

# **STUDENT CODE OF CONDUCT**

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Productive, satisfying and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach. Each student is expected to be responsible for his/her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms and throughout the school. Students who fail to meet these standards will face disciplinary action appropriate to the seriousness of the offense. For students with disabilities, all regulations in Part 200.10 of the Education Law will be adhered to.

## **Students' Rights and Responsibilities**

Students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students that certain responsibilities accompany these rights.

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

1. to have a safe, healthy, orderly and courteous school environment, and to respect the rights, feelings and property of others;
2. to take part in all district activities on an equal basis regardless of race, sex or religion;
3. 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;
4. to have school rules and conditions available for review and, when necessary, explanation by school personnel.
5. to be suspended from instruction only after his/her rights pursuant to have been observed;
6. 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;
7. to follow personal standards of dress and grooming;
8. to express his/her opinions verbally as long as his/her expressions do not disturb others or disrupt normal school operations;
9. to attend school in an alcohol, drug and tobacco-free environment.

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

1. to be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. when participating in or attending school-sponsored athletic events, to behave as a representative of the district and hold himself/herself to standards of conduct, demeanor and sportsmanship, and accept responsibility for his/her actions;
4. to seek help in solving problems that might lead to disciplinary procedures;
5. to be on time and in regular attendance at school and in class.
1. to contribute to an orderly, learning-centered environment and to show due respect for other persons and for property.
7. to dress in accordance with standards promulgated by the Board of Education and the Superintendent;
8. to make constructive contributions to the school and to report fairly the circumstances of school-related issues;
9. to not use these products nor bring them to school and to encourage others to do the same.

### **NOTE: Adoption of school rules and rules of conduct and their application should not:**

- Punish students or staff arbitrarily or unnecessarily
- Exhibit power or authority for that sole purpose
- Discriminate
- Establish hierarchy
- Establish "rules for the sake of rules" and top down arbitrary control of others

## **DRUGS, ALCOHOL, TOBACCO AND OTHER SUBSTANCES - POLICY**

The Board of Education recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing or selling, use or possession of alcoholic beverages, illegal drugs, counterfeit and designer and synthetic drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

The Board of Education recognizes that the use and possession of tobacco products is a serious concern with parallel implications for the community. Therefore, the use, possession, sharing or selling of any tobacco or tobacco-related products is prohibited at any school-sponsored event or on school property at all times.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a certifiable comprehensive program shall be developed addressing alcohol, tobacco and other substances to include the following elements:

### **PRINCIPLES**

Alcohol, tobacco and other substance use/abuse is preventable and treatable.

Alcohol, tobacco and other substance use/abuse inhibits the district from carrying out its central mission of educating students.

The Board of Education, administration and all school staff are encouraged to model the behavior asked of students.

### **PRIMARY PREVENTION**

Preventing or delaying alcohol, tobacco and other substance use/abuse by students shall be the major focus of a comprehensive K-12 program in which proactive measures of prevention and early intervention are emphasized.

This program shall include:

- a. A sequential K-12 curriculum that will be developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco and other substances use/abuse.
- b. Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
- c. An effort to provide positive alternatives to alcohol, tobacco and other substances use/abuse through the promotion of drug/alcohol/tobacco-free special events, service projects and extracurricular activities that will develop a positive peer influence.

### **INTERVENTION**

School-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

- a. referring students to community or other outside agencies when their use/abuse of alcohol, tobacco and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- b. providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco and other substance use/abuse;
- c. counseling of students in groups and as individuals on alcohol and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose;
- d. developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e. ensuring confidentiality as required by state and federal law.

## **DISCIPLINARY MEASURES**

Disciplinary measures for possession, use, sharing or selling during school, at a school event or while a part of a club/activity range from in-school suspension to expulsion from school.

**Definition** of sharing, selling, distributing: means to sell, exchange, procure, give or dispose of to another, or to offer or agree to do the same.

**Note:** As a general rule, it's unlawful for a person under 21 years to possess any alcoholic beverage.

## **VOLUNTARY ACTION**

Students and parents of students who may be suffering from alcohol, tobacco or other substance use/abuse problems are encouraged to seek out the school's assistance program in regaining wellness. Alcohol, tobacco and other substance concerns are health issues and will be addressed and assisted in a confidential manner.

## **DRUG-ALCOHOL-TOBACCO POLICY - CLUBS/ACTIVITIES**

Drug, alcohol, and tobacco use and abuse is a major problem and a threat not only in society, but also in our community and our school. One of our main objectives (and priorities) is to educate our students of the risks and harmful effects of these substances, so they refrain from any use of them.

We are aware of the fact that the use of these substances occurs within our student body including our extracurricular and our club participants. We highly encourage any students involved with these substances to seek assistance.

If a club/after school activity participant is involved with the possession, use or sale of drugs, alcohol or tobacco, he or she will have consequences.

## **DRUG-ALCOHOL-TOBACCO POLICY - BAND/COLORGUARD/PLAY**

Drug, alcohol, and tobacco use and abuse is a major problem and a threat not only in society, but also in our community and our school. One of our main objectives (and priorities) is to educate our students of the risks and harmful effects of these substances, so they refrain from any use of them.

We are aware of the fact that the use of these substances occurs within our student body including our extracurricular and our club participants. We highly encourage any students involved with these substances to seek assistance.

## **DRUG-ALCOHOL-TOBACCO POLICY - ATHLETIC**

Drug, alcohol, and tobacco use and abuse is a major problem and threat not only in society but also in our community and our school. One of our main objectives (and priorities) is to educate our students of the risks and harmful effects of these substances, so that they will refrain from any use of them.

We are aware of the fact that the use of these substances occurs within our student body including our athletes. We highly encourage those individuals who are involved with or are beginning to experiment with or are thinking of experimenting with these substances to seek assistance. We are providing a list of agencies that offer assistance in Drug, Alcohol, and Tobacco Educational Programs.

Confidential Counseling is available through our Guidance Department.

**Offenses are accumulated throughout a student's middle and senior high school careers. Offenses are counted from seventh grade on, no matter what season, sport, or year.**

**If a student/athlete is involved with any of the following:**

Possession-Use-Sale-or distribution of...

- Tobacco Products
- Alcohol
- Illegal Drugs
- Prescription drugs not specifically intended for the student by his/her Physician
- Non-prescription drugs (inappropriate use)
- Any other drugs, designer and synthetic drugs, etc. which are considered by the school to be questionable, problematic, or a health risk

**PRODUCT OR PARAPHERNALIA**

In all cases where substance (product) or paraphernalia is present and confiscated, it will be turned over directly to the police. This will be done in each case, without exception.

Investigations may consist of, but not be limited to, the following:

- Interviews
- Search
- Rapid eye test
- Review of vital signs, nurse
- Recognition of symptoms
- Admissions
- Breathalyzer

**STAFF DEVELOPMENT**

There shall be ongoing training of district staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, district policies and regulations and the staff's role in implementing such policies, and regulations. Teachers shall be trained to implement the district's K-12 alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

**IMPLEMENTATION, DISSEMINATION AND MONITORING**

It shall be the responsibility of the Superintendent to implement the Drugs, Alcohol, Tobacco, and Other Substances Board Policy by collaboration with school personnel, students, parents/guardians and the community at large.

Additionally, copies of board policy shall be disseminated to district staff, parents/guardians and community members. The Superintendent shall biennially review the policy and support appropriate modifications, as needed.

*[From the Drug-Free Schools and Communities Act, Amendment of 1989 (Public Law 101-226).]*

**ACADEMIC INTEGRITY (PLAGIARISM)**

To plagiarize is to give the impression that you have written something that you have in fact borrowed from another. Although a writer may use another person's words or thoughts, they must be acknowledged as such. Therefore, you have committed plagiarism when you:

- Copy, paraphrase, or summarize sentences or paragraphs out of books, magazines, encyclopedias or off the internet without citing the source, and you present the information as your own.
- Present someone's argument or ideas without acknowledging that they are not your own.
- Copy a friend's homework assignment, lab report, essay, etc.
- Allow someone else to write your papers, reports, homework, etc.
- Borrow or buy someone else's report or paper and submit it as your own.
- Working with others on projects that are meant to be done individually.
- Looking at, or copying another student's test, quiz or lab.

In general, whenever you take another person's work and submit it as your own, you have committed plagiarism. To avoid plagiarism, use the documentation rules provided to you in your classes when directly quoting, paraphrasing, or summarizing someone else's works. If you commit plagiarism, consequences will be given.

### **ASSEMBLIES**

Student assemblies are seen as a part of the overall educational process. School assemblies are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience and reflect our school's mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- take an assigned seat quietly
- do not speak above a whisper, and then only when necessary
- pay attention to the speaker/performer(s)
- applaud only when appropriate

### **BUS TRANSPORTATION**

All students are eligible for safe bus transportation to and from school. In order to provide such safe transportation, the following rules must be observed:

- Follow the driver's directions the 1st time they are given
- Stay in your seat - keep hands, feet, objects and negative comments to yourself (no swearing or fighting)
- Do not eat, drink, smoke or chew tobacco
- Keep all parts of your body inside the bus
- No loud talking or noises
- Keep bus aisle clear at all times

Discipline will be referred in writing by the bus driver, attendant or monitor to the transportation director and, if necessary, to the building principal. The bus driver is the school official in charge of the bus. The driver will address problems and concerns. Hopefully, further actions will not be necessary. Bus drivers will report serious problems. The penalty for misbehavior may range from suspension from riding the school bus to suspension from school. All school rules apply while students are riding the buses.

### **CAFETERIA**

All students must report to the cafeteria for their assigned lunch period on time. Only those students who present a pre-signed pass to a teacher supervising the cafeteria or who have permission to visit the restrooms should be out of the cafeteria. The following rules apply to students using the cafeteria:

1. Follow the directions of staff members.
2. No throwing food or objects.
3. Place trash in proper receptacles.
4. Do not throw out utensils or plates.
5. Keep hands, feet and objects to yourself.
6. Consume all food in the cafeteria.
7. Each student is provided a PIN number to be used every time student is buying a school breakfast or lunch.

### **DAMAGE TO SCHOOL PROPERTY**

All students must show respect and care for school property. Acts of vandalism are crimes against the school district and the community which supports the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary actions, and may be prosecuted to the fullest extent of the law. If a student damages school property, such student and/or his/her parents or the guardian shall be required to pay the district for the value of the damaged property up to the limit of the law. State law now permits parental liability for up to two thousand five hundred dollars (\$2500).

**SPECIAL NOTE:** A fee of \$15.00 will be charged to any student writing on (defacing) desks, chairs or any other school furniture. If an item cannot be repaired, it will be charged as noted previously.

## DISCIPLINARY ACTIONS

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings and/or participating in school-sponsored activities. Serious violations of expected behavior and conduct can result in an immediate hearing with the Principal or Superintendent.

A student may be suspended from school or be subjected to another form of disciplinary action when he/she behaves in a manner which is:

1. disorderly, that is:
  - a. fighting or behaving violently,
  - b. threatening another with bodily harm,
  - c. intimidating students or school personnel,
  - d. making unreasonable noise,
  - e. using abusive language or gestures, including racial or ethnic remarks which are improper,
  - f. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose,
2. insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student, or missing or leaving school without permission,
3. engages in any of the following forms of misconduct:
  - a. tardiness,
  - b. cutting class,
  - c. missing or leaving school without permission, and/or
  - d. academic fraud or plagiarism; or
4. engages in conduct which violates Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
  - a. vandalism or any destruction of real and/or personal property (including graffiti or arson),
  - b. theft,
  - c. truancy (the district will file a Person in Need of Supervision (PINS) petition for students who are chronic cases of truancy,
  - d. possession/use/sale of drugs or alcohol,
  - e. possession of weapons or fireworks,
  - f. use of tobacco or tobacco products,
  - g. gambling,
  - h. disruption of the educational process in class, halls or on the school grounds.

A student should not be in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

If a criminal offense has been committed (such as a false fire alarm, vandalism, possession of drugs or drug paraphernalia, or the use and/or possession of weapons) the **police will be notified**. All violations of the student discipline code and/or public law will be subject to disciplinary proceedings as noted.

When dealing with student problems or misconduct, the staff (teachers and/or administration), may use, at their discretion, any of the following:

1. verbal warning
2. phone call to home/work
3. written notification
4. conferences
5. probation
6. reprimand
7. detention – teacher or administrative
8. suspension from transportation
9. suspension from athletic participation
10. suspension from social or extracurricular activities
11. suspension of other privileges
12. exclusion from a particular class
13. in-school suspension

14. involuntary transfer
15. out-of-school suspension
16. reimbursement

Classroom teachers should actively employ intervention strategies. Counseling, although not considered a penalty, may be provided as an alternative to a penalty. Similarly, referral to another agency may be an approach taken.

### **ELECTRONICS**

**Cell phones, MP3 players, IPODs (including headphones/earbuds) etc. must be placed in locker at 8:10 a.m. until 3:05 p.m.** Consequences will be given for use of electronics between the hours of 8:10 a.m-3:05 p.m.

### **HARASSMENT, HAZING, BULLYING AND CYBERBULLYING is strictly prohibited:**

Discrimination and harassment means an intentional act against any student by employees or students, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal or written threats, intimidation or abuse including cyberbullying, of such a severe nature that it:

- (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional physical well-being; or
- (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Reports of harassment, bullying, and discrimination shall be made to the Building Principal or the Building Principal's designee. Students and parents/guardians may make an oral or written report of harassment, bullying or discrimination to District teachers or Administration.

Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination is strictly prohibited. Harassment, bullying and/or discrimination may constitute a crime and could be reportable to law enforcement.

#### Definitions:

1. "Harassment" and "bullying" shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that:
  - a. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
  - b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
  - c. reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
  - d. occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
2. "Cyberbullying" shall mean harassment or bullying as defined in subdivision seven of this section including paragraphs (a), (b), (c) and (d) of such subdivisions, where such harassment or bullying occurs through any form of electronic communication.
3. "Emotional harm" that takes place in the context of harassment or bullying shall be defined as harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education. Such conduct shall include, but is not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

### **IN SCHOOL SUSPENSION RULES**

- No Talking
- No Sleeping
- No Food or Drinks
- Must keep head up and eyes open
- Stay in seat
- You may not leave the room for any reason
- Teachers will be notified of your ISS time and work, if any, will be delivered

Failure to abide by the rules above may result in any of the following consequences:

Additional In School Suspension time or Out of School Suspension

### **LIBRARY**

You may use the school library to do research, read or borrow a book during study halls or when your teacher brings your class to the library. Please remember that the library is a quiet area. If you create a disturbance or refuse to follow the librarian's directions, you will be asked to leave and will face further disciplinary action. To obtain a pass for the library, ask the librarian for a pre-signed pass and show it to your study hall teacher at the beginning of the period. If you are in study hall, ask your study hall teacher for permission and sign out properly.

#### **Library Books and Returns**

If you borrow a book from the library, it should be returned by the due date. If you fail in this courtesy and responsibility, consequences are as follows:

- warning notice to student
- written notification to parent
- final report card will not be issued until book is turned in or paid for in full

When books are overdue, others cannot use them. Everyone needs to be considerate in their borrowing and conscious in how it affects their peers.



## **OUT OF SCHOOL SUSPENSION**

Length and type of suspension will be determined by a school administrator, in accordance with Board of Education policy and state regulations. Parents/guardians will be notified of the suspension in writing within 24 hours of the suspension at the last known address(es) of the parent(s) or guardian(s). If possible, such notice will also be provided by telephone. While on out-of-school suspension, a student may not come upon school grounds either during school hours or for any after-school activity on or off school grounds. Students must arrange with their teachers to make up work missed during suspension.

**Note:** Students attending in-school suspension may not go to or be involved with after-school activities on or off school grounds. **Also:** Students assigned In School Suspension and absent on that day will immediately make up the In School Suspension upon return to school.

Students assigned In School Suspension are responsible for obtaining school work from teachers prior to In School Suspension time.

## **PROFANITY**

Consequences will be given for passive and aggressive profanity.

## **PUBLIC/VISITOR CONDUCT ON SCHOOL PROPERTY**

Sandy Creek Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the school. The school will enforce a code of conduct which governs the behavior of students, faculty and other staff, licensees, invitees and all other persons whether or not their presence is authorized, upon district property, and also upon any other premises or property under the control of the district and used in its teaching programs and activities, and in its administrative, cultural, recreational, athletic, and other programs and activities.

### **A. Visitor Code of Conduct**

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

### **B. Prohibited Conduct**

No visitor, either alone or with others, shall:

1. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain, except that students may be restrained as permitted by Commissioner's Regulations;
2. Obstruct the free movement of persons and vehicles in any place in which these rules apply;
3. Gamble on school property or at school functions;
4. Loiter on or about school property;
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.

### **C. Penalties**

Visitor 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.

### **D. Enforcement**

Sandy Creek Central School District Administrator or his or her designee shall be responsible for enforcing the conduct required by this policy. When a school administrator or his or her designee sees a visitor engaged in unacceptable conduct, which in his or her judgment does not pose any immediate threat or injury to persons or property, the principal or his or her designee shall tell the visitor that the conduct is unacceptable and attempt to persuade the individual to stop. The administrator or his or her designee shall also warn the visitor of the consequences for failing to stop. If the visitor refuses to stop engaging in the unacceptable conduct, or if the visitor's conduct poses an immediate threat of injury to persons or property, the administrator 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.

### **E. Dissemination of Code of Conduct**

The Board of Education will work to ensure that all visitors are aware of this Code of Conduct by:

1. Posting this Code of conduct prominently in each building
  - 1.1 Visitors sign-in area
  - 1.2 Gymnasiums
  - 1.3 Auditoriums
  - 1.4 Athletic fields or bleachers
2. Use of standardized visitor's badge (except in the case of athletic events/groups or academic events).
3. Include the Visitor's Code of Conduct in parent newsletters, handbooks and school brochures.

**Other penalties** – These regulations and the penalties are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinances and the imposition of a fine or penalty provided for therein.

### **PUBLIC DISPLAYS OF AFFECTION**

In an effort to maintain our school as an academic environment, public displays of affection are prohibited. Students are not allowed to kiss or have any type of full body contact during the school day. The school recognized the importance of building social relationships, but the halls and classrooms are not appropriate places to display affection.

### **SCHOOL BOOKS – LOST OR DAMAGED**

Books that are damaged, written in, marked on the pages, etc. must be paid for at the **FULL** replacement cost. **Books should be covered and cared for by students.** Any lost book is charged at full value. **Students must return their assigned book**, not just any book!

### **SCHOOL DANCES**

The following regulations apply to students attending school dances:

1. Students not attending the dance are not to be on school property.
2. Under no conditions are alcoholic beverages or drugs to be brought on or consumed on school property. Students considered to be under the influence of alcohol or drugs will not be admitted to dances and will face further disciplinary action.
3. Students are not to leave the building at any time during the dance. If you leave you will not be readmitted unless you have obtained previous permission from a chaperone. No one will be allowed in after 9:00 pm without prior permission.
4. There is to be no smoking in the school or on the school grounds by SCCS students or students from other schools.
5. Sponsoring groups should be specific in arranging the length of the dance.
6. Chaperones will check the parking lot and school grounds during the dance. No one will be allowed to loiter on school property. Students must follow the directions of the adults in charge and conform to all school rules while attending dances.
7. Unless specific permission is given for an open dance, all dances will be closed and limited to SCCS students and approved guests.
8. Students who violate any of the foregoing regulations may be prohibited from attending athletic and social events for the remainder of the school year and may be subject to further disciplinary action.
9. Students who were absent or in in-school suspension on the day of a dance may not attend the dance. Students who have spent more than 1 period in ISS during the week of the dance cannot attend the dance. If the dance is on a Saturday, student must be in school on the Friday before in order to be eligible to attend.
10. Students must fill out a guest pass contract. This form is available in the HS Office. It must be turned in three (3) days prior to the dance.
11. MS and HS semi-formals will be separate. No middle school students can attend the high school semi-formal and no high school students can attend the middle school semi-formal.

## **SEARCHES**

School lockers, desks and other such equipment are not the private property of students but property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

## **STUDENT DRESS CODE**

Students and parents have the responsibility for student's dress and general appearance. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with their education. We recognize that every student is different and respect their need for individuality. However, the following dress codes are adopted to ensure fairness and equality as well as respect the academic learning environment for all.

1. Dress should be safe and appropriate and not disrupt or interfere with the educational process.
2. Extremely brief garments such as tube tops, strapless dresses, other strapless shirts, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate and will be prohibited. Tank top straps should be at least one inch thick. No undergarments are to show at any time. There should be no skin showing between students top and pants/skirts. Shorts and skirts must extend to at least the end of the fingertips. Anything shorter, you must wear leggings under the garment.
3. Appropriate footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
4. Clothing cannot include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation, or disability. No gang related clothing, tee shirts that have names of alcohol.
5. All hats, headgear, bandanas, and backpacks must be removed and stored in the student's locker upon entering the building until dismissal. Hooded sweatshirts can be worn but hoods must stay off head during school hours.

If found wearing such attire, students may be asked to cover up or return home to change clothes prior to returning to class. The student's parent/guardian will be called and students will be responsible for any work missed as a result of leaving and returning to school. Students who repeatedly fail to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **STUDY HALL RULES**

Attendance will be taken every day and missing students will be reported to the office. Students cannot leave the study hall without presenting a pre-signed pass to study hall monitor. One student to the lockers or bathrooms at a time. Students must have a pass with them at all times. Seniors with privileges must sign out to a specific room or teacher. Students are expected to sit in their seats quietly, if not doing school work.

## **USE OF PHYSICAL FORCE**

Consistent with regulations of the Commissioner of Education which prohibit corporal punishment, the Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum/discipline. The board therefore prohibits the use of corporal punishment by district employees.

1. No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a student.
2. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a student, except as otherwise provided in subdivision 3.
3. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
  - a. to protect oneself from physical injury;
  - b. to protect another student or teacher or any other person from physical injury;
  - c. to protect district property or the property of others;

- d. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts.

#### **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, 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.

#### **A FEW MORE THINGS YOU SHOULD KNOW**

Students and staff should enjoy a good working relationship. Try to approach things with understanding and cooperation. Please try to keep in mind the following:

- sunglasses may not be worn in school
- soda may be purchased after school
- no open containers in school except in cafeteria
- candy or food should not be brought to or eaten in any classrooms
- electronic devices are not permitted in school; this includes “walkman”-type radios, games, cellular phones, beepers, etc.