following rules of conduct will apply to **ALL** students riding on school buses.

Students should be ready for the bus at least 5 minutes prior to pick up time. Students will cross the highway following correct procedure, and driver instructions, will not get mail at any time when discharging from bus. Upon entering or exiting the bus students will go in turn and avoid pushing, will take their assigned seats promptly and remain seated until the bus arrives at their stops. Students will keep their feet and other items out of the center aisle; keep their hands off other students and property not belonging to them.

Students will not lower windows without prior approval of the bus driver, will not shout, call, or throw anything out the windows, or put any part of their bodies out the windows. Students will avoid excess noise which might distract the driver, will be respectful to all staff members, and will respond promptly to the bus driver's instructions. Students will not eat or drink on the bus or use or possess any tobacco products, alcoholic beverages or illegal substances on a school bus at any time. Students will not use obscene language at any time.

**Cell phone use is strictly prohibited on the bus** for making phone calls and/or taking pictures. Cell phone use will be allowed **ONLY** for reporting an emergency or arranging parental transportation after a sports run or a late arriving field trip. The bus driver must provide authorization for cell phone use.

Unless permission has been granted by the principal or bus driver, students will not have radios, tape recorders, CD players, Walkmans, or other sound systems on the school bus. Permission to wear Walkmans or headsets on a particular high school bus run does NOT guarantee that privilege on any other bus run. Permission is each individual driver's prerogative. At no time will a high school student be allowed to wear headsets etc., on the elementary run. Once in the school building, any electronics allowed to be used on the bus, are not allowed

to be used in school. The school will not be responsible for any lost or stolen items.

### C. Bus Conduct Reports

Violations of rules of bus transportation may require the driver to issue a bus conduct report, which shall be sent to the student's administrator. The administrator shall then investigate the precipitating causes for the student's violation of the rules set forth herein.

If the administrator determines that the student's behavior is in violation of the rules set forth herein and or his/her behavior endangers the safety of himself/herself or others, the administration shall notify the superintendent and the student's parents or guardian and may arrange a conference with the administrator and or superintendent of schools, the bus driver and/or the transportation supervisor, the student, and his/her parent or guardian. The Administrator or the Superintendent of Schools may temporarily suspend the student from riding the bus pending the conference of the above-named parties and the administrator shall notify the student's parent or guardian prior to such suspension.

If the administration determines that the driver or another individual is the cause of the incident, the Superintendent of Schools shall be notified by the school administrator and appropriate disciplinary action will be taken. The student and his/her parent or guardian will be notified of the school administrator's determination.

### D. Passing a School Bus

Overtaking or passing a stopped school bus with red lights flashing is illegal at any time. State law also forbids overtaking or passing a stopped school bus in any school parking area when red lights are flashing.

### E. A.M. Bus Run

Middle School and High School students are not allowed to ride the A.M. Elementary buses. Exceptions would be: 1. Need to have the appropriate administrator's prior approval; 2. Need to be transported for Regents testing.

### F. Bus Passes

When the need of a student requires transportation to a location other than that which is registered with the school, the following requirements must be met for the safety of the student: Students must have parent's permission note and administrative approval to ride a bus to any place other than their regular bus stop.

#### Primary and Intermediate Students

A written request will be presented to the appropriate school level office by 10:00 A.M. each morning. The request must include the person's name, the correct 911 address, and an emergency contact phone number for the requested location. Once these requirements are met, the office will issue the bus pass.

Verbal requests will not be accepted for bus passes. Exception to the rule would be, on a case by case basis; sudden sickness/illness, family emergency and or a traffic mishap.

Aside from the above listed exceptions, no request will be accepted after 2:00 P.M. on a normal release school day, or 10:00 A.M. on an early release school day.

### Middle/High School Student

Two written request must be submitted to the appropriate Discipline Office by 9:30 A.M. A written request must be from the parent/guardian of the student making the request stating approval is given for the request. A written request must also be received from the parent/guardian of the location to which the student is requesting to go to stating approval is given for the request.

Any request received after 9:30 A.M. may not allow the proper amount of time needed to process the request and may be refused on those grounds.

Verbal requests will not be accepted for bus passes. Exception to the rule would be, on a case by case basis; sudden sickness/illness and/or family emergency.

### G. Middle/High School Student Riding the 3:00 Elementary Bus

Students staying for 10th period extra help may ride the Elementary bus home. The student will be issued a special 3:00 Bus Pass from the teacher for which the student stayed. The pass must have the student's **FULL NAME**. The teacher will sign the pass only on a day that the student remains in school for extra help. The pass must then be stamped with the appropriate administrator's stamp of authorization. All passes will be collected by the Transportation Department when the student boards the bus. The passes will then be reviewed by the Transportation Department then turned over to the Administrative Offices for further review.

Any student arriving at the 3:00 bus that is without a proper pass, or witnessed being off campus between the time 9th period ends and the student attempts to board the 3:00 bus, will not be allowed to ride and sent back to the appropriate office to make other arrangements for a ride home.

Students enrolled in the District are required to attend for the entire time classes are in session and shall be subordinate and orderly while so attending. Each minor from six to sixteen years of age is required to be enrolled in school. Students reaching the age of 16 during the school year must, by law, complete that school year.

Attendance is important and it is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success.

Students will not be allowed to participate in any extra-curricular activity taking place on the day they are absent from school unless approved by administration.

## H. Elementary Bus Stop Responsibilities

It is the responsibility of each and every parent/guardian, or designee, to be in attendance at the drop off bus stop location of all K-5 students of the Peru Central School District as referenced by Transportation Law 30:57.

A parent or guardian must be visible at the drop-off point. If no one is visible at the drop-off point, the Bus Driver will not be allowed to drop students off. The student will be transported back to the campus and transferred to the appropriate School Administrator. The parent/guardian will then have the responsibility to transport the student home after signing the student off campus from the appropriate Administrator.

A parent/guardian may request in writing an exemption to this requirement. The written request must be made for each individual student. The request will be reviewed by the appropriate School Administrator and filed in the office. A copy of the signed request will be forwarded to the Transportation Department. The School district requires annual updates to this exemption; arrangements from previous school years will not be honored without re-authorization.

# X. ATTENDANCE: NEW YORK STATE ATTENDANCE LAW EDUCATION LAW

## A. Excused Absences

- Sickness
- Sickness or death in family
- Doctor, dentist or other health-related appointments
- Required court appearance
- Religious observation
- As approved by the district

## B. Unexcused Absences

- Unlawful Detention—when a student is absent with the knowledge or consent, stated or implied, of the parent/guardian, for other than excused reasons. Such absences as the following come under this heading: “visiting,” “vacation,” “shopping,” “baby sitting,” “work,” “overslept,” etc.
- Justice Referral – Students who fail to attend full time day instruction will be in violation of Section 3205, Subdivision 1-C of the Education Law of the State of New York.
- Truancy—when a student, whose parent/ guardian expects him to be in school, does not attend for other than excused reasons. Unexcused absences should be avoided. Truancy and unlawful detention are violations of law under the New York State Family Court Act. Such absences may carry a disciplinary consequence by the school.
- Late Arrival – student who have three unexcused late arrivals will have administrative detention 10th period.

### C. Excuses

A written excuse, signed by the parent/guardian, which describes the reason for an absence must accompany the student on his return to school. Such excuses are required for each absence and tardiness. Absences not verified by a written excuse may be investigated. All unverified excuses will be recorded as unexcused on a student's permanent attendance record.

#### Sample Excuses:

Please excuse John Doe at 9:30 today, February 4, 2003. He has an appointment with his dentist Dr. Smith. He will be returning to school at approximately 11:00.

*(Parent/guardian's signature)*

*Date*

*John Doe was absent from school February 4 and 5 due to a stomach virus.*

*(Parent/guardian's signature)*

### Early Dismissal / Late Arrival

The school requires a written note signed by the student's parent/guardian for any early dismissal from school and/or late arrival to school. It is recommended that the parent/guardian include the time of the appointment and the name of the person with whom the student has an appointment, such as the doctor or dentist. If this is not possible, please include a telephone number where a parent/guardian may be contacted for verification purposes. If the student is expected to return to school after the appointment, please include the estimated return time. For safety reasons, students who are being picked up from school must be signed out by a parent, guardian or other designated individual and may be asked to provide proper identification.

### Attendance Policy

This policy is to be implemented immediately to the extent possible at each school, with full implementation at each school by July 1, 2003.

The Peru Central School District Board of Education recognizes that providing clear, concise policy guidance to Principals, teachers, students and interested others in regard to attendance is necessary, in accordance with state law and appropriate, regard to district-wide consistency with attendance among the district's schools.

The goal of having all students who attend our schools receive a sound basic public school education that will enable them to enjoy life as productive citizens is best achieved by consistent student attendance and active participation by students in their classes.

Parents and families have the obligation to insure the consistent and punctual attendance of the children in their family who are enrolled in our district's schools and classes. Students themselves share in this obligation for consistent, punctual attendance and active student participation in classes. Principals and

teachers have an obligation to encourage consistent and punctual attendance by students.

The High School Attendance policy is located in Appendix A

### Strategies

The basic strategy of this policy is to recognize and promote the positive connections among active student participation in class activities, student achievement throughout the disciplines, timely completion of graduation requirements for earning a high school diploma and consistent, punctual student attendance. Consistent and punctual student attendance helps to create an environment that fosters subject competency, continuity of learning, productive habits of work and mind, and enhanced student responsibility.

Students are expected to consistently attend and actively participate in class, and to arrive at class prepared to be actively engaged with class activities and assigned projects. Students within state-prescribed age limits are required to attend school each day when school is in session unless they have a legal excuse

Failure of students to consistently attend class is in conflict with the overall goal of having our students receive a sound basic public school education that will enable them to enjoy life as productive citizens. Compensating or corrective actions are to be considered and implemented, upon careful consideration of valid data and the fact patterns associated with a particular student who has an emerging pattern or chronic pattern of unexcused absences.

### Charge to Principals

Consequently, Principals are charged with specific responsibility to see that class attendance is recorded in a manner consistent with state requirements, and a summary report of each individual student's attendance record is to be reported to parents/legal guardians at the end of each marking quarter or more frequently if so required by the schools' code of conducts or if that student's Principal or Principal's designee(s) determines more frequent notification to be necessary.

Principals are to meet at the start of each academic year with faculty and support staff directly involved with generating and reporting attendance data to review this policy and to clarify individual and team roles associated with implementation. The Principal is to see that those who are charged with tracking attendance and/or electronic reporting of attendance data for the school receive training in proper procedures and protocols.

Students are to be given opportunity to make up work that was missed due to one or more excused absences.

Secondary grades Principals are charged with submitting to the Superintendent of Schools before the end of each academic school year's first marking quarter the specific guidelines and processes that will be used by the Principal and others in the event there is consideration given later that school year to deny a student course credit or to respond appropriately to a student's appeal subsequent to such action.

The Superintendent will notify the Principal if the guidelines or processes sub-

mitted are identified as needing refinement to meet state regulations or to satisfy the Peru Central School District expectations established via this policy.

### Excused Absences and Tardiness

Student absence or tardiness is to be excused for the following reasons:

- Personal illness or injury;
- Serious illness, emergency illness or death in the student's immediate family;
- Obligatory religious observance;
- Court-required appearance;
- Dental or other medical appointment;
- School-sponsored or activity or event;
- School-approved college visit or interview;
- Principal-approved career awareness or occupational education program;
- Driver's license road test [however not a driver permit test];
- Delayed arrival of the student's school bus to the campus;
- Inclement weather or impassable roads that make travel unsafe;
- School music lesson;
- Other reasons authorized by the Principal or Superintendent of Schools.

Absences or tardiness for any other reason is considered to be unexcused.

### Attendance of Students Reporting System Codification

Principals, in consultation with the district's information technology coordinator and other individuals by the Principals as appropriate, are to establish a consistent district-wide attendance reporting system codification method.

### Time Notice to Parents/Legal Guardians

Principals are to see the reasonable effort is made to contact parents by telephone or letter whenever absence become chronic, a consistent pattern or likely to result in academic failure to denial or course credit.

### Intervention Strategies

Principals are charged to submit annual to the Superintendent of Schools by the last week in May the set of specific planned procedures and protocols to be followed that next school year when a student has a persistent and/or severe attendance problem.

The Superintendent will notify the Principal if the planned procedures and protocols are identified as need refinement to meet state regulations or satisfy the Peru Central School District expectations established via this policy.

Course credit awarded by our high school for Peru Central School district students attending the CVES career and technical center is to be determined by the very same set of local standards established at Peru Central for awarding course credit.

In the event that there is a difference or gap in expectation between the specific procedures and protocols for attendance or for awarding credit at Peru Central

and the specific procedures and protocols used at CVES, Peru's procedures and protocols will take precedence in regard to determining is credit is to be awarded toward a Peru Central School District diploma.

## Footnote

Some portions of this policy are based substantially on, and used with chief school officer permission from, the Niskayuna Central School district and the Capital Region BOCES. Those two organizations shared their policy drafts during a New York State Council of School Superintendents workshop at Niskayuna's District Office on May 31, 2002. Their generous sharing of several early policy drafts intended to reflect updates state guidelines is appreciated and noted.

A copy of Peru Central School District's policy drafts and final updated policy on attendance of students will be shared with those two organizations and with the Champlain Valley BOCES, in the spirit of assisting other organizations with continuous review and refinement of attendance policies.

# ELEMENTARY SCHOOL RULES and GUIDELINES

To insure that our students have a safe and respectful learning environment, we ask your cooperation and support in maintaining the following rules:

For safety reasons, we ask that all visitors check in at the principal's office upon entering the building and receive a visitor's pass. Anyone in the building without a pass will be asked to go to the office to obtain one; please do not go directly to the classrooms. Anyone picking up his or her child is asked to remain in the designated area. Your child will come there to meet you.

Students must be signed out and picked up at the office by an adult.

## **I. School Hours**

Children walking to school should arrive no earlier than 8:50 A.M. (unless eating breakfast) at the Primary or Intermediate Schools. Breakfast program participants may arrive at 8:40 A.M. There is no supervision before the above times. The student must have a pass from a teacher to enter a classroom before 8:50.

## **II. Late Arrival / Early Dismissal**

For individual late arrival and / or early dismissal, parents must sign out their child in the designated area (Principal's office or Nurse's office) and state the reason for late arrival and / or early dismissal. Please let the school know when your child will be arriving late due to an appointment. An adult must sign in late entrants at the designated area (Principal's office or Nurse's office). Chronic late arrivals and / or early dismissals will result in a mandatory conference with the classroom teacher and principal.

### **III. Absences From School/Medications/Doctors Notes**

Students returning to school must, by law, bring written excuses for each absence and/or late arrival even if you have called the nurse to report the absence. Please make sure emergency information, including phone numbers and who to contact in case of an emergency, is on file and kept up to date in our health office. In the case of illness or injury, the school nurse will care for a student temporarily. When the situation is serious, you will be notified and 911 will be called.

All medication including over the counter drugs and cough drops is administered by the school nurse and must have the prescription label on it with a note from the doctor regarding dosage and time to be given. **An adult must transport the medication to school.** Please do not send your child with the prescription or over the counter medicines. He/She cannot self medicate.

### **IV. Each child shall be RESPECTFUL of all teachers, staff members, students and/or visitors.**

#### **V. RESPECT all school property**

- A. Landscaped areas are to be treated with respect.
- B. All materials, books, equipment and furnishings are to be handled with care.
- C. School buildings and grounds are to be kept clean, neat and free from litter and graffiti.
- D. Bathrooms are to be kept clean and neat for all to use.

#### **VI. RESPECT all people, people will respect you**

- A. Polite language and courteous behavior is expected at all times.
- B. Adults and other students are to be treated with respect.

#### **VII. Hallway safety**

- A. Walk quietly following established building rules
- B. Walk down all steps; use hand railings
- C. Keep hands, feet and objects to yourself at all times
- D. Close doors quietly
- E. Close door behind you when entering or exiting the building
- F. Doors should not be opened by anyone during the day
- G. Report to your teacher or to the office anyone in the building without and identifying badge.

#### **VIII. Articles Not Allowed in School**

- A. Tobacco products, alcohol or drugs.
- B. Guns, knives, chains and sharp objects (toy models included).
- C. Handheld games may be used on bus at the discretion of the driver.
- D. Trading cards

**IX. Please refer to District Code of Conduct for information pertaining to Dress Code**

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

- A. Hats may only be worn outside the school building unless designated by the Building Principal for particular events/activities.

**X. Dances**

Students in kindergarten through grade five may not attend middle and/or senior high school dances.

**XI. Cafeteria conduct and safety**

- A. Wait in line in an orderly manner and have money ready
- B. Talk quietly
- C. Pushing, shoving and running are not allowed in the cafeteria line or cafeteria
- D. Follow the posted cafeteria rules
- E. Respect monitors
- F. Beverages should be in unbreakable containers - soda is not allowed
- G. Stay at tables until finished eating
- H. Obtain permission from monitor before leaving cafeteria
- I. Raise hand for help
- J. Clean up your personal area

**XII. Proper Playground Behavior**

- A. Equipment (as it applies to specific buildings)
  - 1. Swings - one at a time, stay seated; jumping off, spinning and/or climbing may result in injury
  - 2. Slides - one at a time, slide feet first; use ladder only for climbing
  - 3. Seesaws - stay seated, get off carefully and no one should sit in the middle
  - 4. Specific Building playground safety guidelines will be sent home by each Building Principal.
- B. General rules
  - 1. Respect all playground monitors and go to them with problems
  - 2. Pushing, shoving, fighting, running, wrestling, rock or snowball throwing anywhere on the playground will not be tolerated
  - 3. No toys or electronic equipment are allowed on the playground
  - 4. Stay on designated playground inside fenced areas and play away from windows
  - 5. Respect other students and take turns

6. Only elementary school children are allowed on playgrounds during school hours
7. Stay a safe distance from playground equipment while it is being used by others
8. **No flip flops or backless sandals allowed on playground.**

### **XIII. Emergency Evacuation**

In case of an emergency or early evacuation, please make sure your child is aware of your emergency plan. The plan must be on file with your child's school. Be advised that phone lines are often inoperable during evacuation situations.

### **XIV. Elementary Student Bus Changes**

Elementary students must ride their regular bus unless he/she has written permission from parent/guardian and a bus pass has been issued by the building Principal. The Elementary Schools Office will not accept verbal permission over the phone. The Peru CSD Transportation Department does not handle requests to change bus arrangements; instead contact the Elementary Schools Office to make arrangements for written requests.

### **XV. Misconduct Responses**

The time-out service has been instituted at Peru Elementary Schools primarily to support the Special Education students whose Individual Educational Plan designate time-out as part of an overall behavior intervention plan. In addition, the State Education Department recognizes that behavior management practices for students sometimes include the use of time-out room. This option meets the procedures of the District-wide Code of Conduct. As part of the Peru Elementary Schools Code of Conduct, the time-out room is an area for a student to safely de-escalate, regain control and prepare to meet classroom expectations in order to return to the learning environment. If a student's behavior requires the time out services, a Student Department Referral Form is completed by the referring adult. The form provides a short description of the child's behavior including the teacher's and principal's actions. The parent copy is sent home and **must be signed and returned the next day to the teacher**. If a child requires the use of the time out service on a frequent basis, a formalized behavior plan will be written and parent consent is required. Behaviors that result in disciplinary action are categorized into three levels that follow the District Code:

- Level 1 misbehaviors impede orderly operation of classroom or school. These behaviors are usually handled by the teacher. If time-out is used, it is for brief periods only.
- Level 2 misbehaviors are frequent or serious misbehaviors that disrupt the learning climate of the school. These infractions usually result from a consistent continuation of Level 1 and require administrative input. If time out is used, it is used as temporary alternative placement or in-school suspension.

- Level 3 misbehaviors include acts directed against persons or property that could endanger the safety of others. If time out is used, it is used for crisis intervention, in-school suspension or a safe place for the student until he can be sent home. The school personnel will base their findings on the preponderance of the evidence. Consequences will take into consideration our progressive discipline policy.

The school personnel will base their findings on the preponderance of the evidence. Consequences will take into consideration our progressive discipline policy including suspension from special class activities and trips.

### **XVI. Bus Conduct**

When a Bus conduct Report is issued for misconduct on the bus, the report will be turned over to the proper administrator for review and disciplinary action.

## **XII. ELECTRONIC NETWORK USE RULES (Acceptable Use and Internet Safety Policy)**

Peru Central School District students and staff have an exciting opportunity to become members of the information superhighway. Access to the Internet provides vast, diverse, and unique resources. An individual can locate information anywhere in the world. Connection to universities, national libraries, businesses and museums is easily within the realm of possibility. With this opportunity comes the responsibility for appropriate and safe use. It is for this reason that an acceptable use /internet safety policy has been drawn up concerning use of both school networks and the Internet. Technology protection measures shall be used to block or filter access to the Internet and other forms of direct electronic communications. The protection may be relaxed for adults engaged in research or other lawful purposes. The District reserves the right to amend the policy at any time.

### **A. Internet Access:**

1. Students shall be provided with internet access only when supervised by an adult.
2. Student participation with chat rooms via the district's information technology network is strictly prohibited. Staff participation is limited to internal message boards.
3. E-mail communications for students via the district's information technology network is limited to a classroom account or other multi-user group Internet account, as authorized by the District Technology Coordinator. Individual student e-mail accounts are prohibited.
4. Staff are welcome to publish their professional web pages according to the "Web Page Development Protocol." (See Appendix) The district reserves the right to remove material which does not conform to the

policy. Students and staff are welcome to submit, in writing, proposed additions/extensions to the district's Web site, via the school's Principal, who will forward such suggestions to the district's Technology Coordinator.

## B. No Privacy Intended or Guaranteed

The district neither intends nor guarantees that data or information created, stored and/or sent on the district's information technology network is private. The district reserves the right to monitor, access and view any data or material stored on district equipment, or used in conjunction with the district's information technology network as referenced in Information Technology Network Policy number 4526.

## C. Acceptable Use/ Safe Use

1. Access to and use of an assigned account is provided solely for activities that are in support of the district's instructional program, authorized school business, approved research and/or essential district operations consistent with the goals and stated mission of the Peru Central School District.
2. Each individual is responsible, at all times, for the use of his or her user account. Users are encouraged to lock or log off of any computer that will be left unattended.
3. Each network user is expected to abide by the generally accepted rules of user etiquette. It is imperative that all users exhibit ethical and professional behavior at all times.

Any network user who suspects a security problem on the district's information technology network should notify the appropriate staff member, computer lab instructor, library media specialist, district technology coordinator, supervisor or administrator.

The use of the Internet and network must be in support of education and research and in accordance with the educational objectives of the Peru Central School District in compliance with the Children's Internet Protection Act. It is expected that users will employ network etiquette and common sense. This Acceptable Use Policy/ Internet Safety Policy is an extension of school policies already in place whose purpose is to govern student and staff expectations and behavior. Unacceptable use includes, but is not limited to, the following behavior by individual(s):

- Intentionally disrupting information network traffic or crashing the network and connected systems.
- Degrading or disrupting equipment or system performance.
- Using instant messaging services, for example MSN Messenger, AOL Instant Messenger, Yahoo Messenger, etc.
- Uploading and/or downloading any copy righted or pirated materials, such as programs, games, music or videos.
- Using computer resources for commercial or financial gain or fraud.

- Stealing data, equipment or intellectual property
- Gaining unauthorized access to files of others, or vandalizing the data or files of another or of the network.
- Invading the privacy of individuals.
- Using the Internet to post anonymous messages or harass, insult, or attack others.
- Transmitting or receiving inappropriate material including visual depictions that are obscene, immoral, child pornography, harmful to minors, violent or illegal.
- Using the network for illegal activities, including “hacking”.
- Vandalism—any malicious attempts to harm or destroy data of another user.
- Wastefully using consumables or finite resources
- Using inappropriate language.
- Violating the rules of common sense or etiquette.

In addition, users should not transmit any personal addresses or addresses of others. Credit card numbers, bank account numbers, or any other financial information should not be disclosed. Users must also notify system administrators immediately if they detect a security problem.

Issues of methods of use of information procured from the Internet may arise. These issues include, but are not limited to, the following:

## Plagiarism

Plagiarism is “taking ideas or writings from another person and offering them as your own.” Credit should always be given to the person who created the article or is responsible for the idea. Take extra caution when using the information networks. Cutting and pasting ideas into your own document, without giving credit to the author, is plagiarism.

## Copyright

According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find for scholarly purposes. You may not plagiarize or sell it.

For example, if you find copies of Microsoft Office or any other copyrighted or licensed software, you cannot legally copy it. However, if you find an article about Microsoft Office, you may copy it as long as you give credit to the author and do not sell it.

## Citing Sources

Be sure to include all necessary information when citing sources.

Violation of the Acceptable Use/ Internet Safety Policy may result in any or all of the following penalties:

- Suspension and/or revocation of Internet access, and/or network privileges, and/or all computer access.

- School suspension or expulsion.
- Legal action and prosecution by the authorities.

Due process will be used in handling violations. In addition, the District has the right to restrict or terminate network/Internet access at any time for any reason. The District, further, has the right to monitor network activity (e-mail included) in any form that it sees fit to maintain the integrity of the network/Internet system.

The Internet contains sites, which make it possible for students to access information that is intended for adults. Student access to and use of the Internet will be under teacher/staff direction and will be monitored as any other classroom activity. Although the Peru Central School District has taken all responsible actions to insure that Internet use is only for purposes consistent with the school curriculum, the District cannot prevent access to, nor identify, all areas of inappropriate material on the Internet. No security is ever perfect and computer security falls in this category. It is very possible that a determined student could make use of computer resources for inappropriate purposes.

#### Definitions:

**Child Pornography** – any visual depiction, including any photograph, film, video, picture, or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct, the depiction is, or appears to be, of a minor engaging in sexually explicit conduct, the depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct, or the depiction is advertised or described in such a manner that it conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

**Harmful to minors** – any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

**Inappropriate materials** – Any material that is obscene, child pornography or harmful to minors.

**Obscene** – any work that taken as a whole, appeals to prurient interest, whether the work depicts or describes in a patently offensive way specifically defined by applicable state law, and the work taken as a whole lacks serious literary, artistic, political or scientific value.

**Violent** – any visual depiction, including any photograph, film, video, picture, or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, involving physical force exerted to cause damage, abuse or injury.

<b>Violation Code</b>	<b>VIOLATION - A second violation may result in automatic suspension of computer privileges for one school year.</b>	<b>CONSEQUENCE - May include but not limited to the following.</b>
<b>1.0</b>	<b>Password Violations</b>	
1.1	Forgetting your password	Must wait 2 school days for password reset
1.2	Using another student's user name and password with or without permission	Suspension of privileges for 2 school weeks
<b>2.0</b>	<b>Resource Violations</b>	
2.1	Wastefully using finite resources (ink, paper, etc)	Suspension of privileges for 2 to 4 school weeks depending on the severity of the violation
<b>3.0</b>	<b>Network Violations</b>	
3.1	Using public email (Hotmail, Yahoo, AOL, etc)	Suspension of privileges for 4 school weeks
3.2	Participating in online chat rooms or personal blogs (MySpace, Facebook, etc)	Suspension of privileges for 4 school weeks
3.3	Participating in online purchasing activities (Ebay, Ubid, etc.)	Suspension of privileges for 4 school weeks
3.4	Publishing web page via use of district information technology resources, without permission from district.	Suspension of privileges for 5 school weeks and referral to school administrator
3.5	Plagiarism	Suspension of privileges for 5 school weeks and referral to school administrator
3.6	Intentionally accessing inappropriate material on the Internet	Suspension of privileges for 2 to 5 school weeks and referral to school administrator
3.7	Intentionally accessing material that is not curriculum related on the Internet	Suspension of privileges for 2 school weeks.
<b>4.0</b>	<b>Criminal Activity</b>	
4.1	Transmitting, receiving or accessing inappropriate material (including visual depictions that are obscene, immoral, child pornography, harmful to minors, violent or illegal)	Suspension of privileges for one full school year, referral to school administrator and possible referral to School Resource Officer
4.2	Intentionally disrupting network traffic or crashing the network and connected systems	Suspension of privileges for up to one full school year, referral to school administrator and possible referral to School Resource Officer
4.3	Degrading or disrupting equipment or system performance	Suspension of privileges for up to one full school year, referral to school administrator and possible referral to School Resource Officer
4.4	Stealing data, equipment or intellectual property	Suspension of privileges for up to one full school year, referral to school administrator and possible referral to School Resource Officer
4.5	Using the internet to post anonymous messages or harass, insult or attack others.	Suspension of privileges for up to one full school year, referral to school administrator and possible referral to School Resource Officer
4.6	Using network for illegal activities, including "hacking"	Suspension of privileges for up to one full school year, referral to school administrator and possible referral to School Resource Officer
4.7	Using computer resources for commercial or financial gain or fraud.	Suspension of privileges for up to one full school year, referral to school administrator and possible referral to School Resource Officer
<b>5.0</b>	<b>Other Violations</b>	
5.1	Other violations	Violations other than those listed here will be dealt with on a case to case basis.

# Appendix A: BULLYING POLICY

Policy No. 0115

The Peru Central School District Board of Education is committed to promoting and sustaining an environment that is free from bullying for all employees and students. Bullying of students and staff is abusive behavior that harms victims and negatively impacts the school culture by creating an environment with increased fear, distrust, intimidation and intolerance.

Bullying, in the context of this policy, is defined as inappropriate persistent behavior including threats and/or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. To this end, the Board condemns and strictly prohibits all forms of face-to-face, phone-to-phone and e-mail bullying on school grounds, school buses and at all school-sponsored activities. Use of the district's information technology network for sending communications of a bullying nature is expressly prohibited.

Common characteristics of bullying include but are not limited to:

1. Physical – hitting, kicking, taking or damaging a victim's property.
2. Verbal – using words to berate, hurt, humiliate or intimidate.
3. Relational – maliciously spreading rumors, persistently accusing particular others of misconduct and/or poor professional practice without following the district's policy on complaint procedures, and/or actively excluding a person from the peer group to cause emotional harm.
4. Cyberbullying – Is bullying that takes place online. It can happen in an email, text message, instant message/chatting, social networking site, or online games. Examples might include rumors or images being posted on someone's profile or creating a page in someone's name.

Bullying does not only depend upon the offender's intention, but also upon how the target perceives the behavior. The Board and school district condemn all unwelcome behavior of an intimidating nature that has the purpose or effect of creating an intimidating, hostile, or offensive working environment. The

Board and school district further recognize that responding appropriately to bullying in schools is essential to ensure a healthy, productive environment in which students can learn and employees can work productively.

District procedures are to be consistent with any applicable provisions contained in the District's collective bargaining agreements and the tenure laws.

## Reporting Complaints

Any employee, student or volunteer who believes that he or she has been subjected to bullying should report the alleged misconduct to one's teacher, guidance counselor, Principal or other appropriate administrator or staff member, so that appropriate corrective action may be taken at once.

In the absence of a victim's complaint, the employee or supervisor who has good reason to suspect the occurrence of bullying is to request the appropriate individuals closest to the situation promptly commence an investigation.

## Investigation/Resolution and Remedial Action

If, after appropriate investigation, the district finds that a student, an employee, parent, resident or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy, state and federal law.

In the case of telephone or e-mail bullying, the school district may place limits on an individual's access to the district's telephone system and/or the district's information technology network, if such limits are necessary and warranted to remedy the situation.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the District's collective bargaining agreements. If the investigation reveals that no bullying has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of bullying, the complainant may appeal to the next appropriate individual. For students, the appropriate individual would be a counselor or building administrator. For employees and volunteers, the appropriate individual would be via Policy 1400 – *Public Complaints*.

## Staff and Student Awareness of this Policy

Principals, on an annual basis, are to inform parents and students of this policy and to inform parents of that school's initiatives to advance this policy at that grade span.

Principals and operations supervisors are to include reference to this policy, at least annually, at staff meetings, as part of in-service training and professional development, to promote sustained awareness and attention regarding this policy among the members of department and grade level teams.

This policy is to be included in future editions of the district's code of conduct. All district employees are to receive a copy of this policy, via the district office, within two months of adoption. Principals are expected to share information regarding this new policy with students and their parents within a month following district office publication and campus-wide distribution of the adopted policy.

Adoption date: February 12, 2008

# Appendix A: ATTENDANCE POLICY

Policy No. 5100

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

## Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student’s parent(s) by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- A back-to-school event will be held at the beginning of each school year to explain this policy and stress the parent’s responsibility for their ensuring their children’s attendance.
- School newsletters and publications will include periodic reminders of the components of this policy.
- Via the Code of Conduct, the district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy of the Code of Conduct upon their employment.
- Principals will brief all faculty and appropriate staff each school year regarding the attendance policy, to clarify individual roles in its implementation.
- Copies of the attendance policy will also be made available to any community member, upon request.

## Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school.

## General Procedures/Data Collection

- Attendance will be taken during each class period.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.

## Disciplinary Consequences

Unexcused ATEDs will result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events.

In addition, designated staff member(s) will contact the student's parents and the student's guidance counselor. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

## Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

## Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225  
8 NYCRR §§104.1; 175.6

Adoption date: June 9, 2009

# Appendix A: CODE OF ETHICS POLICY

Policy No. 2160

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any officer or employee may call into question the integrity of the management or operation of the school district.

The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all district officers and employees under the provisions of the General Municipal Law. Therefore, every officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct:

Board members and their staff commit themselves to:

- Assuring the opportunity for high quality education for every student and making the well-being of students the fundamental principle in all decisions and actions.
- Representing the entire community without fear or favor.
- Accepting all responsibilities as a means of unselfish service, while not using their positions for personal gain.
- Acting as part of an educational team with mutual respect and regard for each other's respective responsibilities and duties, recognizing that the strength of a school board is in acting as a board, not as individuals.
- Preserving the obligation of having all issues considered fairly and without bias.
- Upholding the principles of due process and individual dignity, and protecting the civil and human rights of all.
- Maintaining high standards and the effectiveness of education through research and continuing professional development
- Obeying all national, state, and local laws and regulations pertaining to education and public agencies
- Instilling and modeling respect for others throughout the community, state and nation.

**1. Gifts:** An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of greater than \$75, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

- 2. Confidential information:** An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
- 3. Representation before the Board or District:** An officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
- 4. Disclosure of interest in matters before the Board:** A member of the Board of Education and any officer or employee of the district, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term “interest” means a pecuniary or material benefit accruing to an officer or employee. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law.
- 5. Investments in conflict with official duties:** An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law.
- 6. Private employment:** An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
- 7. Future employment:** An officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

## Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

## Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§806-808

Adoption date: June 4, 2008

# Appendix A: COMPULSORY ATTENDANCE AGES

Policy No. 5130

All children are required by New York State law to attend school full time, in a public, private or parochial school, unless exempt from attendance in conjunction with current law or regulation, and approved by the State Education Department from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes sixteen years of age, unless he/she has completed a four-year high school course of study. A minor who has completed a four-year high school course of study is not required to attend.

The Board of Education, through the Superintendent as chief administrative officer, is responsible for enforcement of the Compulsory Education Law.

Ref: Education Law §§1711; 3201; 3202(1-a); 3205; 3206; 3208; 3225  
8 NYCRR §101  
Family Court Act §§711 et seq.

Adoption date: June 9, 2009

## Appendix A: STUDENT ORGANIZATIONS

Policy No. 5210

The Board of Education recognizes the educational values inherent in student participation in the extracurricular life of the school, and supports the concept of the formation of student groups for such purposes as building sound social relationships, developing interests in an academic area, and gaining an understanding of the elements and responsibilities of good citizenship.

The Superintendent of Schools, with the aid of students, faculty and administration, is charged with developing procedures for registering and regulating student groups or clubs. Such procedures shall ensure that the district will register any group organized for a purpose not prohibited by Board policy or by law, if such group submits a list of its members designated as contacts, a copy of its constitution and/or bylaws, and the constitution and bylaws of any off campus organization with which it may be affiliated. Student groups may not restrict membership on the basis of race, sex, national origin or other arbitrary criteria.

The Board may prohibit the formation of any clubs, including fraternities or sororities, or any other secret society, whose deliberations and activities have caused or created, or are likely to cause or create, a disruption of or interference with the school program.

All noncurricula-related student activities, regardless of religious or political content, shall have the same opportunities as any other such activity to operate on school grounds.

Adoption date: June 9, 2009

# Appendix A: SCHOOL-SPONSORED STUDENT EXPRESSION POLICY

Policy No. 5220

The Peru Central School District Board of Education encourages student expression in its many forms, including school newspapers, yearbooks, classroom presentations, art exhibits and concerts.

The Board believes these activities are an important part of student learning and enrich the life of the school community.

All school-sponsored opportunities for student expression will comply with the rules set forth in this policy and in the Code of Conduct. Libelous statements, unfounded charges and accusations, obscenity, false statements; materials or performances advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations; or materials or performances designed to disrupt the educational process will not be permitted.

In addition, the school-sponsored activities listed above are not considered public forums. In such cases, the Board reserves the right to edit or delete such student expression which it believes is inconsistent with the district's basic educational mission.

Adoption date: June 20, 2009

# Appendix A: STUDENT PERSONAL EXPRESSION POLICY

Policy No. 5225

## STUDENT PERSONAL EXPRESSION

The Board of Education recognizes the importance and value of student personal expression and recognizes that students do not shed their first amendment right of free expression at the schoolhouse gate. As in broader

American society, the Board also understands that there is a balancing of an individual's rights under the First Amendment with the rights of the community.

Student personal expression in this context refers to student verbal and written communication using any medium (paper, e-mail; website postings, etc.) including, but not limited to, poetry, prose, art, video and music composition that is intended to be shared with the broader school community.

Although students retain their right to free expression in school, that right is not unfettered. School officials may regulate expression as to time, place and manner. Students speech which causes a substantial disruption or which materially interferes with school activities or rights of others or might reasonably lead the school administration to forecast substantial disruption of or material interference with school activities, is not constitutionally protected speech.

When students wish to personally express themselves in the broader school community, they must seek prior approval from the building principal or his/her designee. The building principal or his/her designee will render his/her decision within two school days of receiving the request. The building principal shall give due consideration to the constitutionally protected right of freedom of expression, the maintenance of the normal operation of school and its activities, the protection of persons and property and the need to assist students in learning appropriate ways to exercise their rights. Unless such student expression takes place within the confines of a school-sponsored event/activity (see policy 5220 for guidance on School-Sponsored Student Expression), authorization will be granted if:

- The material is distributed as directed by the Principal or designee in such a manner as to not materially or substantially interfere with the rights of others or substantially disrupt the normal operation of the school;
- The material is not considered to be obscene, lewd, indecent, libelous, an invasion of the privacy of other individuals, or an expression that attacks a person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual orientation, or disabling condition.
- The material is free from advertisements or promotion of cigarettes, liquor, illegal or illicit drugs, or drug paraphernalia or other products or services harmful to minors and/or not permitted to minors by law.

## Procedural Due Process

If a student(s) seeks to distribute material within school buildings or at school events, he/she must present such material for prior review by the Principal who must make a decision regarding distribution within two [2] school days of receipt of the request and the provide the reason for the denial in writing. The aggrieved student(s) may within two [2] school days appeal in writing to the Superintendent of Schools or the Superintendent's designee for considering appeals regarding student personal expression. The Superintendent of Schools or designee must issue a written decision within two [2] school days after receiving the appeal.

Generally school administrative authority regarding student expression does not extend beyond school grounds or school-sponsored functions. However, with the advent of new technologies, the line between off and on campus expression can be blurred.

Students are advised that if off campus personal expression substantially disrupts or materially interferes with school activities or might reasonably lead the school administration to forecast substantial disruption of or material interference with school activities or interrupts another individual's access to school, such as when the speech is threatening in nature, they may be subject to discipline under the Code of Conduct.

## Violation of Policy

Students who violate this policy will be subject to the appropriate disciplinary action, which may include short or long-term suspension, in accordance with the Code of Conduct.

Adoption date: June 9, 2009

Appendix B:  
BULLYING POLICY

*Peru Central Bullying Complaint Appeal Form*

Name of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged bully: \_\_\_\_\_

Date[s] of bullying: \_\_\_\_\_

Place of bullying: \_\_\_\_\_

Please attach a description of the bullying behavior. Name of witness[es] if any:

\_\_\_\_\_

To whom was this first reported? \_\_\_\_\_

What was the resolution? \_\_\_\_\_

\_\_\_\_\_

Why are you appealing the decision? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action do you believe should be done to respond to your appeal? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Review date of this appeal \_\_\_\_\_ Name of appeal reviewer \_\_\_\_\_

Resolution & Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Appendix B: Bus Referral Form

## Bus Conduct Referral Peru Central School District

STUDENT'S NAME:

GRADE:

INCIDENT DATE:

BUS #:

Run/Location:

### Incident Report:

\_\_\_\_\_ Level I NOTICE TO PARENTS/GUARDIANS \_\_\_\_\_ Level II

1. The purpose of this referral is to inform you of a disciplinary incident involving your child on the school bus resulting in a Level I and/or Level II Infraction.
2. Please refer to the Description & Examples located in the current Peru Central School District "Conduct & Discipline Policy"
3. Your child is still allowed to be transported on the bus. Note: Privilege **may** be suspended upon Administrator Intervention.

Incident Description:

Action Taken:

DRIVER'S SIGNATURE:

DATE:

### Administrator Intervention:

1. The purpose of this referral is to inform you of a disciplinary incident involving your child on the school bus resulting in repeated Level I and/or Level II **OR** an immediate Level III and/or Level IV Infraction.
2. Please refer to the Description & Examples located in the current Peru Central School District "Conduct & Discipline Policy"
3. Bus transportation privileges **may** be suspended upon review and notification by the Administrator and/or Superintendent of Schools.

### INFRACTION LEVEL

\_\_\_\_\_ LEVEL I (Repeat) \_\_\_\_\_ LEVEL II (Repeat) \_\_\_\_\_ LEVEL III (Immediate) \_\_\_\_\_ LEVEL IV (Immediate)

Administrative Action Taken:

Parent/Guardian Contact Date:

Time:

Administrator/Dean Handling Referral: \_\_\_\_\_

Date: \_\_\_\_\_

School Office Phone Numbers: Primary: 643-6100; Intermediate: 643-6200; Middle School: 643-6300; High School: 643-6400

White: Administrator's Copy

Yellow: Transportation's Copy

Pink: Parent's Copy

ED: 03/09

# Appendix B: Policy Appeal Form – Sexual Harassment

Name and address of complainant: \_\_\_\_\_  
\_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Place of incident: \_\_\_\_\_

Description of the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of witness[es] if any: \_\_\_\_\_

Has the incident been reported before? \_\_\_\_\_

If reported before, to whom was it reported? \_\_\_\_\_

What was the resolution? \_\_\_\_\_







# DISTRICT DIRECTORY

## BOARD OF EDUCATION

Mr. Rodney Brown  
Ms. Lisa Crosby  
Mr. Roderick Driscoll  
Mr. David Hall  
Ms. Donna LaRocque  
Ms. Cindy Mills  
Mr. Jonathan Ruff

## DISTRICT PERSONNEL

Superintendent of Schools .....	643-6002
Mr. A. Paul Scott	
School Business Manager.....	643-6002
Mr. Randolph Sapp	
Director of Health, P.E. and Athletics.....	643-6413
Ms. Cathy Phillips	
School Lunch Manager.....	643-6026
School Physician .....	643-8008
Adirondack Healthcare Associates LLC	
School Attorney .....	561-4400
Stafford, Owens, Curtin and Trombley PLLC	
Supervisor of Transportation .....	643-6061
Mr. Howard Newton	

## SCHOOL BUILDINGS

### MIDDLE - SENIOR HIGH SCHOOL

Senior High Office.....	643-6400
High School Assistant Principal's Office .....	643-6020
Middle School Office.....	643-6300
High School Health Office.....	643-6422
Middle School Health Office .....	643-6306
Counselor's Office (Grades 6, 7, 8) .....	643-6303
Counselor's Office (Grades 9, 10, 11, 12) .....	643-6430

### ELEMENTARY SCHOOLS

Main Office.....	643-6100 or 643-6200
Health Office .....	643-6106 or 643-6206