

Chittenango Middle School

Student/Parent Handbook 2011-2012

“Aspiring Minds Grow Here!”

Chittenango Central School
1732 Fyler Road
Chittenango, New York 13037-9520
687-2800

**CHITTENANGO MIDDLE SCHOOL
STUDENT HANDBOOK**

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 **MISSION STATEMENT**

The Chittenango Central School District believes that all students can learn and will develop to their highest potential regardless of previous experience. We will provide an environment that encourages each student to succeed--academically, socially, and physically—with an emphasis on positive self-concept, self-esteem, and life-long learning skills in order to become a productive member of a democratic society.

 **INTRODUCTION**

This information has been carefully prepared and presented so that it will be of great value in helping you adjust to the middle school and to become an integral part of it.

We hope that you will participate in our varied activities and remember that your success in this school will be directly proportional to your efforts. It is your responsibility to familiarize yourself with this handbook, including the code of conduct.

 **GENERAL INFORMATION**

1. Absences - following any absence from school, the student must report to the main office immediately upon arriving at school. At that time an excuse **written and signed by the parent/guardian** should be presented. If there is no excuse, a temporary readmission slip will be issued. Prolonged failure to present an excuse will result in disciplinary action. Please call in the morning if your child is going to be absent from school. The main office will otherwise attempt to contact a parent at home or work if a student is absent. **Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by the school and Madison County Family Court.**

2. Tardiness - Pupils not in their assigned seat at the beginning of class are considered tardy or absent. Pupils tardy to school must report to the

main office immediately upon arrival. An excuse **written and signed by the parent must be presented at that time.**

3. Accidents, Injuries and Insurance - Injuries occurring during the school day on campus should be reported to the nurse **immediately**. Do not decide that an injury is too small; let her decide. An injury sustained by accident on campus during the school day requiring medical attention is covered by a **NON-DUPLICATING** school insurance policy. This policy requires that an accident report be filed with the nurse at the time of injury, and that the injury not be the result of horseplay, foolishness or fighting. All bills incurred must be submitted to the **parent/guardian's health insurance company first.**

4. After School Use of Building - Prior permission from the principal is required to use the building after school hours. Students under the direct supervision of a teacher do not need other permission. Others must leave the building/grounds within 15 minutes of dismissal.

5. Student Assignment Books - Each student in Chittenango Middle School will receive a Student Assignment Book that will have an area for passes inside. Students should use it for writing down daily and weekly assignments for classes as well as traveling in the hall during class time. Student Assignment Books will be given to each student at the beginning of the school year. Students will be responsible for maintaining theirs and using it effectively.

6. A. M. Arrival - Students are not admitted to the building until the first bus arrives. Parents should not drop off students before 7:15 a.m. as there is no supervision in the building. For safety reasons, all students must be dropped off in the designated area near the cafeteria, not in front of the building.

7. Attendance - Attendance is taken in every class. Students are required to be in their seats at the bell and listen to the general announcements.

8. Behavior - Pupils will be courteous, respectful, refrain from fighting and the use of profanity, conform to school regulations and obey promptly and respectfully the reasonable requests of all Chittenango

Middle School faculty and staff. They will always respect the rights and property of others.

9. Computer Usage – Students passwords are not to be shared with other students. Students may not log into another students folder. Internet use must be schoolwork related. Computers are for schoolwork only. Games/free time on the computers is at the discretion of the teacher. It is every student's responsibility to read the Chittenango Central School District's Internet policy that is posted in all computer labs throughout the middle school.

10. Corridor Conduct - To minimize congestion, students should **keep to the right in hallways and on stairways**. Running, pushing, wrestling, yelling, and excessive noise are unacceptable. Corridor use during class periods requires a pass written in the Student Assignment Book, giving name, date, time, destination and the issuing teacher's signature.

11. Student Dress Code - All students are expected to give proper attention to personal cleanliness and to dress appropriately for Chittenango District programs. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance, including hair style/color, jewelry, make up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, and pajamas are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose, or where it is part of a uniform.
6. Not include items that are vulgar, obscene, libelous, gang-related or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Not include music players and cell phones.
9. Not include outdoor clothing (coats, gloves).

10. Include required attire and protective safety equipment in classes.

Each Building Principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the academic year and any revisions to the dress code made during the academic year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary measures. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

12. Entering/Exiting Building - Students entering the building from the bus departure area must use the sidewalks provided along the front of the building. Students not arriving on the bus should enter the building at the back entrance (by the cafeteria). At dismissal all students must exit via the front door except those walking or being picked up who should use the back entrance/exit.

13. Food - Food and beverage are consumed in the cafeteria only. Students may not sell food or beverages on campus during the school day. Glass containers and reusable soft drink bottles are prohibited. Because of damage to school property and the expense of cleanup, chewing gum will not be permitted.

14. Leaving School Premises - Students may not leave the Chittenango Middle School campus between a.m. arrival and 2:50 p.m. without written permission from a parent/guardian. Students leaving school with another student, adult/parent, or alternate bus must have this request in writing. Additionally, students need written permission to ride a bike or walk to and from school.

15. Lockers - All students are provided with hall and gym lockers. Combinations are assigned confidentially and should remain that way. Locker problems should be reported to the counseling center's office. Students may go to their lockers before first period, before or after lunch, and after dismissal. Classroom teachers may occasionally grant

permission to go to a locker on an individual basis. Backpacks and book bags should remain in your locker at all times.

16. Passes - Students are required to have pre-signed passes if they are in a classroom other than the assigned one. All passes must be written in Student Assignment Books and must be issued at the discretion of the teacher in charge.

17. Power Vehicles - No motor-powered vehicles are permitted on any district property.

18. Non-Powered Vehicles - Skateboards and scooters are not allowed on school property at any time.

19. Cell Phones, Music Players and Other Recreational and/or Electronic Equipment – Cell phones, music players, electronic games or any other electronic equipment are not to be used in school. These items are to be kept off and in lockers during the school day. Initially they will be placed in the main office until the end of the school day. If a student brings them a second time, the parent or guardian will be required to pick up the item.

20. Dangerous Articles - Matches, lighters, knives, fireworks, firearms, or any other weapons are prohibited at all times from the building or school buses.

21. Dances - Dances for 7th and 8th graders are held periodically throughout the year. Only CMS students may attend. Visitors from others schools will not be admitted.



VISITORS TO THE SCHOOL

Parents and other adults are encouraged to visit the school periodically during the course of the school year. Persons who are not CMS students or staff **must** report immediately to the school office when they enter the school building. Student visitors from other schools, unless they have a specific reason and prior approval of the building principal, are **not**

permitted to enter school buildings. All visitors will be issued a visitor badge so that they can be easily identified.



STUDENT DISMISSAL PRECAUTIONS REGULATION

In order to ensure students' safety, the building principal maintains a list of individuals who are authorized to obtain release of students in attendance at the school. No student may be released to the custody of **any** individual who is not the parent or guardian of the student, unless the individual's name appears on the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The signature of the parent or guardian must be notarized.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a properly notarized signature of the parent or guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek release of his/her child, shall be maintained in the office. If anyone seeks the release of a student from school, he/she must report to the school office and present satisfactory identification to the building principal.



ACADEMIC ETHICS

Part of the educational responsibility of the middle school is to provide a transition from elementary school to high school. One aspect of this transition is the development of a solid foundation in academic ethics.

"Cheating" has a variety of meanings in the academic place and it is therefore important for us to begin defining for students the expectations, parameters and consequences for infringing those parameters. The consequences in high school are severe and irrevocable; our intention here is to insure that students can recognize right and wrong and accept the consequences of their actions.

The following are obvious acts of cheating:

Test Situations:

1. Copying during tests from any additional sources.
2. Giving or receiving questions and/or answers from another student during or before a test.
3. Stealing exams and/or distributing stolen exams.
4. Tampering with a teacher's grade book.
5. Changing grades on test papers.

Lab Situations:

1. Copying another person's lab.
2. Giving a lab to another person to copy.

Papers:

Plagiarism means using the ideas of another person as though they were the student's own. Also, using ideas from a literary source and not properly citing them constitutes plagiarism. The following are examples of **plagiarism** and are considered cheating:

1. Copying or rewording (paraphrasing) another student's paper or any portion of that paper.
2. Copying or rewording (paraphrasing) any material from multimedia, a book, or any other source without giving proper credit to the author.

In addition, the following should be noted in reference to cheating on papers:

3. Rewriting should be done by the student himself, not by parents, teachers, friends or typists.
4. Papers may be used only once, for one course, unless special arrangements are made.

Homework:

1. Copying any part or all of another student's homework.
2. Allowing another student to copy any part of your homework.
3. Parents, brothers, sisters, etc. doing a student's homework for him/her.

Other types of cheating may exist. Each teacher has a responsibility to make his or her standards clear to the students. If a student then violates one of these academic standards, an incident of cheating has occurred. In instances of cheating, students may receive a reduction in grade or loss of credit for the test or assignment, and parents will be notified. Any

further instances of cheating may result in a parent conference, detention, or suspension.



GOLD AND SILVER RECOGNITION

Four times each year, after the report cards are issued, a gold and silver level list of students will be released based upon the grades during the quarter. Gold level honors will be given to those students with an average of 90 or above. Silver level recognition will be given to those with an average between 85 and 90. Gold and Silver Honor activities will be available to all students on the lists. The lists will be published in the local newspaper. *Any student failing any course will not be eligible for Gold and Silver Recognition.*



PROMOTION AND RETENTION OF STUDENTS

Chittenango Middle School will make every effort to communicate potential promotion or retention of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion and retention:

1. Students who pass all subjects will be promoted automatically.
2. Students who fail two subjects will have the failure evaluated and a determination made as to the reason for the failure. Promotion will be decided by consensus in a case conference including teachers, guidance counselors, and the principal. The parent will also be consulted.
3. Students failing two or more courses may be subject to retention, required to attend a summer school or an extended year program, or some other approved remedial work in order to be promoted.



ALCOHOL AND NON-MEDICINAL DRUGS

1. The use or possession or sale of alcohol or non-medical drugs is prohibited on school property or school buses.
2. Students may not attend school while under the influence of these substances.

3. **No student** may be on school property at any time while under the influence of alcohol or a non-medical drug.
4. Violations will lead to an immediate suspension, parent conference and possibly a Superintendent's hearing, referral to the Madison County Sheriff's Department, the New York State Police and/or Family Court.



BUS STUDENTS

Students who ride buses have certain responsibilities to themselves and others. Good conduct while riding the bus is very important for the safety of everyone.

The rules and directions of the bus driver must be obeyed at all times. The driver is as much in command of the students riding on the bus as a teacher in the classroom. You are expected to follow the reasonable directions of the driver immediately and at all times. If you feel there is a problem do as you are told and then discuss the problem with the principal when you arrive at school.

Good common sense will guide student behavior.

- ✓ Stay in your seat once you have chosen one.
- ✓ Don't shout, whistle or make other loud noises.
- ✓ Keep your hands and arms inside of the windows.
- ✓ Don't throw anything inside the bus or out of the bus.
- ✓ Follow any other posted or driver directed bus rules.

When waiting for the bus, do not get involved in horseplay, as this often leads to fights and other difficulties. Please stay back out of the way (15 feet) and wait for the bus to come to a complete stop before moving toward the bus.

All students, including those in modified sports, who plan to ride a late bus from school must have a bus pass signed by the teacher or coach who was in charge of the activity in which the students were participating. The bus driver will collect these passes from the students when they get on the bus. Students without passes will be reported to the school office. The late bus shuttle will leave the middle school between 2:55 p.m. and

at 3:00. The sports late bus leaves at 5:20. Students will be transported to the high school and transfer to the appropriate bus for the ride home. **All students must be under the direct supervision of a teacher or coach after 2:15 in order to ride the late bus home. Students may not be in the halls or outside during the activity period.**

CONDUCT

Good student conduct is expected at the Chittenango Middle School. All students have the right to attend school without being bothered by other students. Students have the right to attend classes without other students creating disturbances that affect the learning situation. Students may not intimidate or harass another student, either verbally or physically. Any form of sexual harassment will not be tolerated. When a student is found to be creating problems for other students, or school staff, that student will be dealt with immediately.

Students are allowed as much freedom as they can accept. Students have to remember, however, that with freedom there are responsibilities.

PROHIBITED STUDENT CONDUCT

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, Chittenango District personnel and other members of the educational community, and for the care of Chittenango District facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Chittenango District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self discipline.

The Board recognizes the need to make its expectations for student conduct while on Chittenango District property or engaged in a Chittenango District-sponsored function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept

responsibility for their own behavior and who violate these rules will be required to accept the penalties for their conduct.

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

A. Engage in conduct that is disorderly, insubordinate, or disruptive.

Examples of disorderly, insubordinate, or disruptive conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive, argumentative, harassing, threatening, or sexually suggestive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the Chittenango District community.
6. Trespassing. Students are not permitted in any Chittenango District building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communication misuse, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
8. Failing to comply with the lawful directions of teachers, Chittenango District administrators or other school employees in charge of students, or otherwise demonstrating disrespect.
9. Lateness for, missing or leaving Chittenango District property without permission.
10. Skipping detention.
11. Being late for school or class.
12. Being unprepared for class.
13. Being disrespectful to teachers, administrators, or staff members.
14. Public displays of affection.
15. Actions not defined—This policy is not all-inclusive, and any student conduct not defined in the policy, which is a violation of law, or any other regulation or established practice of the school district, is subject to penalty.

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

1. Committing an act of violence (such as hitting, kicking, punching, biting, spitting, and scratching) upon a teacher, administrator or other Chittenango District employee.
2. Committing an act of violence (such as hitting, kicking, punching, biting, spitting, or scratching) upon another student or any other person lawfully on Chittenango District property.
3. Possessing a weapon. Displaying what appears to be a weapon.
4. Threatening to use any weapon.

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

1. Lying to Chittenango District personnel.
2. Stealing the property of other students, Chittenango District personnel, or any other person lawfully on school property, or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
8. Selling, using, or possession of obscene or inappropriate material.

9. Using vulgar or abusive language, cursing or swearing.
10. The use of or possession of cigarettes, cigars, pipes, or chewing tobacco.
11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
12. Inappropriately using or sharing prescriptions and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire, bomb, or other catastrophe without valid cause, misuse of 911, pulling a fire alarm, or discharging a fire extinguisher.



PENALTIES

Students who are found to have violated the Chittenango District code of conduct may be subject to the following penalties, either alone or in combination with one another. In determining the appropriate penalty for violations of the discipline code, school personnel will take into account all relevant factors and, depending on the nature of the violation, will apply penalties in a progressive manner.

- Verbal warning
- Loss of classroom privileges
- Parent conference or telephone call
- Written warning by bus driver, hall and lunch monitors, teachers, principal, superintendent, and notification to parents
- Detention
- Suspension from transportation
- Suspension from social, extracurricular, or other activities
- Counseling
- In-school suspension
- Removal from classroom by teacher
- Probation
- Short-term (5 Days or less) suspension from school

- Long-term (More than 5 days) suspension from school
- Restitution for lost, stolen, or damaged property (as determined by district)
- Police notification (in cases involving criminal conduct)

Teacher Removal of Disruptive Students

A "disruptive student" means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn.

A classroom teacher may remove a student from class for up to five days, per incident, if the teacher determines that the student is substantially disruptive. The removal from class applies to the class of the removing teacher only.

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

If the student does pose 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 one full school day.

The teacher must complete a Chittenango District established referral form and meet with the principal 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 referral forms. If the principal 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 prior to the beginning of classes on the next school day.

Within one school day after the student's removal, the principal, or another Chittenango District administrator designated by the principal, must notify the student's parent, 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 designated administrator to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, fax, or some other means that is reasonably calculated to assure receipt of the notice by the day after the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the Chittenango District has been provided with a telephone number(s) for the purpose of contacting parents.

If at the informal meeting the student denies the charges, the principal, or the designated administrator, 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 two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and principal.

The principal, or the designee, may overturn the removal of the student from class if the principal or designee 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.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.



STUDENT ORGANIZATIONS AND ACTIVITIES

The following list presents current student organizations and their faculty advisors. If a student is interested in joining any of the activities

sponsored by these organizations, he/she should ask the advisor for further information.

Organization/Activity

Art Club (6-8)
Chef's & Sewing Clubs (7)
Drama Club/Play (6-8)
FCCLA (8)
Harry Potter & Twilight Clubs (6-8)
Jazz Band (6-8)
Library Media Club (6-8)
Math Olympiad (7/8)
Science Olympiad (6-8)
Student Council (6-8)
Various Choral Groups (7/8)
Walking Club
Yearbook (6-8)

Advisor

Kate Conden/Karen Tashkovski
Roberta Mou
Linda Ceilly
Roberta Mou/Sheila Leamer
Karen Tashkovski
Nate Kaercher
Marilyn Natke
Warren Smith
Beth Bennett
Susan Cappello
Diane Parker
Sheila Leamer
Kate Conden

Modified Sports (7/8)

<i>Baseball</i>	<i>Basketball</i>	<i>Cross Country</i>	<i>Football</i>
<i>Lacrosse</i>	<i>Soccer</i>	<i>Softball</i>	<i>Track & Field</i>
<i>Volleyball</i>	<i>Wrestling</i>		

Except for modified sports, the majority of these activities are held during the activity period from 2:15 p.m. - 2:50 p.m. This is the period following the regular school dismissal. Bus students are given passes to ride the late bus home. Modified sports practice generally begins at 3:00 p.m. and ends at 5:00 p.m.



SAFETY DRILLS

During the school year we are required to have twelve **fire drills**. When the fire alarm sounds, all students will go immediately to the nearest exit without talking, pushing or shoving.

During the school year we will have at least one **emergency lockdown drill**. When the announcement is made, all students will go immediately to a designated area without talking, pushing or shoving.

LOCKERS

An individual locker equipped with a combination lock is assigned to each person to provide a safe place for personal property. These lockers are supplied for the convenience of pupils and protection of their school related property, but the Board of Education and school authorities assume no responsibility for any loss incurred by a pupil.

Money and other valuables should not be brought to school or stored in a locker. Lockers should be locked at all times. Students may not write inside or on the outside of the lockers. Only magnets may be used to attached items to the inside of the lockers. All lockers have hooks for coats and book bags, and a shelf for books.

All combinations are changed during the summer each year. For security, a pupil should use only the locker assigned to him/her and tell the combination to no one. Any difficulty with a locker should be reported to the counseling center.

Pupils must plan their routes for the day to avoid unnecessary trips to lockers. **Locker stops will be allowed before first period, before and after lunch and before leaving school for the day.** All other stops are unnecessary and will be discouraged. Locker stops are not a valid reason for class tardiness; lockers are not to be used during lunch periods.

LUNCH & BREAKFAST

There are two lunch periods scheduled for each grade during the school day. Every student has the opportunity to eat lunch in the cafeteria and enjoy recess (inside or outside) on a daily basis.

Breakfast is served daily from 7:15 - 7:35 a.m.

Students may bring a lunch from home, buy milk or buy a meal. Ice cream and other snacks are also available. All food and drink are to be consumed in the cafeteria.



FREE OR REDUCED PRICE LUNCH

The U. S. Government provides free and reduced meals at no direct cost to the local school district under the guidelines of the Free/Reduced Meal Program. Additional free milk is available for those who qualify for free lunch. **To qualify for this program, parents must complete an application, which is available on the District website and in the District newsletter.** Applications may also be completed during the school year as the need arises. For reduced meals, the cost is \$.25 for lunch and \$.25 for breakfast.



MEDICATION FOR STUDENTS

The following regulations pertain to prescription and nonprescription medication taken by students at school:

1. When it is necessary for a student to take medication during the school day, the school nurse shall cooperate with the family in accordance with these guidelines set forth by the New York State Education Department:
 - a. A signed written request is required from the family physician indicating the name of the child and the reason for giving the medicine. This request must include the name of the medication, the frequency dosage and time of the day to be given.
 - b. A signed written request from the parent to administer the medication as specified by the family physician.
 - c. Medication must be delivered, in the original container, by the parent to the school nurse or to the school office. No medication is to be brought to school by the child.
2. No medications are permitted in the classroom.

3. No medications may be kept in a locker or on a student's person. Any questions concerning medications are directed to the nurse.



PHYSICAL EXAMS

The following regulations are in effect for the Chittenango Central School District:

Athletic Physicals

1. All students must have a school-approved physical or examination **after July 1, and before they are allowed to try out or practice interscholastic athletics for the coming school year.**
2. The school physician will conduct such physicals. However, if a parent prefers his/her own physician to do the physical, it must be done on a school form, paid for by the parent or legal guardian and approved by the school physician.
3. Any student who has been under a doctor's care for serious illness or injury must be released by a physician to resume participation to take part in athletics at any time during the year.

Class Physicals

1. All pupils in grades K, 2, 4, 7 and 10 are required to receive a state approved physician exam before the end of that school year.
2. Parents may elect to use a family physician. A school form should be requested from the school nurse for completion during the exam.
3. The physical must be given and the completed form returned by April 2.
4. By the end of the school year, the principal will notify any parent or guardian in writing regarding pupils who have not had a physical either by the school's or their own doctor.
5. Students still lacking a physical by the next school year will be given until October 1st to comply, or they will be suspended from school through the superintendent's office.

Special Physical Examinations

1. Physical examinations may be done periodically for handicapped pupils because of the Committee on Special Education requirements. Such physicals may be done by the school physician or by the pupil's own doctor.
2. If through normal screening, a pupil may be suspected of having scoliosis, he/she will be referred to the school physician after discussing it with the parent or legal guardian.

Immunizations

All students are required to have a series of immunizations before entering 6th grade. Please phone our school nurse for additional information.



STUDENT USE OF THE TELEPHONE

If there is a special need to call a parent or neighbor, a telephone is available for student use in the office. All other calls are prohibited.



STUDY HALLS

It is the belief of the administration that study halls should be educationally and academically productive times. To that end the following guidelines apply to **all** study halls:

1. All study halls will be quiet study halls.
2. **Each student will bring books and writing materials to every study hall.**
3. Students will not be allowed to leave during the first and last ten minutes of the period except for the library or to honor a pre-signed pass.
4. Lavatory/locker passes will be issued to one person at a time for a maximum of five minutes.
5. Students assigned to a study hall **must report** there each day for attendance purposes. No exceptions, no permanent passes.

- Absences will be handled similarly to regular class absences.

TEXTBOOKS

Textbooks are furnished to all students by the school district. Students are expected to maintain their textbooks in good condition.

All textbooks should have a protective cover throughout the year, and though reasonable wear is expected as a result of normal daily use, **unreasonable damage to textbooks will result in student payment at a prorated charge.**

Lost textbooks must be paid for at the established rate before a replacement will be issued.

Textbook loss and damage fees and assessments are handled through the office. Report loss or found textbooks there.

SAFETY

The rules here are the same as in any other public school building. Running, pushing, tripping, throwing items, fighting, etc. are not acceptable conduct.

Students are not to be in the parking lot area. Students are to stay on the walk areas when entering or leaving the building.



GRADING AND REPORTING

The passing grade is 65 for all subjects. The minimum grade for all marking periods is 50.

There will be four report cards issued during the school year, with interim reports sent home for students who are at risk of failing or who have shown significant improvement.



REQUIREMENTS FOR PHYSICAL EDUCATION

1. Requirements for Class: Physical education clothing must be appropriate for the activity. Students must be prepared to wear sneakers daily. It is the recommendation of the physical education staff that proper athletic clothing such as t-shirt, shorts, and/or sweatshirt/pants be worn. All students are to be ready for class within three minutes after the second bell, or they will be marked down as tardy. The teacher reserves the right to determine acceptability of physical education clothing. No loose fitting jewelry or rings are to be worn during class.
2. Illness - Medical Excuse: For short-term illness/injury of a day or two, a note is required from the nurse. A doctor's note is required for all illnesses or injuries of three or more day's duration.
3. Grading is based upon: punctuality, participation, preparation, effort, sportsmanship, knowledge, teamwork, and skill (application and mechanics).
4. Locker Room: **Students** are responsible for all belongings brought into the locker room. Each student is issued a lock and a wall locker at the beginning of the year for physical education and athletic clothing. Students are advised to lock everything of value in their hall/gym lockers or leave the item at home.



ACADEMIC ELIGIBILITY POLICY

Chittenango Central School District extends the privilege of extra - curricular activities to students who recognize their obligation to themselves, their co-participants and their school community while striving for academic excellence. It is the goal of this policy to help students successfully balance academics and extracurricular activities.

Track 1 Eligibility and Probation

Any student who is participating in an extracurricular school activity and is failing one or two subjects after any five-week report, will be placed on probation for the next five weeks. (Five-week reports are official at the 5, 10, 15, 20, 25, 30, 35 weeks and final course marks during the school year.)

Under Track 1:

1. Students will be eligible to participate in all scheduled events while on probation, as long as satisfactory progress is maintained in all failing subjects and the student is not failing 3 subjects during the probationary period.
2. Each student on probation must carry a probation sheet, which must be signed daily by the teacher in each failing subject and also signed weekly by all teachers. Satisfactory progress must be maintained in all failing subjects. The student will become ineligible if he/she is failing 3 or more subjects at any time.
3. **A probationary student must meet in a supervised academic setting during 10th period Monday thru Friday. Time preference will be given to the course(s) in which the student is failing.**
4. If a student breaks probation (i.e. receives an unsatisfactory weekly progress report in a class in which he/she is failing), then ineligibility will begin on the following Monday (12:01 AM) for a minimum of one full calendar week.

If a student receives unsatisfactory/failing in another course, which now brings them to 3 failing subjects, then an ineligibility period will be in effect for the remainder of that five-week period.

***This student must now follow the guidelines under Track II.**

Track II Ineligibility and Probation

Any student who is participating in an extracurricular school activity and is failing 3 or more subjects after or during any 5 week progress report, will be ineligible and on probation until the next 5 week report is issued.

Under Track II:

1. A student may practice or participate during this five week period, but may not partake in any scheduled events for the full five weeks. (This includes events such as scrimmages, games, school play, club field trips and any other noncredit bearing extracurricular events.) See athletic code for implications (consequences).
2. Each student who is ineligible and on probation must carry a probation sheet, which must be signed daily by all teachers in each failing subject and weekly by all teachers.
3. If a student breaks probation during the ineligibility period, then the student will be removed from his/her extracurricular activity. If the activity is athletic, then the student is removed from the sport for the remainder of the season. If the activity is not athletic, the student will be removed from that activity for the remainder of the current 5 week ineligibility period in addition to the next 5 week mark.
4. **A probationary student must meet in a supervised academic setting during 10th period, Monday thru Friday. Time**

preference will be given to the courses in which the student is failing.

Guidelines for General Policy

- ✓ Carry-over into the beginning of the next school year will be based on the final grade in each course.
- ✓ Summer school can replace failed courses that are then successfully completed.
- ✓ Incompletes will count as a failing grade, unless accompanied by a physician's medical excuse.
- ✓ Probation sheets must be picked up from the secretary in the counseling office before 1st period Monday mornings.
- ✓ All probation sheets must be turned in to the secretary in the counseling office by 3:00 PM, Friday. Failure to turn in the probation sheet will result in automatic ineligibility on Monday at 12:01 AM for one week.
- ✓ Any student-athlete who is ineligible will be required to dress up but not suit-up, and must sit at the team bench area for home contests. Ineligible student-athletes may not attend away contests.
- ✓ Any course dropped/failing after the legal drop period will count as a failing course for the remainder of that five weeks and the next five week mark.



BOARD OF EDUCATION POLICY

STUDENT COMPLAINTS AND GRIEVANCES (abbreviated)

This grievance procedure by the Chittenango Central School District is to provide students, parents and citizens with a formal process to solve educational problems when all other efforts have proved unsatisfactory.

Prior to entering into a formal agreement, efforts should be made to meet and discuss these issues. Only when all other avenues have failed should this formal process take place.

If a grievance concerns some other aspect of the school district that does not pertain to the operation whereby the principal may have jurisdiction, it shall be the responsibility of the Superintendent of Schools to direct the aggrieved party to that person whereby informal and formal processes may take place.

A formal grievance should be in written form. The aggrieved party shall have the right to be represented by an attorney or another person selected. Grievances shall be signed by the individual(s). Each grievance shall be limited to one type of complaint.

The written grievance shall include: the name of the aggrieved person(s), time and date, place occurred, identity of person(s) causing the grievance, provisions of policy or regulations, general statement of nature of grievance and redress sought by aggrieved person(s). All grievances shall be signed by all persons seeking redress. Any matter, which is otherwise reviewable pursuant to law or rule or regulation having the force and effect of law, may be excluded under this procedure.

First Stage

Any formal grievance that relates to actions taken by an employee within a school, or being transported to or from that school, shall be filed with the building principal within 15 school days from the date of the occurrence. The principal shall have 5 school days to reply in writing. If the principal fails to reply then the aggrieved person may automatically proceed to the Second Stage.

Second Stage

If the aggrieved person fails to receive satisfaction at the end of the first stage, he or she may file the written grievance with the Superintendent of Schools. Such filing must take place within 20 school days after receiving an answer from the First Stage.

The Superintendent of Schools shall have 10 school days to reply in writing. If the Superintendent of Schools fails to reply, then the aggrieved person may automatically proceed to the Third Stage.

During this stage, either party may request an informal conference. Such a conference must take place within the 10 days the Superintendent has to answer.

Third Stage

If the aggrieved person fails to receive satisfaction at the end of the second stage, he or she may file the written grievance with the Board of Education. Such filing must be done within 10 days after receiving an answer from Stage Two.

The aggrieved party will be given an opportunity for a hearing if he or she requests. Such a hearing must take place within 21 days after receiving the request by the Board. The Board must give a written reply within 10 days following the hearing for disposition of the grievance. All decisions of the Board of Education may be appealed to the Commissioner of Education.

The appeals procedure for students, parents, applicants and all others, shall be in accordance with appropriate administrative regulations or grievance procedure.

NON-DISCRIMINATION (abbreviated)

Chittenango Central School believes in equality of opportunity and shall promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment and promotion of personnel; in location and use of facilities; in curriculum and instruction; and in the availability of programs to children.

The district affirms its belief in existing laws, government regulations and equal opportunity to the end so that no student, employee or applicant shall be discriminated against. Discrimination shall be forbidden because of, but not necessarily limited to race, color, creed, sex and national origin.

TITLE IX COMPLIANCE STATEMENT

EQUAL EDUCATIONAL OPPORTUNITY (abbreviated)

The Chittenango Central School District, Chittenango, New York, does not discriminate on the basis of sex in the educational programs or activities, which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: (sic) counseling services for students; access by students to education programs, course offerings and student activities. Course offerings will do so by July 1, 1976. The district official responsible for the coordination of activities related to compliance with Title IX is the Superintendent of Schools. (sic) This official will provide information, including complaint procedures to any student or employee who finds that her or his rights under Title IX may have been violated by the district or its "officials."

Chittenango Central School believes in equality of opportunity and shall promote good human relations by removing all vestiges of prejudice and discrimination (sic) in locating and use of facilities; in curriculum and instruction; and in availability of programs to children.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Chittenango District is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all Chittenango District students have the right to:

1. A safe, healthy, orderly and civil learning environment.
2. Take part in all Chittenango District activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation or disability.
3. Due process and to present their version of the relevant events to Chittenango District personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access to Chittenango District rules and, when necessary, to receive an explanation of those rules from Chittenango District personnel.

5. Each student has the right to the best possible academic atmosphere, free from physical and mental abuse from peers or staff.
6. Each student has the right to effective educational programs appropriate to their individual needs.

STUDENT RESPONSIBILITIES

All Chittenango District students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all Chittenango District policies, rules and regulations dealing with student conduct.
3. Attend all scheduled classes and to be on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other Chittenango District personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for class and Chittenango District functions as defined under Section V of the Student Code of Conduct.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of Chittenango District when participating in or attending Chittenango District sponsored extracurricular events and to hold themselves to the highest standards of conduct.
12. It is each student's responsibility to be aware of their rights and responsibility and their entitlement to due process.

STUDENT GOVERNMENT (abbreviated)

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes, the Chittenango Central School may maintain and operate student councils at grade levels where it is deemed appropriate.

These councils will assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

The Student Council shall not have authority to make policies for the district or regulations for the school. Nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, the council may make recommendations to the administration on any topic of student concern.

CARE OF SCHOOL PROPERTY BY STUDENTS (abbreviated)

Public property is expected to show normal wear through its use, and the expenses of maintenance and eventual replacement are recognized parts of the school budget.

It is the responsibility of students to use public property carefully and protectively. In the case of willful damage or destruction of school property at any time, restitution from those causing the damage or destruction, or their parents, will be expected to the full limits provided by law.

The Superintendent is authorized to take steps he/she deems advisable to collect from students or parents for property loaned to students but which is not returned.

Ref: Chapter 993 of the Laws of 1970, Section 7657, Family Court Act

UNDERGROUND STUDENT PUBLICATIONS (abbreviated)

The distribution of student publications in the school, whether they are sponsored by the school or not, shall be subject to the approval of the building principal and/or the superintendent. The time and place of distribution of student publications shall be determined by the building principal.

SECRET SOCIETIES (abbreviated)

The Board of Education may, in its discretion and upon the recommendation of the Superintendent, vote to prohibit or abolish any fraternity, sorority or secret society which has, by virtue of its activities caused or created a disruption or an interference with the academic progress of the school, or caused or created such interference with the

progress of any individual student or students therein. When such action is taken, the board may discipline any student who promises to join, or becomes a member of, or remains a member of, or solicits any person to join said organization. Ref: Ed. Law 1709a

HAZING

No group of students, whether members of an organization or not, may require any student or group of students to undertake any activity, nor shall they subject any student or group of students to any activity, which is abusive, humiliating or potentially hazardous to the physical, mental or moral welfare of themselves or others.

STUDENT SEARCHES AND INTERROGATIONS

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

In addition, the Board authorizes Chittenango District Principals or his/her delegate to conduct searches of students and their belongings if the authorized Chittenango District official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. An authorized Chittenango District 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 Chittenango District official has a legitimate reason for the very limited search.

An authorized Chittenango District official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the Chittenango District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, 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. Chittenango 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 Chittenango District 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 do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and Chittenango District officials retain complete control over them. This means that student lockers, desks and other Chittenango District storage places may be subject to search at any time by Chittenango District officials, without prior notice to students and without their consent.

2. Police Involvement in Searches and Interrogations of Students

Chittenango 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 Chittenango District buildings or at Chittenango District functions, or to use Chittenango District facilities in connection with police work. Police officials may enter Chittenango District property or a Chittenango District function to question or search a student or to conduct a formal investigation involving students only if they have:

- ✓ A search or an arrest warrant.

- ✓ Probable cause to believe a crime has been committed on Chittenango District property or at a school function, or
- ✓ Been invited by Chittenango District officials.

Before police officials are permitted to question or search any student, the building principal 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 parent shall be informed of the questioning or search, in writing, by the principal or supervisor as soon thereafter as possible. The principal will also be present during any police questioning or search of a student on Chittenango District property or at a Chittenango District function.

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

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

3. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of Chittenango District 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 child protective services workers who wish to conduct interviews of students on Chittenango District property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Superintendent. The Superintendent shall set the time and place of the interview. The Superintendent shall decide if it is necessary and appropriate for a Chittenango District 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 nurse or other Chittenango 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 district official of the opposite sex.

A child protective services worker may not remove a student from Chittenango District 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 Chittenango District property 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.

SEXUAL HARASSMENT POLICY FOR CHITTENANGO CENTRAL SCHOOLS

I. Policy

It is the policy of the Chittenango Central Schools to maintain a learning and working environment free from sexual harassment. No employee, student, volunteer or vendor doing business with the district, shall be subjected to sexual harassment.

II. Definition

A. Sexual Harassment means unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities; or
2. Submission to or rejection of such conduct by an employee, student, volunteer or vendor doing business with the district is used as the basis for decisions affecting the employee, student, volunteer or vendor; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's performance, or creating an

intimidating, hostile, or offensive work or learning environment.

B. Sexual Harassment as set forth in Section II - A may include, but is not limited to:

1. Verbal harassment or abuse of a sexual nature;
2. Pressure for sexual activity;
3. Repeated remarks with sexual or demeaning implications;
4. Unwelcome touching;
5. Sexual jokes, posters, graffiti, and other like forms of communication of a sexual nature;
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, or other rights or benefits normally derived from one's employment or education.

III. Procedures

A. Any person who alleges sexual harassment by a staff member or student in the school district may complain building Reporting sexual individual's status, nor or work directly to his/her immediate supervisor, principal, or Superintendent of Schools. harassment will not reflect on the individual's status, nor will it affect future employment, grades, assignments.

B. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Each administrator shall be responsible for promoting compliance her or his understanding and acceptance of, and assuring with, state and federal laws and board policy and procedures governing sexual harassment within school or office.

D. It is the right of any student, employee, volunteer or vendor doing business with the district to make a complaint thoroughly, and each complaint will be investigated fairly, and promptly.

E. Once an investigation has been completed both the complainant and the alleged harasser will be informed of

the results of the investigation and what action, if any,
will be taken.

IV. Sanctions

A. It shall be a violation of this policy for any member of the Chittenango Central Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It also shall be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.

B. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.

C. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

V. Notification

Notice of this policy shall be circulated to all schools and departments of the Chittenango Central Schools and incorporated in employee publications and student handbooks.

