

**TO: Board of Education**

**FROM: Jon E. Morris** 

**SUBJECT: 2021-2022 Student Handbook**

**DATE: July 12, 2021**

This memo is being sent to advise you of changes the Code of Conduct Committee recommends for the 2020-2021 school year. I am planning a public hearing on the proposal for July 12 at 5:00PM. The attached **Student Handbook** includes the **Code of Conduct, Interscholastic Athletic Policy, and the Bus Rider Handbook**.

I'm sending the proposed changes to you early so that you can ask any questions before the hearing and meeting on July 12.

The Code of Conduct was reviewed by a committee made up of teachers, administrators, staff, students, and parents. No changes were recommended for the Code of Conduct, Interscholastic Athletic Policy, or the Bus Rider Handbook. Some updates were made to the student handbook and are listed below:

- Page 1, Update of School Board Officers, if needed
- Page 2: Added lunch time for full time Pre-Kindergarten
- Page 4: Updated School Calendar
- Page 5: Updated testing schedule
- Page 6 & 7: Updated staff names (pending Board approval of new staff)
- Page 30: new eligibility procedures and explanations
- Page 50: added a sentence under Disciplinary Penalties, Procedures, and Referrals, "Restorative practices will be used when appropriate."

Thank you for your consideration. Please feel free to call me with any questions.









ANDOVER CENTRAL SCHOOL

2021 – 2022

STUDENT HANDBOOK

Academic + Character = Success

*Andover Central School Board approved*



### **Vision of an Andover Graduate:**

*Graduates of Andover Central School will develop and sustain a healthy, purposeful life by setting goals, reflecting, adapting, and thinking critically to contribute positively to a diverse world.*

### **Vision of an Andover Graduating Reader:**

*Andover graduates will be able to read for a variety of practical and personal applications to foster the growth of knowledge while evaluating the validity of information with an open mind.*



## **LETTER FROM MR. MORRIS**

Dear Students and Parents/Guardians,

The Andover Central School Student Handbook was designed in July before final guidance was provided by Federal and New York authorities on school schedules for the fall of 2021. This book includes information that you'll need to know this school year. An insert for COVID-19 conditions in the 2021-2022 school year, if needed, will also be included.

This handbook includes information on schedules and people to contact for help. It also includes class schedules, lunch schedules, and weather related information. The book has the complete Code of Conduct, Interscholastic Athletic Policy, and Bus Rider Handbook.

In the back of the student handbook is a paper for parents/guardians to sign if they do not want their student to have access to computers or have their picture published by the school.

Please keep this handbook available as a reference throughout the school year. On behalf of the entire school faculty and staff, have a successful and healthy 2021-2022 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon E. Morris", with a stylized flourish at the end.

Jon E. Morris



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# **ANDOVER CENTRAL SCHOOL ANDOVER, NEW YORK**

## **BOARD OF EDUCATION**

, President  
Vice-President  
Betsy Kent, Brian Perkins, Kevin Walker

## **ADMINISTRATION**

, Superintendent  
Jon E. Morris, Building Principal  
Jennifer Joyce, District Treasurer  
Kathryn Slavinski, Director of Curriculum, Instruction and Assistant Superintendent

## **VISION STATEMENT**

THE ANDOVER CENTRAL SCHOOL DISTRICT  
TAKES EVERY DAY TO MAXIMIZE  
THE OPPORTUNITIES AND FULL POTENTIAL  
OF EVERY CHILD.

## **DISTRICT GOALS**

- \*\*Increase standards, expectations, and performance for all.
- \*\*Provide successful experiences for all.
- \*\*Graduate students who are learning ready.
- \*\*Graduate students who are responsible citizens.

## **ALMA MATER**

Let's give a cheer for Andover High School  
And let us pledge to her aright  
Others may like black or crimson,  
But for us it's purple and white.  
Let all our troubles be forgotten,  
Let high school spirits rule.  
We'll join and give a royal effort  
For the good of our old school.  
Andover High School! Andover High School!  
The pride of every student here.

Come on you old grads,  
Join with us young lads.  
Andover High School, now we cheer  
Rah! Rah!  
Now is the time, boys,  
To make a big noise,  
No matter what the people say.  
For there is naught to fear,  
The gang's all here.  
So Hail, Andover High School, Hail!



# Activity Schedule

## 2021 - 2022

### **Class Schedule**

Doors open	7:40 AM
Period 1	7:50 - 8:35
Period 2	8:38 - 9:18
Period 3	9:21 - 10:01
Period 4	10:04 - 10:44
Period 5a	10:47 - 11:27
Lunch, Gr. 9 - 12	10:47 - 11:17
Period 5b	11:17 - 11:58
Lunch, Gr. 7 - 8	11:27 - 11:59
Period 6	12:01 - 12:41
Period 7	12:44 - 1:24
Period 8	1:27 - 2:07
Period 9	2:10 - 3:00
Dismissal	3:00 PM

The cafeteria is open at 7:40 to 8:00 for those students who want to eat breakfast in the cafeteria.

All breakfast, lunch, and afternoon snack are free and available to all students. A la carte items are available at an extra cost during lunch.

### **Elementary Lunch Schedule**

Pre-Kindergarten	10:40AM - 11:10AM
Kindergarten	11:15 AM - 11:45 AM
Gr. 1	11:05 AM - 11:35 AM
Gr. 2	11:20 AM - 11:50AM
Gr. 3	11:00 AM - 11:30AM
Gr. 4	10:50 AM - 11:20 AM
Gr. 5	11:35 PM - 12:05 PM
Gr. 6	11:27 AM - 11:58AM
Elementary 12:1:1	11:20 AM - 11:50 PM
Middle 12:1:1	10:47 AM - 11:17 PM
High School 12:1:1	10:47 AM - 11:17 PM



## **Emergency School Closing**

If the school is closed due to an emergency, such as severe weather, the announcement will be made over WLSV (790 AM), WJQZ (103.5 FM), and WZKZ (101.9 FM) (Wellsville radio stations), as well as Olean and Hornell stations. It will also be announced on the Buffalo TV stations Channel 2, 4 and 7. In the event school is delayed, the following schedule will be used:

<b>Period</b>	<b>1 Hour Delay</b>	<b>Period</b>	<b>2 Hour Delay</b>
1	8:50 - 9:27	1	9:50 - 10:21
2	9:30 - 10:04	2	10:24 - 10:52
3	10:07 - 10:41	3	10:55 - 11:23
4	10:44 - 11:18	4	11:26 - 11:54
5a	11:21 - 11:55	5a	11:57 - 12:25
Lunch, Gr. 9 - 12	11:21 - 11:55	Lunch, Gr. 9 - 12	11:57 - 12:25
5b	11:58 - 12:32	5b	12:28 - 12:56
Lunch, Gr. 7 - 8	11:58 - 12:32	Lunch, Gr. 7 - 8	12:28 - 12:56
6	12:35 - 1:08	6	12:59 - 1:27
7	1:11 - 1:45	7	1:30 - 1:58
8	1:48 - 2:22	8	2:01 - 2:29
9	2:25 - 3:00	9	2:32 - 3:00

Pre-K Schedule for 1 Hour Delay:

Morning: 8:50 - 10:50

Afternoon: 11:45 - 3:00

Pre-K Schedule for 2 Hour Delay:

Morning: 9:50 - 11:45

Afternoon: 12:45 - 3:00

Note: No breakfast will be served on days school is delayed.

## **Class Meetings** **Grades 7 - 12**

Class meetings will occur on the 1<sup>st</sup> Friday of the month at various class times, to be announced. Class meetings may be cancelled, changed or added as necessary. The principal must be made aware of any such changes.



## ANDOVER CENTRAL SCHOOL

### 2020 - 2021 Calendar

The Andover Central School District takes every day to maximize the opportunities and full potential of every child.

Aug 30, 31 & Sept 1	Superintendent's Conference Day (SCD) <b>NO STUDENTS</b> ☆
Sept. 1	Open house, 6:00 – 7:30 PM
Sept. 2	First day for students
Sept. 6	Labor Day ☆
Oct. 11	Columbus Day ☆
Nov. 11	Veteran's Day ☆
Nov. 12	End of 1 <sup>st</sup> marking period
Nov. 22	SCD and Parent-teacher Conf., 1 - 8 PM <b>NO STUDENTS</b> ☆
Nov. 23 - Nov. 26	Thanksgiving recess ☆
Dec. 22 – Dec. 31	Holiday recess ☆
Jan. 17	Martin Luther King Day ☆
Jan. 25 - Jan. 28	Regents exams
Jan 28	End of 2 <sup>nd</sup> marking period & end of 1st semester
Feb. 7	SCD and Parent-teacher Conf., 1 - 8 PM <b>NO STUDENTS</b> ☆
Feb. 21	Presidents' Day ☆
Feb. 22 - Feb. 25	Winter recess ☆
Mar 29 – Mar 31	NYS ELA Exams, Gr. 3 - 8
Apr. 8	End of 3 <sup>rd</sup> marking period
Apr. 8 - Apr. 14	Spring recess ☆
Apr. 15	Good Friday ☆
Apr 26 - 28	NYS Math Exams, Gr. 3-8
May 27 - May 30	Memorial Day break ☆
June 6	NYS Science Written Exam Gr. 8
June 14	Last day for 7 - 12
June 15 - June 24	Regents Exams, Rating Day
June 20	Juneteenth Observation ☆
June 24	Last day of Pre K – 6 classes, <b>11:30 dismissal</b>
June 24	End of 4 <sup>th</sup> marking period, last day for teachers
June 24	Graduation 7:00 PM



## 2021 – 2022 COLLEGE TESTING CALENDAR

Andover Central School  
High School Code # 3301885

### SAT Tests

Test Date	Regular Registration Postmark Deadline	Late Registration Postmark Deadline
October 2, 2021*	September 3, 2021	September 17, 2021
<b>October 13, 2020 (SCHOOL TEST DATE)</b>	Register with Mrs. Potter	No late registration
November 6, 2021*	October 8, 2021	October 22, 2021
December 4, 2021*	November 5, 2021	November 19, 2021
March 12, 2022 **	February 11, 2022	February 25, 2022
<b>TBA (SCHOOL TEST DATE)</b>	Register with Mrs. Potter	No Late registration
May 7, 2022*	April 8, 2022	April 22, 2022
June 4, 2022 *	May 6, 2022	May 20, 2022

\* SAT and Subject Tests

\*\* SAT only

**PSAT: October 26, 2021. See Mrs. Potter for registration details**

### ACT Assessment

Test Date	Regular Registration Postmark Deadline (regular fee)	Late Registration Post Mark Deadline (regular fee + late fee)
September 11, 2021	August 6, 2021	August 20, 2021
October 22, 2021	September 17, 2021	October 1, 2021
December 11, 2021	November 5 2021	November 19, 2021
February 12, 2022	January 7, 2022	January 21, 202
<b>SCHOOL TEST DATE TO BE DETERMINED</b>	Register with Mrs. Potter	No late registration
April 2, 2022	February 25, 2022	March 11, 2022
June 11, 2022	May 6, 2022	May 20, 2022
July 16, 2022*	June 17, 2022	June 24, 2022

Dates may change because of COVID-19 restrictions.

\* No test centers are scheduled in New York for the July test date.  
Visit ACT's website at [www.act.org](http://www.act.org).



### **Student Support Services**

Alyssa Potter	School Counselor
Sheryl Dougherty	Psychologist
Jennifer Smith	Speech Pathologist
Beth Klein	School Nurse
Teresa O'Connor	Social Worker

### **Administrative Support**

Candace Cornell	Secretary to Superintendent
Michele Brown	Tax Collector, Business Office
Jamie Coyle	Senior Account Clerk Typist / District Clerk, Business Office
Sarah Moline	Senior Clerk Typist, School Counselor Office
Lynne Roeske	Senior Clerk Typist, Principal's Office
Bruce Blank	Microcomputer Technician
Michael Chaffee	Technology Coordinator
TBA	Supervisor of Building, Grounds & Transportation

### **Elementary Faculty:**

Devon Dray	Prekindergarten / Remedial Reading
Molly Mattison	Kindergarten
Laura Cone	Grade 1
TBA	Grade 2
Melissa Mowrer	Grade 3
Doris Dunham	Grade 4
Maci Lloyd	Grade 5
TBA	Grade 6

### **High School Faculty:**

Jarrold Shafer	Math
Sean Reilly	Math
Tim Demster	Science / Physics
Dakota Whitesell	Science
Michael Chaffee	History
Will Brown	History
Lisa Kent	English
Stephanie Harrington	English
Tyler Seaman	Spanish
Zachary Owen	Technology



### **Special Area Faculty**

Megan Duke	CSE / CPSE Chairperson
TBA	AIS Teacher
Linda Shaner	Business Education Teacher
Cheri Drake	Remedial Math
Doreen Taylor	Remedial Math
Cortney Andrus	Remedial Reading
Angela Brewster	Special Education
TBA	Special Education
Thomas Franclemont	Special Education
Kathy McCutcheon	Special Education
Cynthia Smith	Special Education
Allison White	Special Education
Katie Houy	Librarian, Library Skills, Media Specialist
Jacob Bannerman	Physical Education / Athletic Director
Bridget Bannerman	Physical Education, Health, Home and Careers
Erica Jacobs	Art
Melissa Harrison	Instrumental Music
Jenna Munro	Vocal Music

### **Cafeteria Personnel**

Carol Richmond	Manager
Cheryl Briggs	Food Service Helper
Jessica Wieszczyk	Food Service Helper
Lori Clarke	Food Service Helper

### **Teacher's Assistant / Aides**

Rich Gill	Teacher Assistant
TBA	Aide
Colleen Shoales	Aide
Nancy Steffenhagen	Aide
Carol VanBuskirk	Aide
Melanie Zengerle	Aide

### **Custodial Personnel**

Dan Allen  
Connie Clark  
Robert Gardner, Jr.  
Noah Greene  
Keith White

### **Soar After-School Program**

Kim Fanton	Program Director
Zach Mills	Assint Director
Ashley Ordway	Aide
Alexis White	Aide

### **Transportation Personnel**

Brian Ennis  
Sam Clarke  
Kelly Clemons  
Kheland Volk  
Neil Brewster



## **ATTENDANCE POLICY**

School attendance is both a right and a responsibility. Regular school attendance plays a large role in determining the quality of a student's academic performance. Andover Central School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Absence from school has an adverse effect on the quality of a student's work. Because the school district recognizes that consistent school attendance, academic success and school completion have a positive correlation; the school district will set the following objectives:

1. To increase the number of students completing school
2. To raise student achievement and close gaps in student performance
3. To identify attendance patterns in order to design attendance improvement efforts
4. To know the whereabouts of every student for safety and other reasons
5. To verify that individual students are complying with education laws relating to compulsory attendance
6. To determine the district's average daily attendance for state aid purposes

**Determination of excused and unexcused absences, tardiness, and early departures:** Based upon our district's education and community needs, values and priorities, the school district has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards. Whenever a child is absent, a written explanation signed by a parent/person in parental relation is required within **3 days** of return to school or the student may face disciplinary consequences (see page 10.)

**Excused absence:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

**Unexcused absence:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g. family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping.)

Class attendance is part of the grading procedure. Students may lose course credit after 21 absences from a 1 credit course or 11 absences from a 1/2 credit course. Parents of all students in Grades 9 - 12 will be notified after the 10<sup>th</sup>, 15<sup>th</sup> and 21<sup>st</sup> absences in a 1 credit course and after the 5<sup>th</sup> and 11<sup>th</sup> absences in a 1/2 credit course. In the case of students with disabilities the CSE chairperson and the Guidance Office will also be informed. There will be a form that will be signed by the principal, and then sent to the superintendent, to verify whether the student will or will not receive credit for the course when they have missed 22 days for a full course or 12 days for a 1/2



course. An appeal must be held within ten school days with the attendance committee. Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment. Excessive absences may result in elimination from attending summer school if the student is failing a course.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction, which was missed, shall be counted as the equivalent of regular attendance in class.

Upon returning to school following an absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Students will be considered in attendance if the student is:

1. Physically present in the classroom or working under the direction of school personnel during the class scheduled meeting time, or
2. Working pursuant to an approved independent study program, or
3. Receiving approved alternative instruction

**Appeal Process:** Parents or students who believe there are extenuating circumstances related to attendance may appeal to the Principal. The appeal must be made within 10 school days. A committee comprised of the Principal, School Counselor, School Social Worker, School Nurse, and all involved teachers will make the final decision.

**Disciplinary Consequences:** Unexcused absences, tardiness and early departures will result in disciplinary sanctions described in the district's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated district personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions.

**Intervention Strategy Process:** In order to effectively intervene when unexcused absences, tardiness or early departures become excessive, the school counselor and the Principal's Office will attempt to pursue the following:

1. Identify specific element(s) of repeated infractions (e.g., grade level, time frame, type of unexcused absences, tardiness or early departures)
2. Contact the district staff most closely associated with the element; in specific cases where the pattern involves an individual student, the student and person(s) in parental relation will be contacted



3. Discuss strategies to directly intervene with specific element
4. Recommend intervention to superintendent or his/her designee if it relates to change in district policy or procedure
5. Implement changes, as approved by appropriate administration
6. Utilize appropriate district and/or community resources to address and help remediate student's unexcused absences, tardiness or early departure
7. Monitor and report effects of intervention

**Steps to follow when absent from school:**

1. When a student is absent, parents should call the school by 9:00 AM. A note must follow within three days.
2. If a student does not return to school after an appointment, the parents should notify the school.
3. Students cannot leave the campus for any reason without clearing through the Principal's Office or the Nurse's Office. Students will also check into school through the Principal's Office when entering late. All students entering late will be counted tardy. If a student is not in class for 20 minutes or longer, he/she will be counted as absent.
4. Tardy slips will be issued by the Principal's Office unless a student is detained by a teacher. The student must request a tardy slip from the detaining teacher.
5. Students entering late during any part of the day should bring a note from a parent to the Principal's Office stating the reason for entering late. Students exiting school early must bring a note to the office before school to receive their "early exit" slip.
6. Failure to follow the above procedures will result in the absence being recorded as unexcused and disciplinary action will be taken.

**Tardiness:** Tardiness means being late to homeroom or any class for any reason. Upon entering the building late for any reason, all students must report to the Principal's Office to obtain a pass to class. Students are responsible for making up any and all missed class work.

**Passes:** Passes must be used during the school day whenever the student requests or is required to leave class or study hall. Students are directed to report immediately to their destination. Loitering in the halls or traveling without a pass will not be tolerated and is subject to disciplinary action. Passes are also required to board the late bus. Students must obtain a pass from a teacher if they are required to stay after school for any reason. Students without a pass will NOT be allowed to board the bus.



**Perfect Attendance:** A student must be in attendance every scheduled school day. They may have an excused tardy, or they may have an excused early release.

### **Doors/Entrance Areas**

Students shall enter the building in the morning and after lunch through the main doors near the Principal's Office where the buses unload. After 7:50 AM all doors will be locked. All locked doors are to remain closed to maintain building security. Students exiting the building are reminded to close those doors as they leave. At 3:00 PM, all students will exit through the doors near the big playground, by the east end of the building. Students shall enter the building quietly, orderly, and without hats on their heads. Students should remain in the main foyer until 7:15 AM. At this time students interested in breakfast may report to the cafeteria. All other students report to designated areas.

### **Visitors**

**Students:** It is generally recognized that school is a place for work and study; therefore, students are urged not to bring guests to school with them. A houseguest may accompany a student to school provided he/she observes the same rules and regulations as students and is approved by the principal. *No guests will be allowed during test weeks.* Advance arrangements are required and include:

- 2-day notice
- Approval of teachers
- Approval of principal

**Adults:** Adults must report immediately to principal's secretary to register. After registering, a visitor's pass will be issued. It must be displayed clearly and worn at all times while on school grounds. Adults will return the visitor's pass to the office upon their exit of the building.

**Parents/guardians:** Parents and guardians who wish to visit a classroom are expected to make prior arrangements with their child's teacher. Those who need to drop off materials such as swimsuits, homework, lunchboxes, etc., should leave them in the Principal's Office or the Guidance Office if the school day has started. Teachers will be contacted promptly with notification of an unplanned visit or the arrival of an item.

### **After School**

All students are to leave the building when dismissed unless staying for a scheduled supervised activity or at the request of a teacher or the principal. A student waiting for the beginning of the event should stay in the lobby (near the principal's office) and not wander around the school unsupervised.

Any student who has been assigned late detention must report at the assigned time. If a student who does not attend, detention will be reassigned or adjusted according to the code of conduct. If



a student refuses to attend detention this is considered to be insubordinate. Insubordination may bring with it a suspension from school unless a penalty is served.

### **Parents Picking Up Students**

Parents who come for their children during the school day, or who have been called by the school to pick up their child due to illness, etc., **must report to the principal's secretary before the student will be released.** Parents who wish children picked up by someone other than themselves must provide *written permission* before the student will be released; and that person should be listed on the student's "Emergency Authorization" card as having authority to pick up the student. Parents should drop-off and pick-up their children in the front of the building. Parents should park in the appropriate parking spaces when dropping off or picking up their children. The access road to the rear of the building should be used only in an emergency. **Parents arriving at pickup time are not allowed to walk through school until the end of the day.**

### **Students Leaving School**

All students must notify the principal's secretary or Nurse's Office before leaving the building. The office must have verification of parent permission for the student to be excused. Seniors and National Honor Society students, who have sign-out privileges, must sign out with their assigned study hall teacher and on the log maintained in the Guidance Office if they leave the building during their sign-out. Students must include time of departure and arrival in the Guidance Office log. Failure to do so may result in disciplinary action.

### **Cafeteria**

Students should observe the following rules of courteous cafeteria behavior during breakfast and lunch times:

1. Leave the table and surrounding area clean and orderly
2. Replace chairs, put trash in proper containers
3. Do not leave the cafeteria while eating. Food may be transported with permission from a teacher. Food and drink may not be consumed in the halls. Food and drink may be consumed in the classroom only at the teachers' discretion. Food and/or drink consumed in the hallways will be confiscated and disciplinary action for repeat offenses will result.
4. During lunchtime, students are to remain in the cafeteria until dismissed or released by a teacher/cafeteria monitor.
5. Students are expected to be quiet and not disruptive.
6. Students may not be released from class to come to the cafeteria for food other than for their scheduled lunch time.



## **Lunch Time**

Lunches may be brought from home or a complete lunch purchased. Each student buying a school lunch is assured of a well-balanced noon-day meal.

**Walkers** in grades 7 - 12 may go home for lunch if parents complete a parent permission form. All other students must remain in the cafeteria. Students who have been given permission to go home for lunch and who are found to be downtown for lunch will have their privileges revoked. Students in Grade 12 and/or National Honor Society are permitted to go downtown during the lunch period if a parent permission form is completed.

No student without permission is permitted downtown during the lunch period. This privilege is subject to suspension should a student behave inappropriately in school or downtown. Any students on the academic ineligibility list may not leave the building at lunch time (see page 33.)

## **Articles Prohibited in the School**

The following articles are hazardous to safety or disruptive to classes, and are prohibited in the school. **Prohibited articles that are confiscated will not be returned to the student.**

1. Tobacco products (cigarettes, cigars, smokeless tobacco (snuff), chewing tobacco, vapes, etc.)
2. Water pistols
3. Sling shots
4. Weapons
5. Firecrackers, smoke bombs, rockets, etc.
6. Horns and other noisemakers
7. Cap guns
8. Drug paraphernalia and literature
9. Pornographic or sexually explicit material
10. Laser pointers
11. Jewelry with spikes or drug symbols
12. Alcohol
13. Lighters and matches

## **Backpack Policy**

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. Backpacks must be put in lockers at the start of school and not taken out until the end of school, or when the student leaves school (whichever comes first).

## **Faculty Room - Student Access**

Students are not permitted in the faculty room at any time.



## **Surveillance Cameras in the School District**

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is not "reasonable expectation of privacy." Audio recordings shall be used on the buses only. This does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

A copy of the entire policy is available in the Superintendent's Office.

## **Lockers**

Lockers are not the exclusive property of the individual student, but are loaned for student use and convenience. Lockers should be kept neat and clean. Damages caused will be charged to the student responsible. Combinations should be kept secret to avoid theft or damage. Lockers should be kept **LOCKED AT ALL TIMES**. The school is not responsible for replacement of, or payment for, materials stolen from lockers. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping. Any problems involving individual lockers should be reported to the Principal's Office immediately. Students should limit visits to lockers to those times when they can do so without being tardy to class, before first period for morning materials, at lunch time and after school. The following locker rules must be observed:

1. Do not deface the inside or outside of the locker
2. Do not store combustible material within
3. Do not store food or drink in the locker overnight
4. Do not overload the locker, necessitating forcing the door closed
5. Do not hang posters of lewd pictures, illegal substances, or materials considered to be in poor taste

Lockers are to be cleaned out at the end of the year. **LOCKERS MAY BE OPENED AND INSPECTED BY SCHOOL OFFICIALS AT ANY TIME.**

## **Student Appearance**

Please refer to the Student Code of Conduct (Page 44).



## Academics

**Response to Intervention (RtI).** RtI services are provided to students in need of extra assistance to meet state standards. Students are identified for RtI by a combination of teacher recommendations, RtI committee, iReady Diagnostics, classroom performance, and NYS assessment results. Services available include, but are not limited to: additional academic support, study skills, behavior, OT & PT, and counseling services. Parents are notified if their child is referred for AIS, and of their progress quarterly.

**Schedule Changes.** Students will be allowed to drop or add a course during the first four weeks for a full year course and two weeks for a half year course. Only under extenuating circumstances may an exception occur after that time. This will be granted only after consultation between the teacher, students, parents and administration. **After the grace period mentioned above, withdrawal from a class will result with a “withdrawal-pass” or a “withdrawal-failure” on that student’s final transcript. Students will not be allowed to drop a class after 10 weeks for a semester class, or after 20 weeks for a full-year class.**

**College Level Courses.** If a student is interested in taking a college level course, he/she needs to make arrangements with the guidance counselor. College courses earn both college and high school credit. If the college professor provides a numeric grade, that score will be recorded. The chart on the right will be used will be used to convert the letter to a numeric grade. The formula below will be used to convert student grades from a percent to a 4.0 scale.

Converting grades to a 4.0 scale:

GPA is 82.6 x 4 divide by 100 = 3.3

Letter Grade	Numerical Grade
A+	100 - 97
A	96 - 93
A-	92 - 90
B+	89 - 87
B	86 - 83
B-	82 - 80
C+	79 - 77
C	76 - 73
C-	72 - 70
D+	69 - 68
D	67
D-	66 - 65

### BOCES Regulations

1. Students register for BOCES programs during their sophomore year.
2. Students spend one half day at BOCES in programs for their junior and senior years. The other half day is spent at Andover, fulfilling graduation requirements and taking other classes they might want.
3. The student is an Andover student and is subject to all Andover School policies during BOCES attendance.
4. The BOCES programs are two years in length, 1,000 hours of classroom and laboratory instruction. The student receives 6 units of credit toward graduation and a sequence in the area studied.
5. Students taking a career and technical education course will also be working towards .5 credit of math and .5 credit of science in their junior and senior years, both with the possibility of earning 1 credit of technical math and 1 credit of technical science.



**Vehicles:** Students driving to BOCES must have proper papers signed and approval given before driving to BOCES. He/she must pick up a permit from BOCES, have it signed FIRST by parents and then by the principal. No passengers are allowed in these instances unless approved by both the principal and the BOCES administrator.

**7<sup>th</sup> & 8<sup>th</sup> Grade Promotion Requirements:** A committee comprised of teachers who worked with 7<sup>th</sup> and 8<sup>th</sup> grade students during the year, the school counselor, and the principal will decide the educational program of each student under discussion.

1. Any student failing two core (English, social studies, science, mathematics) subjects, or 1 core and any 2 other courses, will repeat the grade unless the committee recommends passing in special cases based on attendance and effort. The outcome of such cases will be determined by the administration.
2. Any student who has failed two core subjects and who attends and passes summer school will be promoted in keeping with the attendance policy. (See Summer School Grading Policy.)
3. A student must participate in all courses, for the full duration of that course (e.g. 10 weeks, 1 semester, full year) to be considered for promotion either from the 7<sup>th</sup> to 8<sup>th</sup> grade or from the 8<sup>th</sup> to 9<sup>th</sup> grade.
4. The State of New York requires students to have completed the following by the end of grade 8:

English	2	units of study
Social studies	2	units of study
Science	2	units of study
Mathematics	2	units of study
Technology education	1	unit of study
Second language	2	units of study
Home & career skills	3/4	unit of study
Health education	1/2	unit of study
Art	1/2	unit of study
Music	1/2	unit of study
Physical education	1	unit of study



### **High School Graduation Requirements:**

#### **Regents Diploma**

##### **Required Courses:**

English	4
Social studies	4
Math	3
Science	3
Foreign language	1
Art / music	1
Health	0.5
Physical education	2
Sequence/electives	4.5
Intro. to occupations**	0.5
Computers**	0.5

#### **Advanced Designation Regents**

##### **Diploma Required Courses:**

English	4
Social studies	4
Math	3
Science	3
Foreign language	3 *
Art / music	1
Health	0.5
Physical education	2
Electives	1.5 *
Intro. to occupations**	0.5
Computers**	0.5

\*\* This is a local requirement – not a state requirement for graduation.

### **Regents Diploma Exam Requirements:**

#### **Regents Diploma**

##### **Required State Exams: (Passing score is 65 or above)**

English language arts

1 Math

1 Science

US History

(Plus 1 More Regents exam:

Global, math, science, or CTE)

#### **Advanced Regents Diploma**

##### **Required State Exams: (Passing score is 65 or above)**

English Language Arts

Integrated Algebra, geometry,

Algebra 2/trigonometry

Global Studies

US History

Science (2)

Foreign Language

**For a complete list of NYS approved diploma options, contact the School Counselor's Office.**

\* Students may complete 1 credit of foreign language and 5 credits in the area of art, music, technology, vocational education or fine arts, and earn an advanced regents diploma.

Andover Central School students are required to take a minimum equal of 7.0 credits of academic assignments during their freshman year, and a minimum equal of 7.5 credits of academic assignments during their sophomore, junior and senior years. The number of high school credits a student has earned determines what grade level he/she is in. The following is the minimum amount of earned credits a student must have to be a:

- Sophomore - five (5) credits
- Junior - eleven (11) credits
- Senior - seventeen (17) credits



**Ranking Procedure:** Student rank is normally computed at the end of the student's junior year at Andover Central School. Averages are computed in the following way:

1. All numerical high school grades, along with summer school grades, are used for ranking. If the subject has been repeated, the highest grade is used. Eighth grade subjects taken for credit are included. ("P" or "F" grades are not used.) Band and choir at the junior high level are NOT included.
2. Averages are computed using the amount of credit per class.

Example:        95% grade for 1/4 credit = 22.75 (number used)  
                     95% grade for 1/2 credit = 47.50 (number used)  
                     95% grade for 1 credit = 95.00 (number used)

3. In addition, a weighting system is used for determining GPA. Any class in which a regents exam is given receives 1.02; AP and College classes receive 1.05.

Example:        English 11.....grade 84 x 1.02 = 85.68 (number used)  
                     English 12.....grade 84 x 1.00 = 84.00 (number used)  
                     ACE English.....grade 84 x 1.05 = 88.20 (number used)

5. Add all high school grades. Add all high school credits. Divide grade total by credit total for average; carry three (3) decimal places to split ties.

Example:        95.69302    - 3-yr. average  
                     Credit total - 21.5  
                     2057.50    - grand total

5. After all averages are totaled and figured, they are ranked from highest to lowest, by the total number of students in the class at that time (excluding non-diploma candidates).

**Grading:** Final marks are determined as follows: Add total average for the four marking periods, plus final exam grade or equivalent, and divide by five for final mark. In a one-semester course, each of the two ten-week marking period grades will be added twice with the final exam grade, and divided by five for final mark. Once per course a teacher, with principal approval, may issue a student a circled 55. This mark reflects that the student earned an actual grade lower than 55, but their grade for one quarter has been elevated to 55. This circled grade may be moved depending on which quarter is the lowest.

**Exams:** Any student having a cumulative average for four quarters of 90% or higher may be exempted from a final exam in that course. This applies only to local exams and is *at the discretion of the teacher*. *Only a written doctor's excuse will be accepted for missing an exam*. The excuse is to indicate that the student was seen by the physician and was unable to take the specific exam as scheduled. Regents exams cannot be re-scheduled. The guidance counselor and teacher should be notified if a student is unable to take an exam. Final exam grades will not be released until the last regents exam is completed.



Re-taking a Regents Exam: If a student re-takes a Regents Exam and scores higher than the previous Regents Exam, their new score will be figured into their final average for that course. Students currently enrolled who need to re-take a Regents Exam because of failure of the previous test, must also re-take the corresponding regents course before re-taking the Regents exam, including summer school, if needed.

Repeating a Course: Students in grades 9 - 12 who are repeating a course may take a final exam in that course and, if they pass, will not have to finish class work. The following conditions/terms apply.

1. The student must spend one semester of the following year in that same course. The repeated course must be in addition to the required courses and fit into the established schedule.
2. The student must request this test option in writing to the subject teacher and the School Counselor's Office.
3. The instructor will develop the final exam.
4. The final exam must cover the entire course's work.
5. The student will make arrangements with the instructor as to the time and place of the exam – by the end of the marking period.
6. Passing or failure will be determined by adding each of the two ten-week marking period grades twice with the final exam grade and dividing by five (5) to determine the final grade. Only a final grade of 65 or better is considered passing.

Doubling Up: Doubling up will be considered taking more than one course in a subject area that is required for graduation (i.e. taking both English 11 and 12.) Doubling up can also be defined as taking 2 years' courses in the same year in an attempt to graduate early. Doubling up will be determined on a case-by-case basis. Students wishing to double up will need to make arrangements with the School Counselor's Office. Teacher input will be considered in granting permission to students to double courses. Administrative approval is required.

Summer School Grading Policy: If a student fails a course, and it is offered in summer school at BOCES closest to Andover, transportation will be provided by the school. The final grade for the course will be determined by combining the final course grade from Andover with the summer school grade in a 2 to 1 ratio. In order to receive credit, the resulting number must be 65 or higher. If the student fails the summer school course/courses, they will be billed for the cost of the course.

Example:    Final grade @ Andover:                      60  
                 Final grade @ summer school:            75  
                  $(60+60+75=195)/3 = 65\%$ , Passing    Will receive credit  
                 Final grade @ summer school:            65  
                  $(60+60+65 =185)/3= 62\%$ , Failing    Will not receive credit



**Report Cards:** Report cards will be marked at 10-week intervals, for a total of four marking periods. Students/parents will be informed via report card of the subject, teacher, and mark for that marking period. Report cards for grades 7-12 will be mailed to students. Final report cards may be held until the year's obligations (financial, library books, etc.) are met.

**Incomplete Course Work:** To receive credit all class work must be completed and turned in before the last class of each marking period. A student may request an incomplete from the classroom teacher. No incomplete will be granted without consultation between the teacher, school counselor, student, and parents. Each student will develop a plan for completing the work. The teacher will share with the student and parent the procedure for grading and when work is due. Other than above, grades marked at the end of a grading period are final.

**Final Marks:** Final marks are determined as follows: Add total averages for the four marking periods plus final exam grade and divide by five for final mark. In a one-semester course each of the two ten-week marking period grades will be added twice with the final exam grade and divided by five for final mark.

**Homework:** Students will receive a written copy of homework procedures from each teacher.

**Progress Reports:** A progress report will be sent home at the end of the 5<sup>th</sup> week of every marking period in grades 7-12.

**Honor/Merit Rolls:**

- Merit Roll: Students must maintain an overall average of 85 or above.
- Honor Roll: Students must maintain an overall average of 90 or above.

To determine the average, the 10-week grades are added together and divided by the number of subjects taken. Honor/merit roll status will be indicated on the students' report card each quarter. Honor/merit roll lists will be publicized.

**Students who have a failing grade for one or more classes at the end of a marking period will not qualify for merit or honor roll.**

## **Textbooks**

Textbooks and other necessary learning materials are loaned by the school district. Students must care for these materials. Failure to do so will result in a fine to cover the cost of a damaged/lost book. Academic ineligibility may result for any fines not paid at the start of the new year.

## **Assemblies**

Students are required to attend all assemblies unless specified by the administration or **teachers**.

BOCES students will not miss instruction at BOCES for assemblies unless approved by the principal. Students are expected to arrive at all assemblies on time, find a seat quickly, and cease talking when the program begins. Food, drink, and gum are not allowed. Students should be



seated in a respectful manner with their feet on the floor and their heads off the back of the chairs. Unexcused absences from an assembly will result in disciplinary action.

### **Study Hall Procedures**

Study hall periods should be valuable time for all students. In order to make the best use of the time available the following rules are necessary:

1. Students should plan work in advance and come to study hall with enough work to take up the whole period. It should not be necessary to go back to the lockers for books, papers, pencils, etc.
2. All students will be in their seats at the beginning of the period for attendance.
3. Study hall teachers will not issue passes. Students may not leave the study hall to go to another classroom if they do not have a pre-signed pass.
4. Only one person will sign out at one time for the restroom nearest the study hall. The student will sign out at the teacher's desk, indicating the time leaving and returning.
5. Students wishing to see the counselor or principal should have a pre-signed pass. In an emergency, the teacher will call the appropriate office for approval.
6. Peer helpers will be released to work with elementary students as approved by the peer helper advisor.

*Study hall is a place where a student can work in an orderly quiet environment without disruption of other students. This is your right as a student and it will be enforced.*

### **Media Center**

The Media Center is a reference room. Preference will be given to students doing research and assignments requiring library resources. Recreational reading, obtaining books for book reports, and use of library materials will receive priority when requesting to stay in the library.

### **Support Services**

**School Counselor's Office:** The school counselor is available for scheduling, future planning, maintaining information regarding graduation requirements and student progress towards meeting requirements, career counseling, social-emotional counseling, crisis counseling and intervention, and affective education. The counselor will meet with students throughout the year to check on student progress and to make graduation and post-graduation plans. In addition, the counselor will invite parents in with their child to discuss graduation and student schedules.

**Psychological:** The school psychologist performs psycho-educational evaluations to identify learning and social-emotional challenges that affect education, and develop interventions to



improve academic functioning. In addition, the school psychologist provides social-emotional counseling, crisis counseling and intervention, and affective education.

**Agency Support:** Various agencies provide services to our school. They offer services to supplement and enhance the education of our students.

- **Allegany Council on Alcoholism and Substance Abuse:** This agency provides drug awareness education, along with prevention programs at the elementary, middle, and high school levels. Educators from the Council will work with students as part of their health education.
- **Project Know:** This agency supplements our school's teen pregnancy prevention and sexuality education. Educators from this program will teach lessons through our school's grades 5, 6, 8, and high school health classes.
- **ARA Counseling:** A Counselor provided by the ARA/Wellsville Counseling Center will be in our school one day each week. This counselor is certified and will be providing counseling services to our students. Written permission will be obtained prior to commencing counseling services.
- **Other agencies:** Other agencies may provide services within our school throughout the school year. You will be informed either directly or through our school newsletter of their involvement.

**Affective Education:** The school psychologist and the school guidance counselor will be working with teachers and students to provide affective education through school-wide programs and within the classrooms. Affective education encompasses character education, social skills, and other areas that effect social-emotional functioning.

**Classroom Consultation:** Both the school psychologist and the school counselor will consult with teachers, administrators, and parents throughout the school year regarding student performance.

**Counseling:** Individual and group counseling services are available at our school from the school psychologist and school counselor. Counseling provided within the school will focus on school-related issues that affect success within the school setting. Students may periodically be invited to participate in group counseling to work with their peers on improved social skills or to serve as a positive role model.

The school counselor and school psychologist are available to address general student concerns and questions; however, parent permission will be obtained before formal counseling is initiated.

Confidentiality will be maintained between the counselor and the student; however, limits are placed upon confidentiality whenever an issue regarding safety arises.

**Child Action Team:** This is a team of people that meet regularly to discuss students that are struggling and maybe even failing. When a student is referred, the team will meet to discuss strategies to help that student.



Committee on Special Education: This is a district-wide committee that meets regularly to ensure that the needs of students with disabilities are met. Some services that are available are:

- Resource room
- Direct consultant teacher
- In-direct consultant teacher
- Therapies, such as occupational therapy, physical therapy, speech, and counseling

### **Special Education and 504**

Andover Central School is committed to improving educational results for children with disabilities. If a student is suspected of having a disability, parents have the right to request that the school psychologist conduct an individual evaluation of their child to determine if handicapping conditions exist and what services or modifications are needed. If you need any assistance in regards to special education please contact: Megan Duke, CSE Chairperson at 607-478-8491, ext. 230 or Jon Morris, Principal, at 607-478-8491, ext. 240.

### **TITLE IX**

It is the policy of Andover Central School not to discriminate on the basis of sex, sexual orientation, age, marital status, military status, political affiliation, race, creed or religion, color, national origin, or use of a recognized guide dog, hearing dog or service dog, or disability in the employment and educational opportunities it offers, including career and technical educational opportunities as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX may be directed to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. or to Andover Central School Title IX Coordinator, located at Andover Central School, 31-35 Elm Street, Andover, New York. Andover Title IX Coordinators are Jacob Bannerman, Physical Education teacher, and Sheryl Dougherty, School Psychologist, 478-8491.

### **Parent Conferences**

Parent conferences with teachers and administrators are encouraged and welcomed. These may be initiated by the parent or by the school as the situation arises. Close contact between the home and the school will result in a strong learning environment for the student.

Set conference days occur two times a year (once after each of the first and second marking periods). Parents are encouraged to set up a meeting time with the teachers prior to the conference day. Failure to do so may result in the teacher being unavailable to meet with them. Teacher will be directed to take their dinner between 4 and 7 p.m.

### **Computer and Internet Acceptable Use Policy**

As Andover Central School gains access to new technological resources, we also assume new responsibilities. Our goal is to provide access to diverse technology, to support learning and



enhance instruction, and to do so in a manner that is both ethical and consistent with promoting educational excellence. Student access to the District's computer system will automatically be provided unless the parent/guardian has submitted written notification to the District that such access not be permitted.

## **I. Purpose of Acceptable Use Policy**

This Acceptable Use Policy establishes a set of guidelines for students, teachers, administrators, and all other users of the Andover Central School computer networks and technological equipment. It is designed to reinforce honesty, integrity, respect for the rights of others, and respect for the law. Violations of the Acceptable Use Policy will result in loss of access, as well as other disciplinary or legal actions, if applicable.

## **II. Terms and Conditions**

Andover Central School is now providing access to various computerized information resources through the use of the district's computer system. This may include access to electronic mail, on-line services, and the Internet. Although our school's Internet service is filtered, it is impossible to screen or review all of the available materials. Use of this system is conditioned upon written agreements by both the user and parent/guardian that uses of our system will conform to the requirements of this policy.

It should be noted that use of the ACS computer equipment, Internet accounts, and networks and information is a privilege, not a right. As such, these privileges can be restricted, denied, revoked, or suspended.

All data files stored on district equipment, like school lockers, remain the property of the school district and are subject to control an inspection. Student e-mail is subject to search under Federal law. Any messages transmitted are under school jurisdiction and should not be considered private.

## **III. Standards of Behavior**

- Use of the district computer resources for non-academic reasons will only be allowed with authorization from proper school personnel
- Diskette, paper, CDs, etc. are the property of Andover Central School and should not be wasted, treated improperly, or removed from their designated areas.
- Software and hardware are the property of Andover Central School and should not be treated improperly or removed from their designated areas.
- There should be no violation of privacy and personal safety. Do not give out personal information such as age, phone number, address, etc. over the ACS computer network. Violations of the privacy of others will be considered a severe offense.



#### **IV. Lawful Use of Copyrighted Materials**

- Unlawful duplication of computer related material or violations of copyright laws is prohibited.
- No person is allowed to install personal software on district computers without proper authorization.
- No person is allowed to install district software without proper authorization.
- Only public domain files (files available for public use) and files in which the author has given expressed written consent may be uploaded to the system. Individuals may download copyrighted material only for their own use following the provisions set forth in the U.S. Copyright law.

#### **V. Illegal and Commercial Uses of the Internet**

- Use of ACS computer networks for political, illegal, commercial, obscene, or other inappropriate purposes is not acceptable and will be addressed under the severe clause.
- Do not abuse computer or network hardware.
- Do not fraudulently use another person's name to send or receive messages. Violation will be considered a severe offense.

#### **VI. Accessing Information Inappropriate For Students**

Speech and actions that are inappropriate in an education setting and violate current school policy are prohibited. These include:

- Inappropriate Language or Graphics – obscene, offensive, disrespectful, harassing, threatening, prejudicial, false, defamatory, or disrupts the educational process/environment
- Dangerous Information – Information that if acted upon, could cause damage or danger.

#### **VII. Use of Unauthorized Software – It is illegal to knowingly alter or destroy computer data.**

- Do not copy or modify server or network system files.
- Do not copy any software or files that are the property of ACS.
- No attempt should be made to infiltrate a computing system or damage or alter the software components or network.



### **VIII. Unauthorized Access to Files**

- All files stored on the district technology systems are the property of Andover Central School and may be viewed by the network administrator and/or school administrators at any time.
- Keep passwords confidential.
- Do not try to learn the passwords of others.
- Do not try to read, modify, or delete files of other individuals.

### **IX. Disclaimer of Responsibility**

Andover Central School will take extreme caution and make every reasonable effort to monitor proper technology use; however, the students and parent/guardian must also accept responsibility. There are areas of the Internet which may contain questionable material and inaccurate information. As a result, Andover Central School disclaims any responsibility for any inappropriate or objectionable materials that a student may obtain through school use of the Internet. Any information furnished by an individual to another user via the Internet is at the user's own risk. Andover Central School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services. In addition, Andover Central School is not responsible for loss of data caused by the negligence or the user's errors or omissions.

### **X. Internet Violations**

Whenever possible, violations will be dealt with according to the terms of the ACS Code of Conduct. Inappropriate use of the Andover Central School computer information networks may also result in the following:

- Suspension or revocation of computer access
- Suspension or revocation of information network access
- School suspension or expulsion
- Legal action and prosecution by the authorities

### **Fire Drills**

The signal for a fire drill is the ringing of fire alarm bells located throughout the building corridors. Before leaving the room, windows will be closed and lights turned off. Exit directions are posted in each room. Exit will be made in single file from each room. A double file will be formed in the corridor where there are rooms on each side. Students from the left-hand rooms will form the left hand column and students from the right-hand rooms will form the right hand column. Students



are to walk, not run; an orderly exit is essential. There will be **NO TALKING** in lines. Outside doors shall be opened and held open by the first two students reaching them. The last two students leaving will close the doors. Classes should be taken a minimum of 50 feet from the building for safety reasons and to allow access for firefighters and equipment. Students will remain outside until the "all-clear" signal is given, then walk in as they walked out. The students shall accompany the teacher and are expected to follow all teacher instructions.

### **Lock Down**

At times a lock down may need to be enacted. An announcement will instruct all persons in the building to follow the procedures for a lock down. All class activities are to stop. Students are to follow instructions from their teachers. They are to remain quiet at all times. No one is to leave a classroom, for any reason, unless instructed by administration until a second announcement concludes the lock down.

If a student finds him or herself outside a classroom when the announcement is made, they are to enter the nearest classroom and immediately inform the teacher which class they had been released from.

### **Severe Weather Relocation**

There may come a time when severe weather threatens the building during our normal operating hours. An announcement will inform all persons to follow the severe weather procedures. Students are to quietly follow their teacher's instructions to relocate to an interior section of the building, on the first floor if possible. Once relocated, students are to stay with their teacher and sit in a prescribed manner to reduce potential harm. An announcement from administration will end the procedure. Students are to return with their teacher to class.

### **Health Services**

Health services are available for every student. They include the physical health assessment (vision, hearing, health exam), referrals to home and to health agencies, counseling for health and personal concerns, and assistance in obtaining health information and resources.

If a student becomes ill in school, the student should report to the school nurse after receiving permission from the classroom teacher. Students should not leave the building because of illness without receiving permission. Parents will be contacted if their child is ill and will need to go home.

New York State Education Law prohibits the School Nurse from dispensing any medication to school children or to personnel except under specific regulations when a medication is prescribed by a private medical provider. The following procedure must be followed when administering medications in school.

1. The school nurse must have on file a written request from the family provider which indicates the prescribed medication. This includes all over the counter medications and cough drops.



2. The school nurse must also have on file a written request from the parent or guardian to administer the medication as ordered by the family provider.
3. The medication should be delivered directly to the school nurse by the parent or guardian. No medication should be brought in by the student.
4. Medication must be labeled from the pharmacy and in an original container.

When your child is ill they should be kept at home. The following are some guidelines that should keep your child home:

- Fever of 100.0 or more, and fever free for 24 hours without fever reducing medication.
- Vomiting or diarrhea within last 24 hours
- Eye or ear drainage
- Continuous cough or runny nose
- Pink eye, lice, or any contagious illness
- Need to be home for at least 24 hours after starting an antibiotic

When your child is absent from school, please call the school and notify us. When they return, please write an excuse with the date of absence, the reason for absence, and a parent or guardian signature.

#### **Health Screening, State Mandated:**

Physical exams are required for all new enters, Pre K or kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades. These health screening requirements are subject to change annually due to the changes by New York State. Examinations may be done by your child's primary care provider or they can be done by the school Physician. Parents will be notified when physicals will be given. If you do not wish to have the school's physician perform the exam, a form will be given to have done by your own provider at your expense.

All students will have the following screenings done by the school nurse each year: height, weight, BMI, vision, and hearing. Scoliosis checks for boys will be 9<sup>th</sup> grade and girls will be 5<sup>th</sup> and 7<sup>th</sup> grade.

If any abnormalities are found, you will be notified in writing. You can then arrange follow up with your own provider. A letter will also be given for return, after the follow up for your child's record.

**Head Lice:** All elementary students are screened for lice randomly throughout the year. Any child found to have lice or nits will be sent home with treatment instructions. Children will not be allowed to ride the bus home. They must be picked up. They are to be rescreened before entering the classroom again. The School Nurse will also need to see the box top or packaging of what was used to treat the child.



## Accidents

Every accident in the school building, on the school grounds at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse. The person in charge must file a formal written accident report within 24 hours.

## Extra-Curricular Activities

**Attendance:** Students participating in extra-curricular activities are expected to be in all classes for the full day on the date of the activity in order to be eligible to participate. In addition, any student involved in an extra-curricular performance or scheduled competition ***must be in all classes for a full school day on the date following that performance or competition.*** Failure to do this may result in being ineligible for the next performance or competition. Exceptions to these requirements may be reviewed and acted upon by the principal.

**Behavior:** Extra-curricular activities supplement the regular instructional program and afford opportunities for a wide range of experiences, both academically and socially. Extracurricular activities during the school day will not be allowed to interfere with the minimum instructional time for the school day. Students are responsible for submitting assignments due on the day of the trip. Students are responsible for obtaining assignments missed while on a school-sponsored trip.

**Field Trips:** Students are expected to submit assignments the following class period upon returning from the trip. Students who participate in school approved trips shall be considered as in school while on the trip. (All school rules and policies apply.) Students shall not do anything to cause Andover Central any embarrassment while participating in extra-curricular activities. Violation of this policy may result in:

1. The student being barred from all school trips for the remainder of the school year and restitution for any and all damages incurred. This will be an administrative decision.
2. Should the behavior on school trips be serious enough in nature, an additional year may be imposed by the school board.
3. Student behavior on school trips may have penalties already covered in other policies that may also be added.

**Academic Eligibility:** Eligibility in extracurricular activities is a privilege. This privilege is based on a student's academic performance. Should the student's academic performance diminish, restrictions will be placed on the student's involvement in these extracurricular activities.

**Students who are ineligible may not participate in or attend any extracurricular activity.**

Additionally, if a student is ineligible he/she can't sign out of a study hall without a pre-signed pass from a teacher.

Going out /going home for lunch is a privilege. If a student is ineligible, he/she can't leave the cafeteria at lunch time. It is the student's responsibility to tell the lunch monitor that he/she is in the lunch room. If the monitor is not told, then that student will be assumed to be skipping.



ANDOVER CENTRAL SCHOOL DISTRICT  
ELIGIBILITY PROCEDURE

Academics + Character = Success

Students will be evaluated based on the following rubric:

	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<b><u>Attendance Reliability</u></b>	Attended all classes on time	Has missed/been tardy to one class	Has missed a class unexcused, been late.	Has missed or is late for 3 + classes
<b><u>Responsibility</u></b>	Has met all expectations and obligations	Has turned in all classwork/homework, with a couple assignments late	Is missing a couple assignments and assignments have been late	Is missing most/all of assignments and homework.
<b><u>Participation</u></b>	Actively participates in activities without constant prompting	Participates when called upon willingly	Does not participate unless required to do so	Does not participate during class
<b><u>Academic Progress</u></b>	85+ and 3 or 4 for SBG	75-85% and a 2 for SBG	Between a 65-75% or a 1 for SBG	Below a 65% or an Incomplete for SBG
<b><u>Respect</u></b>	Always shows respect to adults & peers	Has received a warning	A minor behavior issue taken care of in class	Faced discipline based on actions from principal

**At Risk:** 2 weeks, if improved, student is on probation, if not, student is ineligible

**Ineligible:** 1-week ineligible for extra-curricular activities. If improved, on probation. If not, ineligibility continue for another week.

**Probation:** 5 weeks, but student is still eligible. If student behavior improves, probation ends. If student gets two level ones or three level 1 and/or 2, they immediately become ineligible for a week, and then start the five-week probation period again.



All students in grades 6 – 12 will be considered in “Good Standing”.

If a teacher feels that a student is struggling the above areas, they will fill out an evaluation form. The form should be turned into Mr. Gill by noon on Friday. Mr. Gill will compile and update the student list every Friday to take place the following week. The list will include a list of students who are **At Risk, Ineligible, and On Probation.** Students will be on each list for at least a week, depending on their success for improvement.

If a student receives **2 Level 1's, or 3 total 2's and 1's**, a student will become “At-Risk”. They will then have extra-curricular eligibility for the following week, but will be required to meet with their Advisory Group Leader (AGL) at least once to develop an improvement Action Plan. If a student does not improve, and receives the same evaluation or more than one, they will become ineligible. If they improve, students will be put on probation and will follow the action plan to help them stay eligible.

#### **Action Steps in Detail:**

At Risk students will develop an action plan with their AGL.

Ineligible Students will be required to be ineligible for extra-curricular activities for one week, and to see their advisor to update their action plan.

Probationary students will be required to meet with their advisor to discuss the success of the action plan.

### **Dances**

1. All dances must be sponsored by a class or organization; it will be their responsibility to secure the necessary chaperones; chaperones will include a minimum of four chaperones including two staff members (a male and a female if possible.)
2. Open to 7<sup>th</sup> - 12<sup>th</sup> grades only (with the exception of prom). All dates will be less than 21 years old unless enrolled at Andover or permitted to attend at administrative approval.
3. Non-alcoholic beverages only
4. **Once a person leaves, he/she may not return**
5. Chaperones will detain intoxicated or unruly students and call parents

### **National Honor Society Selection**

National Honor Society selection procedures for membership are posted in each classroom. The procedures are as follows:



**Scholarship:** Scholastic eligibility is based on a cumulative scholastic average (not rounded.) Classes eligible for induction in November 2019 and after must have a cumulative scholastic average of at least 85%.

Students can be tapped to apply for membership if they have the required grade point average after the first marking period of their sophomore, junior or senior year. These students will be given a packet with an information sheet to fill out listing their extra-curricular and out of school activities. A letter of recommendation is also required.

A committee consisting of the NHS advisor and five faculty members will then be asked to evaluate the candidates using the information that the student submits plus evaluations from other faculty and staff. After the evaluation is complete and if a student is voted in by majority vote, they will be notified at the beginning of the second marking period.

New NHS members are selected by achieving the required GPA, completing and submitting the activity pages, letter of recommendation and evaluations submitted by faculty and staff. Guidelines for consideration will be given to every faculty member to determine whether or not a candidate meets the high qualifications for this national honor. The national organization has stated that out of school service can be considered in the selection process as this is a small school with a limited number of possible extra-curricular activities, outside service and activities are helpful clues to the character of the student. **Please note that students are not guaranteed for selection for NHS membership just because they have been tapped to apply. Also, students who do not submit the activity pages will not be considered for NHS membership.**

Guidelines are as follows:

**Service:** Each student must have been involved in at least three different service projects. Out-of-school projects may be included.

The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude
- participates in outside activity: Girl Scouts; Boy Scouts; church group; volunteers services for the aged, poor, disadvantaged; family duties; etc.
- volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- is willing to represent the class or school in inter-class and inter-scholastic competition
- does committee and staff work uncomplainingly
- shows courtesy by assisting visitors, teachers, and students

**Leadership:** Members must belong to two or more school organizations.

The student who exercises leadership:

- is resourceful in proposing new problems, applying principles and making suggestions
- demonstrates initiative in promoting school activities
- exercises positive influence on peers in upholding school ideals



- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes
- inspires positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- demonstrates leadership in the classroom, at work, and in school activities
- is thoroughly dependable in any responsibility accepted
- is willing to uphold scholarship and maintain a loyal school attitude

Character: The National Honor Society defines character as follows:

1. Integrity: No recorded incidents of cheating or intentional dishonesty
2. Positive behavior: No record of skipping classes or of knowingly violating school regulations, no record of civil offenses within the community
3. Cooperation: Willing to assist classmates, faculty members, etc.
4. Ethics: Wants to do the "right" thing in most situations

The student of character:

- takes criticism willingly; accepts recommendations graciously
- constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others
- observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- has powers of concentration and sustained attention as shown by perseverance and application to studies
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- actively helps to rid the school of bad influences or environment

The above guidelines are very stringent. It will be the task of the faculty council to determine how well the candidate fulfills these requirements. Selection decisions are final unless an error has been made in computing an academic average or service credits have been missed. Schools are not obliged to share with parents and students information concerning non-selection of specific students. Candidates who are not chosen for admission in the fall of their junior year may become eligible and be evaluated for selection again in the fall of their senior year.

Failure to uphold the high standards of National Honor Society may result in dismissal.



## **Student Council**

Members of the council are student representatives and have direct access to the school administration.

## **Money / Equipment Owed To School Clubs, or Classes**

Any student owing money, and/or equipment (including books) to the school, clubs, or classes may not receive their report card or diploma until the money is paid or the equipment returned. Any student owing money will not be allowed to participate in any future fund-raisers until the money is paid. Credit cannot be withheld because of class dues, however, students who do not participate in club or class activities may be excluded from club or class functions. The club or class advisor will notify the parent by mail of any outstanding charge at least one week before report cards are issued. Students who fail to respond to the notice may be referred to local law enforcement for collection. Equipment/books must be returned in good condition.

## **Pets & Classroom Animals**

Students may not bring pets or other animals to school without prior approval from the principal and their teacher.

## **Music Policy**

Any music played within the school must be appropriate for the school setting. With this in mind, it is recommended that any music with the "E" rating for explicit lyrics (covering language, sexual content, violence and discrimination) be banned from any and all school related functions.

It is the coach's, teachers, or advisor's responsibility to screen any and all music. If the coach, teacher, or advisor forbids a song or collection of songs, they cannot be overruled. On the other hand, if a song is approved and a community member, Board member, student, etc. questions its suitability, it can be brought before a **review board**. **This board consists of three student council representatives, a student council advisor, and the principal**, and will operate in much the same manner as a library book review committee.

## **Student Bicycles, Skateboards, Roller Blades And Scooters**

All bicycles must be kept in the bicycle rack. It is recommended that bicycles be equipped with a padlock. Students may **not** skateboard / roller blade or use scooters on school property.

## **Posters/Signs**

All high school posters and signs must be approved by the Principal, checked and signed by the advisor before hanging in corridors or rooms.



## **Drug-Free Workplace**

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the work-place. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs, which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages.

## **Role of the Student**

It shall be the responsibility of each district 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 extra-curricular pursuits and strive toward the highest level of achievement possible
3. To conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions
4. To seek help in solving problems that might lead to discipline procedures
5. To be in regular attendance at school and in class
6. To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property
7. To dress in accordance with standards promulgated by the Board and the superintendent
8. To make constructive contributions to the school, and to report fairly circumstances of school-related issues

## **Role of the Parent**

It is the responsibility of the parent to:

1. Recognize that the primary responsibility for a child's welfare and development rests with the parent
2. Teach the child, by word and example, respect for law and authority
3. Encourage the child to learn and respect others rights



4. Encourage the child to attend school
5. Know and understand the rules and regulations a child is required to observe at school
6. Become familiar with any school handbook
7. Provide guidance for the child to develop socially appropriate standards of conduct and behavior
8. Strive to maintain the child in good physical, mental and emotional health
9. Encourage the child to be well-groomed and neatly dressed at all times
10. Provide encouragement and support for the child in completing homework assignments
11. Be involved in the child's school, its teachers, programs and activities; as well as to attend parent conferences and school functions

### **Role of the Teacher**

It is the responsibility of the teacher to:

1. Demonstrate by work and action respect for law and order and self-discipline
2. Provide students with direction and guidance that will assist them in thinking, reasoning, and being responsible for their actions
3. Keep students and parents informed regarding student development and progress
4. Treat students as individuals
5. Express enthusiasm and concern for teaching and learning
6. Involve him/herself in the development of school rules/regulations regarding student conduct; require the appropriate student observance of the rules/regulations
7. Be consistent, fair, and firm in dealing with students both in and out of the classroom
8. Reinforce positive student behavior
9. Seek appropriate resources to bring about positive change in student behavior
10. Continue to grow professionally in matters relating to positive student behavior
11. Inform students and parents regarding curriculum at various grade levels



## **Role of the Staff**

It is the responsibility of the staff to:

1. Demonstrate by work and action respect for law and order and self-discipline
2. Provide students with directions and guidance that will assist them in thinking, reasoning, and being responsible for their actions
3. Be prepared and express enthusiasm and concern for learning. Be consistent, fair, and firm in dealing with student both in and out of the classroom
4. Involve himself/herself in the development of school rules/regulations regarding student conduct. Require the appropriate student observances of the rules/regulations
6. Reinforce positive student behavior

Continue to grow professionally in matters relating to students

## **Role of the Safety Officer**

It is the responsibility of the school safety officer to:

1. Patrol district property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours.
2. Provide in-service training to help administrators be better prepared to deal with security-related matters and serve as a wrap-around services team member to support student success.
3. Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment.
4. Proactively work with the school's leadership team and collaborate with school's administrative team on safety protocols and procedures.
5. Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts. Enforce campus rules and regulations.
6. Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased, or rented property; operate district equipment to include alarm systems, surveillance equipment, and patrol units when necessary.
7. Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.



8. Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations.
9. Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.

### **Role of the Building Principal**

It is the responsibility of the building principal to:

1. Create an environment that is conducive to learning
2. Exercise the authority delegated by the superintendent
3. Be consistent, fair, and firm in making decisions that affect students, staff, and parents
4. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all persons under his/her authority
5. Develop reasonable and effective class schedules and teaching assignments for students and staff
6. Set up and maintain open lines of communications with students, staff, and parents
7. Become involved with students by attending/supervising school activities, and by visiting classrooms
8. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about positive student behavior
9. Provide for the clear dissemination of rules and regulations to students, staff, and parents
10. Provide students and staff the rights of due process and equal protection that are guaranteed under the law

### **Role of the Superintendent and Board of Education**

It is the responsibility of the superintendent and the Board of Education to:

1. Employ and maintain a skilled and responsive staff at all levels
2. Provide a program of instruction to help meet the needs of all students, including those with special needs
3. Enforce discipline in accordance with district policies and New York State Law
4. Provide for an ongoing assessment of programs and facilities, to determine their effectiveness



5. Be fair and consistent in rendering decisions regarding students whose behavior problems have been referred or appealed to the superintendent of schools or the Board of Education
6. Provide for the in-service training of staff and regular substitutes
7. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all persons under his/her authority



## **2021 – 2022 Code of Conduct**

### **INTRODUCTION**

The goal of the Board of Education is to provide students and staff with a safe, productive, satisfying and wholesome learning environment. Essentially, this means that relationships are such that students can learn and teachers can teach. Such an environment provides an equal opportunity for all to benefit from the educational process.

The Board recognizes the need to clearly define the expectations for acceptable conduct (on school property) based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

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

The Board of Education has the authority to adopt and amend the Code of Conduct. However, the SAVE legislation requires that the code be developed and reviewed in collaboration with student, teacher, administrator, and other school personnel (Education Law §2801(3)).

In accordance with the Dignity for All Students Act, school district policy and practice ensures that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. (Education Law §12(1)).

This Code of Conduct has been drafted to meet the requirements of the Project SAVE legislation (Education Law §2801) and section 100.2(1) of the Commissioner's regulations.

### **DEFINITIONS**

For the purposes of the Code of Conduct, the following definitions apply:

***Disruptive student*** – a student 21 yrs. of age and under who interferes with the educational process or the teacher's authority over the classroom.

***Violent student*** – a student 21 yrs. of age or under whom:

- 1) Commits or threatens to commit an act of violence upon a school employee
- 2) Commits or threatens to commit, while on school property or at a school function, an act of violence upon another student, or any other person lawfully on school property or at the school function
- 3) Possesses, while on school property or at a school function, a weapon
- 4) Displays, while on school property or at a school function, what appears to be a weapon



- 5) Threatens, while on school property or at a school function, to use a weapon
- 6) Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function
- 7) Knowing and intentionally damages or destroys school district property

**Weapon** – firearms and knives are defined in 18 USC §921 for the purpose of the Gun-Free Schools Act. It also means any other gun, rifle, shotgun, pistol, revolver, other firearm ***including air-guns, spring-guns or other instruments or weapons in which the propelling force is a spring, air, piston, or CO2 cartridge***, blades, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as an instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, or any explosive device, or any other instrument capable of inflicting bodily harm. ***With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or its designee, no person may have in his/her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District.***

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

**Illegal drugs** – means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

**Parent** – parent, guardian, or person in parental relation to the student.

**School Property** - means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11(1)).

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

**School Function** - means a school sponsored extracurricular event or activity (Education Law §11(2)).

**Disability** - means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily



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

**Discrimination** – means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

**Emotional harm** that takes place in the context of “harassment or bullying” means 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.

**Employee** - means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11(4) and 1125(3)).

**Sexual Orientation** - means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11(5)).

**Gender** - means actual or perceived sex and includes a person’s gender identity or expression (Education Law §11(6)).

**Harassment/bullying** - means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that

- 1) 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
- 2) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- 3) Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- 4) Occurs off school property and creates or would foreseeably create a risk of substantial disruption with the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property



For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law §11(7)).

**Cyberbullying** – means harassment/bullying, as defined above, through any form of electronic communication.

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- \* race
- \* color
- \* weight
- \* national origin
- \* ethnic group
- \* religion
- \* religious practice
- \* disability
- \* sex
- \* sexual orientation
- \* gender (which includes a person's actual or perceived sex, as well as gender identity and expression)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

We are committed to safeguarding the rights given to all students under state and federal law. To promote a safe, healthy, orderly and civil school environment, district students have the right to:

1. Take part in all district activities on an equal basis, regardless of race, color, creed, national origin, religion, gender, or disability
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel



## **B. Student Responsibilities**

**Andover Central School students have the responsibility to:**

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning, and to show respect to other persons and to property
2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct
3. Attend school every day unless legally excused. Be in class, 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 positively to direction given by teachers, administrators, and other personnel
6. Work to develop mechanisms to control anger
7. Ask questions when they do not understand
8. Seek help in solving problems that might lead to discipline
9. Dress appropriately for school and school functions
10. Accept responsibility for their actions and hold themselves to the highest standards of conduct, demeanor, civility and sportsmanship

## **STUDENT DRESS CODE**

Students and their parents have the primary responsibility for acceptable student dress and appearance. Students shall dress in a manner appropriate for school that promotes the best learning atmosphere. Their dress shall NOT present a clear and present danger to the student's health or safety, or in a manner which causes an interference with schoolwork or which creates a classroom or school disruption. Students should dress in a modest manner. The dress code is formulated to allow the individual the greatest possible amount of freedom in choosing his/her own appearance, at the same time observing common rules of neatness and cleanliness.

**Clothing and Accessory Guidelines:**

- 1) Clothing must cover all undergarments
- 2) Only shirts and blouses with a body length which will cover the waist and complete torso will be allowed. Dress apparel must cover traditionally private parts of the body including, but not limited to, the pubic areas and buttocks.



- 3) Recognize that extremely brief garments, such as tube, net, and halter tops, plunging necklines (front or back), and see-through garments are not allowed. ***Pants must be worn on hips at all times.***
- 4) Clothing with vulgar, obscene, suggestive/sexual or offensive messages or which advertise or support drugs, alcohol, or tobacco will NOT be allowed
- 5) Caps, hats, sunglasses, hairnets, bandanas or any other head coverings are NOT permitted to be worn in the building during school hours (***7:15A.M. – 3:00P.M***) or academics, detention, and during extracurricular activities other than sporting events; students should place such material in their lockers in the morning, not to be removed until they return to their locker and leave school grounds for the remainder of the day or go out to lunch
- 6) Jewelry depicting drugs or other inappropriate symbols will not be allowed
- 7) Footwear will be worn at all times and cleats are not to worn within the school building.
- 8) No backpacks will be worn or carried during school hours and will be kept in student lockers or room cubbies. (an exception will apply for students entering or leaving the building.)

School personnel will have the authority to send students who violate the dress code to the office. Parents will be contacted for each violation.

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 possibly provided by the school. Any student who refuses to do so shall be subject to disciplinary action, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

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

## **TITLE IX**

It is the policy of Andover Central School not to discriminate on the basis of sex, sexual orientation, age, marital status, military status, political affiliation, race, creed or religion, color, national origin, or use of a recognized guide dog, hearing dog or service dog, or disability in the employment and educational opportunities it offers, including career and technical educational opportunities as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX may be directed to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. or to Andover Central School Title IX Coordinator, located at Andover Central School, 31-35 Elm Street,



Andover, New York. Andover Title IX Coordinators are Jacob Bannerman, Physical Education Teacher, and Sheryl Dougherty, School Psychologist, 478-8491.

## **PROHIBITED STUDENT CONDUCT**

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

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

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

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

- A. Engage in conduct that is disorderly or disruptive. Examples of disorderly conduct include, but are not limited to:**
1. Running in hallways
  2. Making unreasonable noise
  3. Using language or gestures that is profane, lewd, vulgar, or abusive
  4. Engaging in any willful act which disrupts the normal operation of the school community
  5. Disrespect directed at any other individual
  6. Trespassing: students are not permitted in the building after normal school hours without permission of a teacher, principal, superintendent, or coach
  7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable-use policy
  8. Littering on school property



**B. Engage in conduct that is insubordinate. Examples of insubordination include but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students
2. Lateness for, missing, or leaving school without permission
3. Skipping detention
4. Violating ineligibility guidelines
5. Using cell phones during the

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:**

1. Comments or actions that disrupt the normal operations of school
2. Excessive show of affection on school grounds

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

1. Hitting, kicking, punching, and/or scratching a teacher, administrator, or other school employee, or attempting to do so
2. Hitting, kicking, punching, and/or scratching another student or any other person lawfully on school property, or attempting to do so
3. Possessing a weapon. Authorized law enforcement officials are the only person permitted to have a weapon in their possession while on school property or at a school function
4. Displaying what appears to be a weapon
5. Threatening to use any weapon or to hurt another person
6. Intentionally damaging or destroying the property of a student, teacher, administrator, other district employee, or other person lawfully on school property, or school district, including graffiti
7. Arson



**E. Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include but are not limited to:**

1. Lying to school personnel
2. Stealing the property of students, school personnel, or other persons lawfully on school property or attending a school function
3. Defamation of an individual or identifiable group, which includes making false or unprivileged statements or representations
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 means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal 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.
6. Intimidation, which includes actions or statements that put an individual in fear of bodily harm
7. Hazing, which includes any intentional or reckless act 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 possessing obscene material, or material promoting drugs, drug use, violence or sexual acts
9. Using vulgar or abusive language, cursing, or swearing
10. Selling, possessing, or using tobacco in any form, including e-cigarettes and vaping devices or accessories.
11. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana (all THC derivatives including CBD products), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, over-the-counter products used inappropriately, and any substances commonly referred to as "designer drugs"



12. Inappropriately using/sharing prescription and over-the-counter drugs
13. Gambling
14. Indecent exposure, that is, exposure to the sight of the private parts of the body in a lewd or indecent manner
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher, or bomb threat
16. Driving/parking infractions on school property
17. Forgery

**F. Engage in misconduct while in a school vehicle.**

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.

**G. Engage in any form of academic misconduct.**

Examples:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Any use of personal electronic devices (cell phones, personal tablets, etc.) by students anywhere to assist in the aforementioned forms of academic misconduct.

**REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the principal, or superintendent. Any person observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the principal, or the superintendent.



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

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

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

### **DISCIPLINARY PENALTIES, PROCEDURES, AND REFERRALS**

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

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

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

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a



disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

#### **A. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – any member of the district staff
3. Written parent notification – any member of the staff upon review by principal
4. Detention – teachers (teacher detention), principal, superintendent
5. Suspension from transportation – principal, superintendent
6. Suspension from athletic participation – coaches, athletic director, principal, superintendent
7. Suspension from social or extracurricular activities – activity director/advisor, principal, superintendent
8. Suspension of other privileges – principal, superintendent
9. In-school suspension – principal, superintendent
10. Removal from classroom – teachers, principal, superintendent
11. Short-term (five days or less) suspension – principal, superintendent, Board of Education
12. Long-term (more than five days) suspension – principal, superintendent, Board of Education
13. Permanent suspension from school – principal, superintendent, Board of Education

#### **B. Procedures**

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



Students who are to be given penalties other than an oral warning, written warning, or written notification to their parents are entitled to additional rights (explained below) before the penalty is imposed.

1. **Detention (lunch or after school).** Teachers, the principal, and the superintendent may use detention as a penalty for student misconduct in situations where removal from the classroom or suspension would not be appropriate. Detention will be imposed as a penalty only after the student's parents have been notified and the student has appropriate transportation home following detention.
2. **Suspension from transportation.** If a student's conduct is not proper on the bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal or superintendent. In such cases, the student's parents will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, district will appropriate arrangements to provide for the student's education.

A student subjected to suspension from transportation is not entitled to a full hearing pursuant to Education Law §214. However, the student and the parent will be provided with a reasonable opportunity for an informal conference with the principal or the principal's designee to discuss the conduct and the penalty involved.

3. **Suspension from athletic participation, extracurricular activities and other privileges.** A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.
4. **In-school suspension.** The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes the principal and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

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

5. **Teacher disciplinary removal of disruptive students.** A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or



her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- a) Short-term "time out"
- b) Sending a student to the Principal's Office for the remainder of the class period
- c) Sending a student to a counselor or other district staff member for counseling

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is disruptive of the educational process or interferes with the teacher's authority over the classroom. A disruption of the educational process or interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. A classroom teacher may remove a disruptive student from class for up to two days. Removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day. Within 24 hours after the student's removal, the principal or superintendent must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the superintendent to discuss the reasons for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. When possible, notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting parents.



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

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

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

- a) The charges against the student are not supported by substantial evidence
- b) The student's removal is otherwise in violation of law, including the code of conduct
- c) The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed

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

Any student removed from a classroom by the classroom teacher shall be offered continued educational programming and activities until permitted to return to the classroom.

The Principal's Office must keep a log of all removals of students from class.

Removal of a student with a disability may constitute a change in the student's placement. No teacher may remove a student with a disability from class until verified with the principal or the CSE chairperson that the removal will not violate the student's rights under state or federal law or regulation.

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

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

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All



recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

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

**a) Short-term (five days or less) suspension from school.** When the superintendent or principal proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. When possible, notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting parents.

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

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

**b) Long-term (more than five days) suspension from school.** When the superintendent or principal determines that a suspension for more than five days may be warranted, reasonable notice shall be given to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to present witness and other evidence on his or her behalf.

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



stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within ten business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances preclude them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

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

### **C. Minimum periods of suspension**

**1. Students who bring a weapon to school.** Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding the penalty, the superintendent may consider the following:

- a) The student's age
- b) The student's grade in school
- c) The student's prior disciplinary record
- d) The superintendent's belief that other forms of discipline may be more effective
- e) Input from parents, teachers, and/or others
- f) Other extenuating circumstances

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

**2. Students who commit violent acts other than bringing a weapon to school.** Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is a minimum five-day suspension, the



student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered on modifying a one-year suspension for possessing a weapon.

**3. Students who are repeatedly disruptive of the educational process or repeatedly interfere with the teacher's authority over the classroom.** Any student, other than a student with a disability, who repeatedly is disruptive of the educational process or interferes with the teacher's authority over the classroom will be considered to be "disruptive", which may result in the student being removed from the classroom by the teacher(s) pursuant to Education Law §3214(3-a), if incidents occur on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### ***D. Referrals***

**1. Counseling.** The School Counselor's Office shall handle all referrals of students to counseling.

**2. PINS petitions.** The district may file a PINS (person in need of supervision) petition in family court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b) Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c) Knowingly and unlawfully possessing marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.



**3. Juvenile delinquents and juvenile offenders.** The superintendent is required to refer the following students to the county attorney for a juvenile delinquency proceeding before the family court.

- a) Any student under the age of 16 who is found to have brought a weapon to school.
- b) Any student 14 or 15 years of age who qualifies for juvenile offender status under The Criminal Procedure.
  - i. Law §1.20(42).

The superintendent is required to refer students 16 years of age and older, or any student 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate law enforcement authorities.

### **ALTERNATIVE INSTRUCTION**

When a student of any age is removed from class by a teacher, or any student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law regulations.

#### **A. Authorized suspensions or removals of students with disabilities.**

1. For purposes of this section of the Code of Conduct, the following definitions apply:

- a) **Suspension** – means a suspension pursuant to Education Law §3214.
- b) **Removal** – means a removal for disciplinary reasons from the student's current educational placement, other than a suspension and change of placement, to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.
- c) **IAES** – means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. This enables the student to continue to progress in the general



curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

a) The Board, the district superintendent (BOCES) of schools, or the principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days, and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

b) The superintendent may order the placement of a student with a disability into an IAES, another setting, or suspension for up to ten consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c) The superintendent may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct as long as removals do not constitute a change of placement.

d) The superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but no more than 45 days, if the student carries or possesses a weapon in school or to a school function, or the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.

(1) **Weapon** – firearms and knives are defined in 18 USC §921 for the purpose of the Gun-Free Schools Act. It also means any other gun, rifle, shotgun, pistol, revolver, other firearm, blades, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as an instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, or any explosive device, or any other instrument capable of inflicting bodily harm.

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

(3) **Illegal drugs** – means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care



professional, or that is legally possessed or used under any other authority under the Controlled Substances Act or any federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in the current educational placement poses a risk of harm to the student or others.

## **B. Change of placement rule**

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:

- a) For more than 10 consecutive school days; or
- b) For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal. However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

## **C. Special rules regarding the suspension or removal of students with disabilities**

1. The district's Committee on Special Education shall:

- a) Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than ten school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently a student with a disability, who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than ten school days in a school year, is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are needed. The school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.



b) Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances, or because maintaining the student in his current educational setting poses a risk of harm to the student or others, or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

a) The superintendent or principal imposing a suspension or removal, shall be responsible for determining whether the student is a student presumed to have a disability.

b) A student shall not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge that the student was a student with a disability, the district either:

(1) Conducted an individual evaluation and determined that the student is not a student with a disability, or

(2) Determined that an evaluation was not necessary and provided notice to the parents of such determination, in a manner required by law and regulations

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable activities.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes, shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date in which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances, or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others, or a decision is made to impose a suspension or removal that constitutes a disciplinary



change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with a disability subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five consecutive school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

6. The removal of a student with disabilities, other than a suspension or placement in an IAES, shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than ten consecutive days or for a period that results in a disciplinary change in placement, unless the CSE determined that the behavior is not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

#### **D. Expedited due process hearings**

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's Regulation incorporated into this code if:

a) The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his/her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his/her current placement during such proceedings

b) The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES

During the pendency of an expedited due process hearing or appeal, regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer, or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.



If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he/she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

#### **E. Referral to law enforcement and judicial authorities**

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with disabilities to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

#### **CORPORAL PUNISHMENT**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot be reasonably used, reasonable physical force may be used to:

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

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

#### **STUDENT SEARCHES AND INTERROGATIONS**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a 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 school officials, nor are school officials required to



contact a student's parent before questioning the student. School officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, principal, and school nurse (upon direction from the superintendent or principal) to conduct searches of students and their belongings if reasonable suspicion exists that the search will result in evidence that the student violated the law or the district Code of Conduct.

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

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

Before searching a student or a student's belongings, the authorized school official should attempt to get the student to admit that he/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.

**A. Student lockers, desks, and other 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 areas. Students have no reasonable expectation of privacy with respect to these places, and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials without prior notice to students and without their consent.

**B. Documentation of searches**

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

1. Name, age, and grade of the student searched
2. Reasons for the search



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

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

C. Police involvement in searches and interrogations of students

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

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

Before police officials are permitted to question or search any student, the 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 questioning or search shall not be conducted. The principal will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school



property or at a school function will be afforded the same rights they have outside the school. This means:

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

**D. Child protective services investigations**

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

All requests by child protective services to interview a student on school property shall be made directly to the superintendent or designee. The superintendent or designee shall set the time and place of the interview. The superintendent or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending upon 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 clothing in order for the child protective services worker to verify the allegations, the school nurse or doctor must be present during that portion of the interview. No student may be required to remove clothing in front of a child protective services worker or school district official of the opposite sex.

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

**VISITORS TO THE SCHOOL**

The Board encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The superintendent or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school.

- 1) Anyone not a regular staff member or student of the district will be considered a visitor.
- 2) All visitors to the school must report to the office upon arrival in the building. There they will do the following:



- a. Sign the visitor's register
  - b. State the purpose of the visit
  - c. State where they will be in the building
  - d. State how long they will be in the building
  - e. Receive and wear a visitor's tag when requested, and return the tag when they sign out
  - f. Parents/guardians who need to drop off materials such as swimsuits, homework, lunchboxes, etc., should leave them in the Principal's Office or School Counselor's Office if the school day has started
- 3) Visitors attending school functions that are open to the public are not required to sign in.
- 4) Students visiting with other students. A houseguest may accompany a student to school, provided he/she observes the same rules and regulations as regular students, and is approved by the principal. No guests will be allowed during test weeks. Advanced arrangements are required and include:
- a. A two-day notice
  - b. Approval of teachers and principal
- 5) Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- 6) Teachers are expected not to take class time to discuss individual matters with visitors.
- 7) Any unauthorized person on school property will be reported to the superintendent or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- 8) All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

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



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

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

#### **A. Prohibited conduct**

No person, either alone or with others, shall:

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



13. Willfully incite others to commit any of the acts prohibited by this code
14. Violate any federal or state statute, local ordinance, or Board policy on school property
15. Smoking and vaping are prohibited on school property

## **B. Penalties**

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

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

## **C. Enforcement**

The superintendent or designee shall be responsible for enforcing the conduct required by the code.

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



The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person in violation of the code.

### **DISSEMINATION AND REVIEW**

The Board will work to ensure that the community is aware of this Code of Conduct by:

- 1) Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year
- 2) Making copies of the code available to all parents at the beginning of the school year
- 3) Mailing a summary of the Code of Conduct, written in plain language, to all parents of district students before the beginning of the school year, and making this summary available later upon request
- 4) Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption
- 5) Providing all new employees a copy of the current Code of Conduct when they are first hired
- 6) Making copies of the code available for review by students, parents, and community members

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the Code of Conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to Code of Conduct violations. The committee will be made up of representatives of students, teachers, administrators, and parent organizations, school safety personnel, and other school personnel. Before adopting any revisions to the code, the Board will hold at least one public hearing, at which school personnel, parents, students, and any other interested party may participate.

The Code of Conduct, and any amendments to it, will be filed with the Commissioner no later than 30 days after adoption.



**CODE OF CONDUCT, Gr. Pre-K - 4**  
**Andover Central School 2021-2022**

Amador Central School 2021-2022				
	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
A	DISORDERLY CONDUCT			
Examples of disorderly conduct include, but are not limited to:				
a-1	Horseplay/inappropriate noise level	Principal warning	1 detention	<i>Discipline may range from 1 -3 days of In School Suspension, Parent contact</i>
a-2	Disrespect toward school employees (obscene gestures or swearing at staff, etc.)	1 detention	2 detentions	<i>Discipline may range from 1 -3 days of In School Suspension, Parent Contact</i>
a-3	Disrespect toward school employees (making inappropriate comments, etc.)	Principal warning	1 detention	<i>Discipline may range from 1 -3 days of In School Suspension, Parent contact</i>
a-4	Inappropriate language to other students or in conversations	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
a-5	Disrespect to others	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
a-6	Inappropriate cafeteria behavior	1 detention	2 detentions	5 detentions
a-7	Misuse the computers	Discipline may range from a warning, loss of computer privileges, detention, to out-of-school suspension, depending on the incident severity		
a-8	Inappropriate use of the computer; hacking, inappropriate websites, or any other situation deemed inappropriate	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
a-9	Littering	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		

<b>B</b>	<b>INSUBORDINATION</b>			
Examples of insubordination include, but are not limited to:				
<b>b-1</b>	Ineligibility violation			
<b>b-2</b>	Cuts class (stays in the building)	2 detentions	1 day in-school suspension	2 days in-school suspension
<b>b-3</b>	Cuts class (leaves the building)	1 day in-school suspension	2 days in-school suspension	3 days in-school suspension
<b>b-4</b>	Tardy to class			
<b>b-5</b>	Tardy to school	3 tardies = letter home	6 tardies = principal-parent conference	12 tardies = 1 detention with parent conference
<b>b-6</b>	Truancy			
<b>b-7</b>	Failure to attend detention	Reassign	2 detention	3 detentions



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
b-8	Failure to attend in-school suspension	Reassign		
b-9	Failure to comply with the reasonable directions of teachers or other school employees in charge of students	Principal warning	1 detention	2 detentions
b-10	Failure to comply with the reasonable directions of administration	1 - 5 days in-school or out-of-school suspension		
b-11	Using cell phone or having cell phone on during the school day	Parents will be called and cell phone will either be returned to parent after school or student can pick up phone the next day at dismissal; detentions for repeat offenses; cell phone privileges may be revoked.		

C	ENGAGED IN CONDUCT THAT IS DISRUPTIVE	Discipline may range from warning, loss of privileges, teacher detention, to teacher suspension, depending upon the incident severity.		
Examples of disruptive conduct include, but are not limited to:				
c-1	Disrupting a class with inappropriate comments or actions	Principal warning	1 detention	<i>Discipline may range from 1 -3 days of In School Suspension, Parent contact</i>
c-2	Being disruptive in school, outside of class	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
c-3	Disruptive behavior in ISS (talking, sleeping, etc.)	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
c-4	Excessive show of affection	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		

D	ENGAGED IN CONDUCT THAT IS VIOLENT			
Examples of violent conduct include, but are not limited to:				
d-1	Striking staff or student unintentionally with an object	Principal warning	1 detention	<i>Discipline may range from 1 -3 days of In School Suspension, Parent contact</i>
d-2	Committing an act of violence (such as hitting, kicking, punching, and scratching) upon staff	Loss of privileges, principal warning	1 - 5 detentions, principal-parent conference	1 - 5 days in-school or out-of-school suspension; principal-parent conference
d-3	Physical altercation (such as pushing, shoving, or hitting, with no injury) upon another student or any other person lawfully on school property	Loss of privileges, principal warning	1 - 5 detentions, principal-parent conference	1 - 5 days in-school or out-of-school suspension; principal-parent conference



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
<b>d-4</b>	Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, causing an injury	1 - 5 detentions; principal-parent conference		1 - 5 days in-school or out-of-school suspension; principal-parent conference
<b>d-5a</b>	Possessing a weapon on school property	Discipline may range, Referral to Police or Juvenile Authorities		
<b>d-5b</b>	Threatening to use a weapon on school property	Discipline may range, Referral to Police or Juvenile Authorities		
<b>d-6</b>	Written/verbal threat of physical harm/intimidation of students or staff	Discipline may range		
<b>d-7</b>	Intentionally damaging or destroying the property of a student, district employee, school or other person lawfully on school property, including graffiti	Full restitution		
<b>d-8</b>	Arson	5 days out-of-school suspension		

<b>E</b>	<b>ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OF WELFARE OF OTHERS (Example: hazing)</b>			
Examples of such conduct include, but are not limited to:				
<b>e-1</b>	Lying to school personnel	Discipline may range		
<b>e-2</b>	Sexual harassment/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 repeatedly	Principal warning; parent conference	1 detention; parent conference	<i>Discipline may range from 1 -3 days of In School Suspension, Parent contact</i>
<b>e-3</b>	<b>BULLYING</b> - Harassment, which includes: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation) repeatedly	1 day out-of-school suspension; parent called	2 days out-of-school suspension; parent conference; possible PINS referral	3 days out-of-school suspension; parent conference; possible PINS referral
<b>e-4</b>	Possession or use, or sale of tobacco products, including e-cigarettes, vapes	1 day in-school suspension	3 days out-of-school suspension	3 - 5 days out-of-school suspension



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
e-5	Possession, sale, use of alcohol, or illegal substances, drug paraphernalia, pornographic or sexually explicit material, explicit pictures of a violent/sexual/or drug related nature, or being under the influence of alcohol or illegal substances or look-alike drugs; possession and/or inappropriate use of over-the counter products	1 - 5 detentions; parent conference	1 - 3 in-school or out-of-school suspensions; parent conference; possible PINS referral	

e-6	Initiating a report warning of fire or other catastrophe without valid cause, misuse of the 911, fire alarm, or discharging a fire extinguisher; bomb threat	3 - 5 days in-school suspension		
e-7	Possessing/using lighter or matches	Principal warning	1 detention; parent conference	Discipline may range from 1 -3 days of In School Suspension, Parent contact
e-8	Forgery	Principal warning	1 detention	2 detentions
e-9	Verbal slurs, which include the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner	Principal warning; parent conference	1 detention; parent conference	Discipline may range from 1 -3 days of In School Suspension, Parent contact
e-10	Driving infractions/parking on school property infractions			
e-11	Indecent exposure (mooning)/flashing	1 day out-of-school suspension	2 days out of school suspension	3 days out of school suspension
e-12	Drop shorting	1 day out-of-school suspension	2 days out of school suspension	3 days out of school suspension
e-13	Theft of the school's or another person's property	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
e-14	Hazing			
e-15	Dress code violation	Parent - written notification	1 detention, principal-parent conference	2 detentions, principal-parent conference
e-16	Gambling			
e-17	Engaging in unsafe conduct	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
e-18	Improper use of electronic devices in an illegal or immoral manner (audio, video, texting, etc.)	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
<b>F</b>	<b>ENGAGE IN MISCONDUCT WHILE IN A SCHOOL VEHICLE</b> (please refer to the Bus Rider's Handbook)			
Examples of such conduct include, but are not limited to:				
<b>f-1</b>	Distracting driver, horseplay, inappropriate noise level	1 detention	2 detentions	1 day in-school suspension
<b>f-2</b>	Infraction of the bus rules (stay in seat; use of profanity; eating and drinking on bus)	1 detention	2 detentions	1 day in-school suspension
<b>f-3</b>	Fighting while on the bus	1 - 5 days out-of-school suspension; parent conference; possible PINS referral		

<b>G</b>	<b>ENGAGE IN ANY FORM OF ACADEMIC MISCONDUCT</b>			
Examples of such conduct include but are not limited to:				
<b>g-1</b>	Plagiarism			
<b>g-2</b>	Cheating, assisting another student in any of the above actions	Loss of credit	Loss of credit, parent contact	1 detention, loss of credit, parent contact
<b>g-3</b>	Altering records			

The principal has the authority to determine the length of time a student will be suspended from school. The time frame ranges from a portion of a school day up to 5 days. Depending on the seriousness of the offense, a student may be recommended to a superintendent hearing, where additional days may be enacted. Parents will be notified by the principal when a student is taken out of class or kept after school for disciplinary actions. All other parent contact will be done as needed.

**Please note:** Homework - student should not be sent to in-school for failing to turn in homework.

**Detention limit:** If a child has accumulated 9 detentions to be served, the detentions may be changed to 1-day in-school suspension.

**Please note:** There are times where the administrator must use his/her discretion to impose a different penalty than the penalty set forth in the code of conduct.

**Actions not defined:** This is not meant to be all-inclusive, and any student conduct not defined in this policy which constitutes a violation of the statutes of the State of New York or any established rule or regulation of the Andover Central School District shall be punishable by penalty to be imposed at the discretion of the appropriate school district administrator.

**Time-out:** Students are sent to Principal's Office. This may be placed on the student's discipline record.

**Hazing is defined as** any intentional or reckless act or ritual for the purpose of initiation into, affiliation with, or maintaining membership in any organization, club, or team, or any action or statement, which harasses, threatens, humiliates, or intimidates another student. Athletes who engage in any form of hazing, or who do not report acts of hazing which they witness, will be subject to one or more of the following disciplinary actions: expulsion, suspension from school, loss of privilege, athletic suspension, and/or referral to appropriate law enforcement agencies.



**CODE OF CONDUCT, Gr. 5 - 8**  
**Andover Central School 2021-2022**

	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
A	DISORDERLY CONDUCT	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
Examples of disorderly conduct include, but are not limited to:				
a-1	Horseplay/inappropriate noise level	1 detention	2 detentions	<i>Discipline may range from 1 -3 days of In School Suspension, Parent contact</i>
a-2	Disrespect toward school employees (obscene gestures or swearing at staff, etc.)	1 day in-school suspension	2 days in-school suspension	3 - 5 days out-of-school suspension
a-3	Disrespect toward school employees (making inappropriate comments, etc.)	2 detentions	1 day -in-school suspension	2 days in-school suspension
a-4	Inappropriate language to other students or in conversations	1 detention	2 detentions	1 day in-school suspension + detention (8 - 4)
a-5	Disrespect to others	1 detention	2 detentions	1 day in-school suspension + detention (8 - 4)
a-6	Inappropriate cafeteria behavior	2 lunch detentions	5 lunch detentions	1 day in-school suspension
a-7	Misuse the computers	Discipline may range from a warning, loss of computer privileges, detention, to out-of-school suspension, depending up the incident severity		
a-8	In appropriate use of the computer; hacking, inappropriate websites, or any other situation deemed inappropriate	Discipline may range from a warning, loss of computer privileges, detention, to out-of-school suspension, depending up the incident severity		
a-9	Littering	Warning	1 detentions	3 detentions

<b>B</b>	<b>INSUBORDINATION</b>	Discipline may range from a warning, loss of privileges, to in or out-of-school suspension, depending upon the incident severity		
Examples of insubordination include, but are not limited to:				
<b>b-1</b>	Ineligibility Violation	1 detention	2 detentions	1 day in-school suspension
<b>b-2</b>	Cuts class (stays in the building)	2 detentions	1 day in-school suspension	2 days in-school suspension; principal conference
<b>b-3</b>	Cuts class (leaves the building)	1 day in-school suspension	2 days in-school suspension	3 days in-school suspension; principal conference
<b>b-4</b>	Tardy to class	Warning	1 detention	3 detentions



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
b-5	Tardy to school	3 tardies = warning	6 tardies and each one after = 1 detention w/ parent conference at 6 tardies	Over 12 tardies will result in multiple detentions; parent conference; possible PINS referral
b-6	Truancy	In-school suspension, parent contact for each occurrence; possible PINS referral		
b-7	Failure to attend detention	2 detentions	2 detentions; lunch time out	1 day in-school; principal conference

b-8	Failure to attend in-school suspension	2 days in-school suspension + detention (8 - 4); principal conference		
b-9	Failure to comply with the reasonable directions of teachers or other school employees in charge of students	2 detentions	1 day in-school suspension	2 - 5 days in or out-of-school suspension; parent conference
b-10	Failure to comply with the directions of administration	Discipline will range from 1 to 5 days out-of-school suspension; return with parent conference		
b-11	Using cell phone or having cell phone on during the school day	Parents will be called and cell phone will either be returned to parent after school or student can pick up phone the next day at dismissal; detentions for repeat offenses; cell phone privileges may be revoked.		

C	ENGAGED IN CONDUCT THAT IS DISRUPTIVE	Discipline may range from warning, loss of privileges, teacher detention, to teacher suspension, depending upon the incident severity.		
Examples of disruptive conduct include, but are not limited to:				
c-1	Disrupting a class with inappropriate comments or actions	1 detention	2 detentions	1 day in-school suspension
c-2	Being disruptive in school, outside of class	Discipline may range from warning, loss of privileges, detention, to suspension, depending upon the incident severity and the frequency of offense		
c-3	Disruptive behavior in ISS (talking, sleeping, etc.)	Discipline may range from warning from principal, to another day of ISS, to OSS and having to make up the day of ISS; parent contact		
c-4	Excessive show of affection	1 detention	2 detentions; parent conference	1 day in-school detention; parent conference

D	ENGAGED IN CONDUCT THAT IS VIOLENT	Discipline may range from in-school suspension, out-of-school suspension, to superintendent hearing, depending on the severity of the incident
Examples of violent conduct include, but are not limited to:		
d-1	Striking staff or student unintentionally with an object	1 to 5 days in or out-of-school suspension; parent contact; possible police referral; possible superintendent hearing.
d-2	Committing an act of violence (such as hitting, kicking, punching, and scratching) upon staff	5 days out-of-school suspension; police referral; superintendent hearing



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
d-3	Physical altercation (such as pushing, shoving, or hitting, with no injury) upon another student or any other person lawfully on school property	1 - 3 days in-school suspension; principal conference	3 - 5 days in or out-of-school suspension; superintendent conference	5 days out-of-school suspension; superintendent hearing
d-4	Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, causing an injury	3 days in or out-of-school suspension; superintendent hearing; possible police referral; possible PINS referral		5 days out-of-school suspension; superintendent hearing; police referral; PINS referral
d-5a	Possessing a weapon on school property	1-5 days out-of-school suspension, which may result in suspension from school for at least one year; parent conference; superintendent hearing; police referral; PINS referral		
d-5b	Threatening to use a weapon on school property	1-5 days out-of-school suspension, which may result in suspension from school for at least one year; parent conference; superintendent hearing; police referral; PINS referral		
d-6	Written/verbal threat of physical harm/intimidation of students or staff	1 - 5 days out-of-school suspension; parent contact; possible superintendent hearing; possible police referral; possible PINS referral		
d-7	Intentionally damaging or destroying the property of a student, district employee, school or other person lawfully on school property, including graffiti	Full restitution is required and discipline is at administrative discretion; possible PINS referral; possible police referral; parent conference		
d-8	Arson	5 days out-of-school suspension; superintendent hearing; police referral		

E	ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS (Example: hazing)	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity	
Examples of such conduct include, but are not limited to:			
e-1	Lying to school personnel	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity or extenuating circumstances	
e-2	Sexual harassment/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	Title IX Law: 1 - 5 days in-school suspension; parent conference	Title IX Law: 5 days out-of-school suspension; possible superintendent hearing; possible police referral possible PINS referral
e-3	BULLYING - Harassment, which includes: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation)	DASA: 1 - 3 days in-school suspension; need principal/superintendent conference to return	DASA: 5 days out-of-school suspension; return with parent conference; possible PINS referral



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
e-4	Possession, use, or sale of tobacco products, including e-cigarettes, vapes	1 day out-of-school suspension w/parent conference	3 days in-school suspension	5 days out-of-school suspension, cannot return without principal conference
e-5	Possession, sale, use of alcohol, or illegal substances, drug paraphernalia, pornographic or sexually explicit material, explicit pictures of a violent/sexual/or drug related nature, or being under the influence of alcohol or illegal substances or look-alike drugs; possession and/or inappropriate use of over-the counter products	Up to 5 days in-school or out-of-school suspension; parent contact; referral to police; superintendent hearing	5 days out-of-school suspension; police referral; superintendent hearing; PINS referral	
e-6	Initiating a report warning of fire or other catastrophe without valid cause, misuse of the 911, fire alarm, or discharging a fire extinguisher; bomb threat	Federal Law; 5 days out-of-school suspension; police referral; possible superintendent hearing; PINS referral		
e-7	Possessing/using lighter or matches	1 day in-school suspension	2 days in-school suspension	3 - 5 days out-of-school suspension; possible superintendent hearing
e-8	Forgery	1 day in-school suspension	3 days in-school suspension	3 days out-of-school suspension; parent conference; PINS referral
e-9	Verbal slurs, which include the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner	1 - 3 days out-of-school suspension; need parent conference to return	5 days out-of-school suspension; need principal/superintendent conference to return; PINS referral	
e-10	Driving infractions/parking on school property infractions			
e-11	Indecent exposure (mooning)/flashing	2 days in-school suspension; parent conference	3 - 5 days in-school suspension	5 days out-of-school suspension; superintendent hearing; PINS referral to return
e-12	Drop shorting	2 days in-school suspension	5 days in-school suspension; possible superintendent hearing	
e-13	Theft of the school's or another person's property	5 days in or out-of-school suspension and banned from school property after school hours for 1 month; police referral	5 days out-of-school suspension and banned from school property after school hours for 3 months; to police referral	5 days out-of-school suspension and banned from school property after school hours for 12 months; superintendent hearing; police referral



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
<b>e-14</b>	Hazing	5 days out-of-school suspension; superintendent hearing; and parent meeting		
<b>e-15</b>	Dress code violation	1 detention; parent notified	2 detentions; parent conference	1 day in-school suspension; parent notified; principal conference
<b>e-16</b>	Gambling	1 day in-school suspension	3 days in-school suspension	3 days out-of-school suspension; parent conference
<b>e-17</b>	Engaging in unsafe conduct	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
<b>e-18</b>	Improper use of electronic devices in an illegal or immoral manner (audio, video, texting, etc.)	1 - 5 days in or out-of-school suspension; possible superintendent hearing; possible police referral		

<b>F</b>	<b>ENGAGE IN MISCONDUCT WHILE IN A SCHOOL VEHICLE (please refer to the Bus Rider's Handbook)</b>	Discipline may range from a warning, loss of bus privileges, detention, assigned seat, to out-of-school suspension, depending on the incident severity, prior incidents and/or extenuating circumstances		
Examples of such conduct include, but are not limited to:				
<b>f-1</b>	Horseplay/inappropriate noise level	1 detention; parent contact	2 detentions; parent contact	1 day in-school suspension; parent conference
<b>f-2</b>	Infraction of the bus rules	1 detention	2 detentions	1 day in-school suspension
<b>f-3</b>	Physical fighting while on the bus	3 days in or out-of-school suspension; possible loss of bus privileges	5 days out-of-school suspension, loss of bus privileges, and superintendent hearing	

G	ENGAGE IN ANY FORM OF ACADEMIC MISCONDUCT	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the severity of the incident		
Examples of such conduct include but are not limited to:				
g-1	Plagiarism	Warning; loss of credit for work; parent contact	2 detentions; loss of credit for work; parent contact	1 day in-school suspension; loss of credit for work; parent contact; superintendent hearing



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
g-2	Cheating	1 day in-school suspension; loss of credit for work; parent contact	3 - 5 days in-school suspension; loss of credit for work; parent contact	3 - 5 days out-of-school suspension; loss of credit for work; parent contact; superintendent hearing
g-3	Altering records	Loss of credit; parent contact; out-of-school suspension; possible superintendent hearing.		
g-4	Assisting another student in any of the above actions	1 day in-school suspension; loss of credit for work; parent contact	3 - 5 days in-school suspension; loss of credit for work; parent contact	3 - 5 days out-of-school suspension; loss of credit for work; parent contact; possible superintendent hearing

The principal has the authority to determine the length of time a student will be suspended from school. The time frame ranges from a portion of a school day up to 5 days. Depending on the seriousness of the offense, a student may be recommended to a superintendent hearing, where additional days may be enacted. Parents will be notified by the principal when a student is taken out of class or kept after school for disciplinary actions. All other parent contact will be done as needed.

**Please note:** Homework - student should not be sent to in-school for failing to turn in homework.

**Detention limit:** If a child has accumulated 9 detentions to be served, the detentions may be changed to 1-day in-school suspension.

**Please note:** There are times where the administrator must use his/her discretion to impose a different penalty than the penalty set forth in the code of conduct.

**Actions not defined:** This is not meant to be all-inclusive, and any student conduct not defined in this policy which constitutes a violation of the statutes of the State of New York or any established rule or regulation of the Andover Central School District shall be punishable by penalty to be imposed at the discretion of the appropriate school district administrator.

**Time-out:** Students are sent to Principal's Office. This may be placed on the student's discipline record.

**Hazing is defined as** any intentional or reckless act or ritual for the purpose of initiation into, affiliation with, or maintaining membership in any organization, club, or team, or any action or statement, which harasses, threatens, humiliates, or intimidates another student. Athletes who engage in any form of hazing, or who do not report acts of hazing which they witness, will be subject to one or more of the following disciplinary actions: expulsion, suspension from school, loss of privilege, athletic suspension, and/or referral to appropriate law enforcement agencies.



**CODE OF CONDUCT, Gr. 9 - 12**  
**Andover Central School 2021-2022**

	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
A	DISORDERLY CONDUCT	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
Examples of disorderly conduct include, but are not limited to:				
a-1	Horseplay/inappropriate noise level	1 detention	2 detentions	Discipline may range from 1 -3 days of In School Suspension, Parent contact
a-2	Disrespect toward school employees (obscene gestures or swearing at staff, etc.)	1 day in-school suspension	2 days in-school suspension	3 - 5 days out-of-school suspension
a-3	Disrespect toward school employees (making inappropriate comments, etc.)	2 detentions	1 day in-school suspension	2 days in-school suspension
a-4	Inappropriate language to other students or in conversations	1 detentions	2 detentions	1 day in-school suspension
a-5	Disrespect to others	1 detentions	2 detentions	1 day in-school suspension
a-6	Inappropriate cafeteria behavior	1 detention	2 detentions	1 day in-school suspension
a-7	Misuse the computers	Discipline may range from a warning, loss of computer privileges, detention, to out-of-school suspension, depending up the incident severity		
a-8	In appropriate use of the computer; hacking, inappropriate websites, or any other situation deemed inappropriate	1 day in-school suspension; parent contacted	1 - 3 days in-school suspension	3 - 5 days out-of-school suspension, depending on the incident
a-9	Littering	1 detention	2 detentions	3 detentions
B	INSUBORDINATION	Discipline may range from a warning, loss of privileges, to in or out-of-school suspension, depending upon the incident severity		
Examples of insubordination include, but are not limited to:				
b-1	Ineligibility violation	1 detention	2 detentions	1 day in-school suspension
b-2	Cuts class (stays in the building)	2 detentions	1 day in-school suspension	2 days in-school suspension; principal conference
b-3	Cuts class (leaves the building)	1 day in-school suspension	2 days in-school suspension	3 days in-school suspension; principal conference
b-4	Tardy to class	3 tardies = 1 detention	6 tardies = 2 detentions	9 tardies = 3 detentions
b-5	Tardy to school	3 tardies = warning	6 tardies and each one after = 1 detention w/ parent conference at 6 tardies	Over 12 tardies will result in multiple detentions; parent conference; possible PINS referral



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
<b>b-6</b>	Truancy	In-school suspension; parent contact for each occurrence		
<b>b-7</b>	Failure to attend detention	2 detentions; parent contact	1 day in-school suspension; parent contact	1 day in-school suspension; parent contact
<b>b-8</b>	Failure to attend in-school suspension	Out-of-school suspension; return with parent conference		
<b>b-9</b>	Failure to comply with the reasonable directions of teachers or other school employees in charge of students	2 detentions; parent contact	1 day in-school suspension; parent contact	2 - 5 days in or out-of-school suspension; parent conference
<b>b-10</b>	Failure to comply with the reasonable directions of administration	Discipline will range from 1 to 5 days out-of-school suspension; return with parent conference		
<b>b-11</b>	Using cell phone or having cell phone on during the school day	Parents will be called and cell phone will either be returned to parent after school or student can pick up phone the next day; detentions for repeat offenses; cell phone privileges may be revoked.		

C	ENGAGED IN CONDUCT THAT IS DISRUPTIVE	Discipline may range from warning, loss of privileges, teacher detention, to teacher suspension, depending upon the incident severity		
Examples of disruptive conduct include, but are not limited to:				
c-1	Disrupting a class with inappropriate comments or actions	1 detention	2 detentions	1 day in-school suspension
c-2	Being disruptive in school, outside of class	Discipline may range from warning, loss of privileges, detention, to suspension, depending upon the incident severity and frequency of offense		
c-3	Disruptive behavior in ISS (talking, sleeping, etc.)	Discipline may range from warning from principal, to another day of ISS, to OSS and having to make up the day of ISS; parent conference		
c-4	Excessive show of affection	1 detention	2 detentions; parent conference	1 day in-school detention; parent conference

D	ENGAGED IN CONDUCT THAT IS VIOLENT	Discipline may range from in-school suspension, out-of-school suspension, to superintendent hearing, depending on the severity of the incident		
Examples of violent conduct include, but are not limited to:				
d-1	Striking staff or student unintentionally with an object	1 or 5 days in or out-of-school suspension; parent contact; possible police referral; possible superintendent hearing		
d-2	Committing an act of violence (such as hitting, kicking, punching, and scratching) upon staff	5 days out-of-school suspension; police referral; superintendent hearing		
d-3	Physical altercation (such as pushing, shoving, or hitting, with no injury) upon another student or any other person lawfully on school property	1 - 3 days in-school suspension	3 - 5 days in or out-of-school suspension	5 days out-of-school suspension; possible superintendent's hearing
d-4	Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, causing an injury	3 days in or out-of-school suspension; possible superintendent hearing; possible police referral; possible PINS referral		5 days out-of-school suspension; possible superintendent hearing; possible police referral; possible PINS referral



	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
d-5a	Possessing a weapon on school property	1 - 5 days in or out-of-school suspension, which may result in suspension from school for at least one year; police referral; superintendent hearing		
d-5b	Threatening to use a weapon on school property	1 - 5 days in or out-of-school suspension, which may result in suspension from school for at least one year; police referral; superintendent hearing		
d-6	Written/verbal threat of physical harm/intimidation of students or staff	1 - 5 days out-of-school suspension; parent contact; possible superintendent hearing; possible police referral; possible PINS referral		
d-7	Intentionally damaging or destroying the property of a student, district employee, school or other person lawfully on school property, including graffiti	Full restitution is required; discipline is at administrative discretion; possible police referral; possible PINS referral		
d-8	Arson	5 days out-of-school suspension; superintendent hearing; police referral		

E	<b>ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS (Example: hazing)</b>	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
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Examples of such conduct include, but are not limited to:

e-1	Lying to school personnel	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity or extenuating circumstances		
e-2	Sexual harassment/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 days in-school suspension; parent conference	5 days out-of-school suspension; possible superintendent hearing; possible police referral	
e-3	<b>BULLYING</b> - Harassment, which includes: physical (hitting, kicking, spitting, pushing, taking personal belongings), verbal (taunting, malicious teasing, name calling, making threats), and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation)	1 - 3 days in-school suspension; parent conference	5 days out-of-school suspension; return w/parent conference; possible police referral; possible PINS referral	
e-4	Possession, use or sale of tobacco products including e-cigarettes, vapes	1 day out-of-school suspension w/parent conference	3 days in-school suspension	5 days out of school suspension; student cannot return without principal conference
	<b>OFFENSE</b>	<b>FIRST PRINCIPAL REFERRAL</b>	<b>SECOND PRINCIPAL REFERRAL</b>	<b>THIRD PRINCIPAL REFERRAL</b>



e-5	Possession, sale, use of alcohol, or illegal substances, drug paraphernalia, pornographic or sexually explicit material, explicit pictures of a violent/sexual/or drug related nature, or being under the influence of alcohol or illegal substances or look-alike drugs; possession and/or inappropriate use of over-the counter products	5 days out-of-school suspension; parent contact; referral to police; possible superintendent hearing	5 days out-of-school suspension; referral to police; superintendent hearing; PINS referral	
e-6	Initiating a report warning of fire or other catastrophe without valid cause, misuse of the 911, fire alarm, or discharging a fire extinguisher; bomb threat	Federal Law, 5 days out-of-school suspension; referral to police; possible superintendent hearing		
e-7	Possessing/using lighter or matches	1 day in-school suspension	2 days in-school suspension	3 - 5 days out-of-school suspension; possible superintendent hearing
e-8	Forgery	1 day in-school suspension	3 days in-school suspension	3 days out-of-school suspension; parent conference
e-9	Verbal slurs, which include the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner	1 - 3 days in-school suspension; parent conference	5 days out-of-school suspension; return w/parent conference; possible police referral; possible PINS referral	
e-10	Driving infractions/parking on school property infractions	2 weeks suspension of parking privilege on school property; parent conference	1 month suspension from school property; parent conference	Rest of the year suspension; parent conference
e-11	Indecent exposure (mooning)/flashing	2 days in-school suspension	3 - 5 days out-of-school suspension	5 days out-of-school suspension; possible superintendent hearing
e-12	Drop shorting	2 days out-of-school suspension	5 days out-of-school suspension; possible superintendent hearing	
e-13	Theft of the school's or another person's property	5 days in or out-of-school suspension; banned from school property after school hours for 1 month; possible police referral	5 days out-of-school suspension; banned from school property after school hours for 3 months; possible police referral	5 days out-of-school suspension; banned from school property after school hours for 12 months; superintendent hearing; possible police referral
	OFFENSE	FIRST PRINCIPAL REFERRAL	SECOND PRINCIPAL REFERRAL	THIRD PRINCIPAL REFERRAL
e-14	Hazing	5 days out-of-school suspension; superintendent hearing; and parent meeting		



<b>e-15</b>	Dress code violation	1 detention; parent notified	2 detentions; parent conference	1 day in-school suspension; parent notified; possible conference
<b>e-16</b>	Gambling	1 day in-school suspension	3 days in-school suspension	3 days out-of-school suspension; parent conference
<b>e-17</b>	Engaging in unsafe conduct	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the incident severity		
<b>e-18</b>	Improper use of electronic devices in an illegal or immoral manner (audio, video, texting, etc.)	1 - 5 days in or out-of-school suspension; possible superintendent hearing; possible referral to police		

<b>F</b>	<b>ENGAGE IN MISCONDUCT WHILE IN A SCHOOL VEHICLE (please refer to the Bus Rider's Handbook)</b>	Discipline may range from a warning, loss of bus privileges, detention, to out-of-school suspension, depending on the incident severity, prior incidents and/or extenuating circumstances.		
Examples of such conduct include, but are not limited to:				
<b>f-1</b>	Horseplay/inappropriate noise level	1 detention	2 detentions	1 day in-school suspension; parent conference
<b>f-2</b>	Infraction of the bus rules	1 detention	2 detentions	1 day in-school suspension
<b>f-3</b>	Fighting while on the bus	3 days in or out-of-school suspension; possible loss of bus privileges	5 days out-of-school suspension; possible loss of bus privileges; possible superintendent hearing	

<b>G</b>	<b>ENGAGE IN ANY FORM OF ACADEMIC MISCONDUCT</b>	Discipline may range from a warning, loss of privileges, to out-of-school suspension, depending on the severity of the incident		
Examples of such conduct include but are not limited to:				
<b>g-1</b>	Plagiarism	1 day in-school suspension; loss of credit for work; parent contact	3 - 5 days in-school suspension; loss of credit for work; parent contact	3 - 5 days out-of-school suspension; loss of credit for work; parent contact; possible superintendent hearing
<b>g-2</b>	Cheating	1 day in-school suspension; loss of credit for work; parent contact	3 - 5 days in-school suspension; loss of credit for work; parent contact	3 - 5 days out-of-school suspension; loss of credit for work; parent contact; possible superintendent hearing
<b>g-3</b>	Altering records	Loss of credit; parent contact; out-of-school suspension; possible superintendent hearing		
	<b>OFFENSE</b>	<b>FIRST PRINCIPAL REFERRAL</b>	<b>SECOND PRINCIPAL REFERRAL</b>	<b>THIRD PRINCIPAL REFERRAL</b>



<b>g-4</b>	Assisting another student in any of the above actions	1 day in-school suspension; loss of credit for work; parent contact	3 - 5 days in-school suspension; loss of credit for work; parent contact	3 - 5 days out-of-school suspension; loss of credit for work; parent contact; possible superintendent hearing
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The principal has the authority to determine the length of time a student will be suspended from school. The time frame ranges from a portion of a school day up to 5 days. Depending on the seriousness of the offense, a student may be recommended to a superintendent hearing, where additional days may be enacted. Parents will be notified by the principal when a student is taken out of class or kept after school for disciplinary actions. All other parent contact will be done as needed.

**Please note:** Homework - student should not be sent to in-school for failing to turn in homework.

**Detention limit:** If a child has accumulated 9 detentions to be served, the detentions may be changed to 1-day in-school suspension.

**Please note:** There are times where the administrator must use his/her discretion to impose a different penalty than the penalty set forth in the code of conduct.

**Actions not defined:** This is not meant to be all-inclusive, and any student conduct not defined in this policy which constitutes a violation of the statutes of the State of New York or any established rule or regulation of the Andover Central School District shall be punishable by penalty to be imposed at the discretion of the appropriate school district administrator.

**Time-out:** Students are sent to Principal's Office. This may be placed on the student's discipline record.

**Hazing is defined as** any intentional or reckless act or ritual for the purpose of initiation into, affiliation with, or maintaining membership in any organization, club, or team, or any action or statement, which harasses, threatens, humiliates, or intimidates another student. Athletes who engage in any form of hazing, or who do not report acts of hazing which they witness, will be subject to one or more of the following disciplinary actions: expulsion, suspension from school, loss of privilege, athletic suspension, and/or referral to appropriate law enforcement agencies.

- ***If police are called, the Superintendent will notify the Board of Education of the incident; However, no directory information will be given.***

## **2021 - 2022 Interscholastic Athletic Policy**



Participation in athletics requires keen minds, healthy bodies, and high levels of training and conditioning. Individual performance and team success are dependent upon universally recognized training rules both in school practice and during those times between practices when students are away from the school. In addition to encouraging students to develop their athletic skills, the District encourages and promotes good sportsmanship and sound morals. Students participating in athletics are more likely to be exposed to the judgment of their peers, professionals, and the public. The District recognizes its obligation to encourage maximum precautions to protect the morals and reputations of the students. In particular, students wearing the letter of the school are uniquely identified with the School District. Their actions and behavior reflect on them as individuals and on the Andover Central School District.

This athletic policy has been adopted to promote excellent sportsmanship and citizenship, to protect the health, safety and welfare of the students engaged in strenuous physical activity, and to assist the students in building sound moral characters. It will advise them regarding certain activities which have an adverse impact upon their physical well-being and their moral character.

Each athlete may expect that the coach has a genuine and to-date knowledge of the sport, and the coach will treat him/her fairly and without prejudice.

"Student" or "athlete" as used herein means a pupil participating in athletics.

It is the responsibility of each athlete to study this document and, along with a parent or guardian, sign the form on the last page. The signature indicates that the policies and the procedures have been read and will be honored by the student.

## **INTERSCHOLASTIC ATHLETICS REGULATION**

### **I. Conditions for Participation:**

- A. Once each school year, every athlete must pass an approved physical examination prior to participating in any interscholastic sport. Each athlete is responsible for reporting for the physical at the scheduled time. If the athlete does not have a physical at school, they are responsible for having an approved physical by their own physician **BEFORE** participating in a school sport.
- B. If an athlete is under the care of a doctor due to injury (including concussion protocol), they may not practice or play until a doctor's release is given.
  - In the case of a suspected head injury or concussion, all students, parents and coaches must follow School Concussion Policy and Protocol.
- C. Academic eligibility, according the Andover Central School Policy must be maintained.
- D. All eligibility requirements of the NYSPHSAA (New York State Public High School Athletes Association) must be met. Generally an athlete must be a bona fide student, meaning a student must be enrolled in four subjects, including physical education. Alternatives to this eligibility requirement are set forth by NYSPHSAA. It is the responsibility of the Athletic



Director/coach to inform the students about the age requirements and other standards set forth by NYSPHSAA.

- E. The student must be provided with and shall read a copy of this athletic policy, acknowledge receipt of same, and return a signed copy of the consent form to the school signed by the student and a parent or guardian. Parental/guardian signature indicates awareness of this athletic policy and consent for the student to participate in the sport.
- F. The Board of Education of the District is committed to the belief that its school athletes should be healthy and properly conditioned. This includes abstaining from the use of alcohol or engaging in any kind of substance abuse as set forth in the Code of Conduct.

## II. Code of Conduct

- A. The misuse and abuse of alcohol, controlled substances, tobacco products (cigarettes, e-cigarettes, vapes, chew, etc.), and other drugs have been determined to be adverse to good health and a violation of law. Athletes will not put themselves in situations in which underage drinking or the use of illegal drugs is taking place.

In order to protect the health of participants and to encourage good conditioning for successful athletic participation, the following training rules are in force both on and off school property, regardless of the student's age, and for the entire sports season:

- Athletes will not smoke, use, or have in their possession any tobacco products, e-cigarettes, or vape products
- Athletes will not use or possess alcoholic beverages.
- Athletes will not use or possess drugs. Drugs refer to use and/or possession of controlled substances or misuse of non-controlled substances.

- B. The consequences provided for in this section apply to actual interscholastic competition, which is defined as official games with other schools.

**1<sup>st</sup> Offense** - The athlete will be dismissed from interscholastic athletic competition for the equivalent of 20% of consecutive games, in the season in which the offense happened. If there is not enough games left in the season to carry out the suspension, the number of games left to sit out will roll over into the next season the athlete participates. The athlete is still expected to go to practices, scrimmages, and games as usual. The athlete will be reinstated after the suspension if the athlete also provides documentation of three counseling sessions for substance abuse.

**2<sup>nd</sup> Offense** - The athlete will be dismissed from interscholastic competition for the equivalent of 50% of consecutive games, in the season of which the offense happened. The



suspension will roll over to the next season if there is not enough games in a season to serve the suspension. The athlete is still expected to go to practices, scrimmages, and games as usual. The athlete will be reinstated after the suspension if the athlete also provides documentation of six counseling sessions for substance abuse.

**3<sup>rd</sup> Offense** - The athlete will be dismissed from athletics for the equivalent of 100% of consecutive games, in the season of which the offense happened. The suspension will roll over to the next season if there is not enough games in a season to serve the suspension. The athlete is still expected to go to practices, scrimmages, and games as usual. The athlete will be reinstates after the suspension if the athlete also provides documentation of twelve counseling sessions for substance abuse.

- If an athletic suspension is not completed during the season in which the violation occurred, the remaining suspension time will be applied to the beginning of the next sport season in which the athlete wishes to participate. These games may be missed from either season, depending on when the suspension began.
  - If an athlete quits or is removed from a team prior to the completion of the suspension time, the remaining portion of suspension time will be applied at the beginning of the next sport season in which the athlete wishes to participate. As a mandatory condition, the athlete must sit out a minimum of 2 games. These games may be missed from either season, depending on when the suspension began.
  - In all cases, scrimmages will not be considered games.
  - An athlete convicted of a violation of the NYS Vehicle and Traffic Law relating to the use of alcohol while operating a motor vehicle, or convicted of violation of laws relating to the use of drugs, controlled substances or alcohol, or the giving of alcohol to others shall be automatically charged as having violated this section of the athletic policy.
  - Any athlete convicted of a misdemeanor or a felony, or found to be a youthful offender, in areas as described above or otherwise, may be dismissed from the team pending a meeting with the Athletic Director and/or a member of administration.
- C. If a student is assigned to a detention after school, that assignment takes precedence over any practice or game during that time. Students may practice or play after detention is served.
- D. Students on school suspension (in school or out-of-school) may not practice or play on the day(s) of suspension.
- E. Athletes are expected to attend all practices and games unless excused by the coach. Unexcused absence from a game may result in dismissal from the team unless an emergency situation made notification impossible. Unexcused absences from practices will be subject to disciplinary action as determined by the coach.



F. Athletes are expected to demonstrate appropriate behavior during athletic activities as well as during the regular school day.

- 1) Sportsman-like behavior and ethical conduct are expected from all athletes at all times. Athletes should demonstrate respect for coaches, officials, and other team members, and should show courtesy to opposing coaches and players.
- 2) Profanity or racial slurs are NOT permitted.
- 3) Insubordination to faculty members or other adults, or repeated disciplinary problems in school may jeopardize the student's privilege to participate in a sport.

(Note: The disciplinary action taken as a result of inappropriate behavior as noted above is described in the Student Handbook.)

G. Intentional indecent exposure will result in dismissal from the team.

H. Coaches may establish additional written rules and procedures as they deem necessary and prudent for the participation of students in sports. Such written rules or procedures will be distributed to each member of the team at the beginning of the season along with this athletic policy and regulation. A copy of such written rules and procedures will be submitted will be filed with the Principal and the Athletic Director prior to being disseminated to the team members.

I. Other disciplinary measures. This athletic policy and regulation shall not be deemed exclusive or supersede any other policies or discipline codes of the school. (Ex: The discipline code of the school may require suspension from school at the same time that the athletic policy requires suspension from team activities. Students are subject to this athletic policy and any other discipline codes or rules and regulation of Andover Central School.)

### III. Due Process

A. Appeal procedure – A student, or the student's parent, may appeal a disciplinary action. Such appeal shall be made in writing to the Principal to meet with the Athletic Council (the Athletic Council consists of the Athletic Director, an administrator, the School Counselor, the Student Council President, a coach, and a student athlete) within five (5) school days of the Athletic Director's notification to the parents. The student athlete will continue to fully participate in the sport during the appeal process.

- 1) The Principal shall convene the Athletic Council within five (5) school days of the receipt of the appeal request.
- 2) A hearing shall be conducted by the Athletic Council. The coach involved, the athlete, and any witnesses to the violation must be present at the hearing. The athlete's parents may be present if they wish. The athlete and coach shall be allowed to testify



and will have the right to have witnesses appear, witness statements and to question all witnesses.

- 3) A decision shall be reached by a majority vote of the Athletic Council and a written notice of the results shall be sent to the athlete, the coach, and the parents. The decision by the Athletic Council is final.

#### IV. Related Policies

- A. Eligibility in extra-curricular activities and interscholastic athletics is a privilege. This privilege is based on a student's academic performance. Should the student's academic performance diminish, restrictions will be placed on the student's involvement in these extracurricular activities. All students must maintain academic eligibility in accordance with the school's academic eligibility program. Otherwise the consequences as set forth in the school's Faculty Handbook and the Student Handbook will be enforced.

#### B. Attendance Requirements

- 1) To be eligible to participate in an interscholastic competition (game, practice, scrimmage, match) an athlete must be in attendance for the entire school day (which starts at 7:50 AM). Exceptions will be made for approved medical appointment or emergency situations. ***The student must provide a signed doctors note upon arrival at school if the appointment is not preapproved by the administration.***
- 2) The athlete will be expected to attend school for a full day following a contest. Failure to do so may result in disciplinary action.
- 3) Students who do not participate in a regularly scheduled physical education class will not be allowed to participate in the interscholastic activity (practice, game, scrimmage, or match) for that day.

(Exceptions to these requirements may be reviewed and acted upon by the Athletic Director/Principal.)

C. Transportation – All members of Andover Central School athletic teams shall be transported both to and from athletic events outside the Andover School District by means of transportation provided by the District. The athlete must ride home on the bus unless:

- 1) The parent signs a release form and accepts custody of the student.
- 2) The athlete presents a note to the coach, signed by the parent, stating that the athlete may ride home with another parent of a team member, or another adult family member. Verbal parental permission will not be accepted. The note must include a name of the parent/adult family member. Athletes will NOT be released to fellow students, boyfriends, or girlfriends.



- D. Insurance Coverage – The insurance provided by the School District is very limited, offering only secondary (not primary) coverage for injuries sustained in school related accidents. The student's family insurance is expected to provide primary or basic coverage.

## V. Student Responsibilities

A. Dress – As representatives of the school and community, student appearance is important; thus, athletes are expected to dress appropriately. Personal effects should be locked at all times.

### B. Equipment

- 1) Athletic uniforms are to be worn only at scheduled games.
- 2) Athletes are responsible for all equipment issued to them and must return all of it promptly at the coach's request.
- 3) Any athlete who fails to return all equipment issued, in satisfactory condition, as determined by the coach and Athletic Director, **must return the uniform and / or equipment or pay restitution before being allowed to participate in another sport.**
- 4) The stealing, or attempted stealing, of equipment will result in dismissal from the sports team currently being participated in by the athlete.
- 5) No equipment should be removed from the storage locker without coach supervision.

C. Reporting Injuries – All injuries received while participating in athletics must be reported to the coach immediately. The coach will then complete an "Injury Report" form and forward it to the nurse.

D. Use of Building – During and after practice or games athletes are not to be in unauthorized areas of the building. Non-team members are not allowed in the locker rooms or the coach's office.

E. **There will be no athletic activities without coach supervision.**

Athletes are encouraged to help keep the locker room clean and neat. As a guest at away games, an extra effort should be made to be respectful of the school's facilities. Locker rooms should be checked before leaving to ensure satisfactory appearance. If an athlete damages school property, whether it is another school's or Andover's, the athlete will be appropriately disciplined.

## VI. Code of Ethics



It is the duty of all concerned with high school athletics:

- A. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- B. To eliminate all possibilities which tend to destroy the best values of the game.
- C. To stress the values derived from playing the game fairly.
- D. To show cordial courtesy to visiting teams and officials.
- E. To respect the integrity and judgment of sports officials.
- F. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility, including training rules.
- G. To encourage leadership, use of initiative, and good judgment by the players on the team.
- H. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- I. To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, official, fan, community, or nation.
- J. At an agreed upon time (not during games), concerns of or by the players, students, parents or spectators need to be directed **first to the coach**. Once a coach has been contacted, and if the matter has not been resolved to the satisfaction of the complainant, the matter needs to be directed to the Athletic Director.

## **2021-2022 Bus-Rider Handbook**

### **Do Not Lose Your Bus Privilege – Follow These Rules**



1. Observe classroom conduct.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean. Throwing material objects about in or out of the buses will not be permitted.
5. Cooperate with the driver.
6. Do not damage bus or equipment.
7. Stay in your seat.
8. Keep your hands, head, and feet inside the bus-seat area, and not in the aisles. (Stay In Your Seat.)
9. Do not fight, push, or shove.
10. Do not tamper with bus equipment.
11. Do not bring pets on the bus.
12. Do not bring flammable material on the bus.
13. Smoking is not permitted on school property, which includes the bus.
14. Remember - the bus driver is authorized to assign seats.
15. Do **NOT** bring glass items on the bus.

### **Bus Drills**

According to a schedule established by State Education Department, at least three bus emergency drills will be conducted each year by the head of transportation. The procedure for pupils to follow in case of accident, including instructions on use of emergency exit window and doors will be covered. **(8NYCRR 156.3 h) (1) NYS**  
*Education Department Regulations*

### **Information for Students**

1. Each student must be on time. Students should be ready five minutes before the scheduled pick up time.



2. If for any reason your child is not going to school, please call the bus garage, (478-8751) at 6:30 AM. If possible, let us know at this time when your child will return. When we go to your house in the morning and your child does not come out, it causes unnecessary delays in the bus route. This can be avoided if you call the bus garage. If this happens 2 days in a row, we will not return to your house until you call and inform us that your child is ready to return to school.
3. No live animals are allowed on the buses.
4. Passengers should hold large packages and instrument cases while on the bus, not leaving them in the front of the bus or in the aisle.
5. No skateboards or **stilts** are allowed on the school bus.
6. While walking to the bus stop, students should avoid standing or playing in the road; keep books, lunch pails, and instruments out of the road; do not litter or damage surrounding property; do not throw snowballs or rocks at the bus or other students; and do not crowd in the road as the bus arrives.

### **Bus Driver Responsibilities**

Each school bus driver is responsible for the following:

1. Drive a school bus safely, defensively, and efficiently.
2. Operate the vehicle at a safe speed, according to conditions, at all times.
3. Obey all traffic laws and regulations.
4. Keep bus clean inside and out.
5. Be present for designated bus run at least 15 minutes prior to the scheduled leaving time, and complete a daily pre-trip inspection of the bus. **(17 NYCRR 721.3D.)**
6. Maintain reasonable behavior of students and enforce all rules and regulations. Report, in writing, to the principal those cases of student misconduct, which endanger the health, safety, and welfare of self and others.
7. Assign seats to students when necessary.
8. Instruct all students to walk 10 feet in front of the bus.
9. Report all accidents promptly to the supervisor of transportation.
10. Make out daily reports, revised bus lists, seating charts, and time schedules as required.



11. Observe the rules and regulations set forth by the Board of Education, Commissioner of Education, Department of Transportation, and Department of Motor Vehicles.
12. Avoid the use of alcoholic beverages or drugs which may induce sleep or drowsiness at any time when their period of effectiveness coincides with the time scheduled for bus driving duties.

### **Parental Responsibilities**

1. Parents play an important role in the safe and efficient operation of the school's transportation system. If the system is to function effectively, parents must assume an obligation to the program and to the people responsible for its operation.
2. Parents are expected to ensure that their children are at the proper bus stop on time and properly clothed for the weather.
3. Parents are expected to insist on the good behavior and full cooperation of their children at the bus stops and on the bus, so that drivers can concentrate on safely driving the bus.
4. Parents may make written suggestions to the school authorities for ways to improve our transportation system.

### **Permission to Ride a Different Bus**

Permission is required to ride a different bus or to get off at a different stop. To get special permission, send a written request to school with your child, who should present it to the school office. The office will make the proper arrangements with the bus garage and give a note to the driver. Please avoid calling the Principal's Office with last minute bus changes for your children. This creates a communication problem for the office, teachers and drivers. This system allows flexibility in filling temporary transportation needs, such as plans to go home with a friend after school. However, there are limitations to the degree of flexibility possible. Requests to ride a different bus may be denied:

1. Because there is no available space on the bus.
2. If the student is not eligible for transportation.
3. Request to get off the bus at other than the designated stop may be denied because the requested location is not on the bus route or may be a dangerous place for the bus to stop.

Because of these limits, it is important for you to check with the school on the day of the request to confirm approval. Permission is temporary and a written parental request is required for each issuance. If you have a long-term need for a change in your child's scheduled transportation, you should contact the bus garage at 478-8751 or 478-8491 ext. 232.

### **Student Responsibilities Waiting For the Bus**



Students should be ready five minutes before scheduled pick-up time. They should wait several feet away from the highway or designated bus stop. Any student who is not on time will be left behind.

### **While Walking to and Waiting at the Bus Stop**

1. Students should not arrive at the bus stop more than 10 minutes before the time of the bus's usual arrival.
2. Younger children who are not attending school should not come to the bus stop.
3. If possible, students should avoid crossing streets.
4. Whenever a student must cross a street, they should look both ways and cross only if no moving vehicles are approaching from either direction.
5. Students should not trespass, litter or damage private property.
6. Students should avoid standing or playing in the road.
7. Students should keep books, lunch pails, musical instruments or other items out of road.
8. Students should not throw snowballs, stones, or other items at the bus, passing vehicles, or other students.
9. Students should not crowd into the road as the bus arrives.

### **As the Bus Approaches**

1. Line up at least 6 feet off the road
2. Do not approach the bus until it has stopped and the driver has opened the door.
3. When getting on the bus, cross the road 10 feet in front of the bus (never in back), and wait to be signaled to do so by the driver.
4. At school dismissal time, go immediately to your bus. Students who miss their bus should immediately report back to the Principal's Office. The bus may not return to board students once departure from the school has begun.
5. Get on the bus quickly, in an orderly fashion, and be seated at once (unless seats are not available.)
6. If seats are not available, go to the back of the bus, remain standing in the middle aisle, and grasp the seat back firmly before the bus begins to move.
7. Listen carefully and obey any directions issued by the bus driver.



8. Remain seated on the bus until arrival at your destination.
9. Bus personnel may, at any time it is necessary, assign seats. Bus routes are established, in part, on the basis of 3 riders to a seat.
10. Do not board the bus with any object that cannot be held on your lap or between your knees. Do not bring objects on the bus which are potentially dangerous or distracting to other students or the driver.

### **Riding the Bus**

1. Stay in your seat while the bus is in motion. It is appropriate for 3 to sit in each seat, being careful not to block the aisle. (17NYCRR 720.4C 1a) NYS Department of Transportation Regulation.
2. Listen carefully and obey any directions of the bus driver.
3. No profanity, loud talking, horseplay, or behavior that might divert the bus driver's attention.
4. Keep the bus clean and care for bus equipment. Emergency doors and windows, as well as other bus equipment, are to be used only when appropriate. Throwing material objects about in or out of the buses will not be permitted.
5. No live animals are allowed on the bus.
6. Hold large packages and instrument cases while on the bus. Do not leave them in front of the bus or in the aisle.
7. Please identify yourself upon request and comply with all requests by the driver.
8. No illegal or controlled substances will be allowed or used on the bus. Items will be confiscated and immediately reported to the principal.
9. Please, NO eating on the bus. (Refer to bus regulations page)

### **Prohibited Objects Include, But Are Not Limited To the Following:**

1. Glass objects and aerosol cans
2. Flammable materials or liquids that may be explosive.
3. Knives, bow and arrows, or any other object that may be conceived as a weapon.
4. Live animals.



5. Oversized objects.
6. You are not permitted to use radios, tape recorders, CD players, cell phones, or electronic games without permission of the bus driver.

**Sit quietly, face forward, and remain seated until the bus stops. Do not change seats unless directed by the driver.**

#### **Unloading the Bus (8NYCRR 156.3 f4)**

When getting off the bus, cross the road 10 feet in front of the bus (never in back), and wait to be signaled to do so by the bus driver. Stop at the center of the roadway and look both ways before proceeding.

Remain seated until the bus comes to a complete stop and the driver has opened the door. Leave the bus quickly and in a courteous manner.

Get on and off the bus at your regular designated stop. A written request from your parent or guardian to the principal must be presented before you may be allowed to get off at any other stop, or to ride other than your designated bus.

Observe all safety precautions as you travel from your bus stop to your home.

#### **Discipline**

Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver is sufficient reason for a pupil to be denied transportation on a school bus. The school district may deny students bus transportation if these safety guidelines are violated.

*Parents and guardians still have the legal responsibility to have their children attend school and must assume transportation responsibilities if the student is suspended from school bus transportation.*

#### **BOCES Bus**

If a student is suspended from morning and afternoon buses, he/she will still be allowed to ride the BOCES bus. If a student is suspended from the BOCES bus, the nature of the incident will determine if he/she is also suspended from the morning and afternoon buses.

#### **Academics - After School Bus**

The bus departs at 4:00 PM. Students who require transportation home after academic remediation must have a bus pass to ride. Other students who are staying after school to work independently with teachers, or are in after school detention, will receive a bus pass. All other students will be unable to ride the bus unless approved by the principal.



## **Sports Buses**

If a student athlete is suspended from regular morning and afternoon buses, he/she will still be allowed to ride the bus.

## **Field Trips**

1. Chaperones should discuss their seating arrangements with the driver.
2. Chaperones should report promptly to the bus driver any damage done to the bus. Persons causing damage will be expected to cover the full cost of repairs.
3. Bus rules for morning and afternoon buses apply.
4. The chaperone and bus personnel have a mutual responsibility to report any infractions to the principal and transportation supervisor.
5. Use or possession of alcohol or controlled substances is prohibited. Violators will be dealt with upon returning to school, through district discipline procedures.
6. Cheering and singing will be permitted as long as it is at a reasonable level, and not offensive to others

## **Regulations**

### **Eating on the Bus**

New York State Regulations prohibit any eating on the bus while in motion. (Section 721.21(e) Regulations of the Commissioner of the Department of Transportation.) If a group wishes to stop to eat at a restaurant, prior approval must be obtained from the supervisor of transportation, and where applicable, from the athletic director. If a group wants to pack a lunch to eat at their destination or at an alternative location along the way, they may do so with the following provisions:

1. Have prior approval with the supervisor of transportation, building principal, and/or athletic director.
2. No glass containers will be allowed on the bus. Baggage compartment located under the bus.
3. Food packed in coolers or boxes will be transported in the baggage compartment located under the bus.



4. If more than one bus is on the trip, they will all stop, or come directly home.

If food and/or beverages are to be eaten on the bus (only when the bus is parked off the road), the transportation request should include a request for such permission and be approved by the transportation supervisor.

Students are responsible for cleaning the bus of all food, beverages, and containers. Chaperones, coaches, and teachers are responsible for ensuring that students clean the bus.

Destruction or damage to a school bus or student property could result in suspension of bus privileges and restitution for damages.

#### **Use of Video Cameras on School Buses**

Video cameras will be used on school buses to monitor student behavior, in accordance with Board of Education Policy.

#### **NEED HELP WITH:**

Academic remediation  
Accident report  
Activity calendar  
Athletic eligibility

#### **SEE THE FOLLOWING PERSON / OFFICE:**

Mrs. Potter, School Counselor's Office  
Mrs. Klein, Health Office  
Principal's Office  
Mr. Gill



Attendance	Principal's Office
Bus information	Mrs. Moline, School Counselor's Office
Change of address	Mrs. Moline, School Counselor's Office
College information	Mrs. Potter, School Counselor's Office
College recommendation	Mrs. Potter, School Counselor's Office
Course work	Guidance / Teacher / Resource
Driver education	School Counselor's Office / Mr. Owen
Financial aid / scholarships	School Counselor's Office
Grade questions	Teacher / Mrs. Potter
Homework (extended illness)	School Counselor's Office
Honor Roll	School Counselor's Office
Injury	Mrs. Klein, Health Office
Insurance (health)	Business Office
Locker problems	Mrs. Roeske, Principal's Office
Lost and found	ISS Room
Lost textbooks	Teacher
Make-up tests	Teacher / School Counselor's Office
National Honor Society	
Requirements for graduation	Mrs. Potter, School Counselor's Office
Student council	Mrs. Brewster
Summer school information	School Counselor's Office
Textbook fines	Principal's Office
Theft report	Principal's Office
Transcripts	School Counselor's Office
Transferring schools	Mrs. Potter, School Counselor's Office
Visitor's pass	Principal's Office
Work permits	Mrs. Moline, School Counselor's Office
ANY SCHOOL-RELATED PROBLEM	Teacher / Counselor / Principal







**Andover Central School**  
**Acceptable Use Agreement**

**Please sign and return to the Principal's office if you DO NOT CONSENT TO YOUR CHILD HAVING A SCHOOL ACCOUNT AND USE OF SCHOOL COMPUTERS.**

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Child's name and grade: \_\_\_\_\_

**Please sign and return to the Principal's office if you DO NOT CONSENT TO YOUR CHILD HAVING THEIR PHOTOGRAPH ON THE SCHOOL WEBSITE OR OTHER SCHOOL SOCIAL MEDIA SITES.**

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Child's name and grade: \_\_\_\_\_

**Please sign and return to the Principal's office if you DO NOT CONSENT TO YOUR CHILD HAVING THEIR PHOTOGRAPH IN THE SCHOOL NEWSLETTER**

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Child's name and grade: \_\_\_\_\_