

COOPERSTOWN CENTRAL SCHOOL DISTRICT



2021-2022 *Student Handbook*

Name _____

Grade _____ Period 1 Teacher _____

ALL STUDENTS MUST READ THE FOLLOWING INFORMATION THOROUGHLY AND ADHERE TO THE GUIDELINES AS STATED. SHOULD YOU HAVE QUESTIONS CONCERNING ANY OF THE RULES ON THE FOLLOWING PAGES YOU SHOULD IMMEDIATELY CONTACT AN ADMINISTRATOR FOR A COMPLETE EXPLANATION.

Introduction

The objective of this handbook is to promote and provide clarity around expectations for responsible student behaviors through a Code of Conduct. The Board of Education acknowledges its responsibility to protect the educational quality, character, and climate of the District, and accordingly, delegates to the Superintendent the responsibility for assuring the implementation of a Code of Conduct for the maintenance of order on school property (including all school functions and school transportation). The information in this document shall govern the conduct of students; in turn, the conduct of all, other school personnel and visitors is addressed through other appropriate documents.

The Board provides for the enforcement of such Code of Conduct, which has been a collaborative effort involving students, teachers, administrators, parent organizations, school safety personnel, and other personnel. The District Code of Conduct incorporates, at a minimum, those components addressed in lease and enumerated in policy #3410 - - Code of Conduct on School Property.

Specific components may vary as appropriate to student, age, building level, and educational need. The Code of Conduct prescribes to a model of progressive discipline, and assumes the District's responsibility of education, prevention, regulation, and intervention of the behaviors of students. Making amends and helping students to behave appropriately and responsibly promotes the safety and well-being of everyone and takes everyone's cooperation and willing collaboration. Ultimately, the goal is a school climate that everyone can feel good about. Students, parents, and school personnel are responsible for knowing the information within this handbook; the Principal holds the responsibility to educate students, parents, and staff and has the critical role of decision-maker and enforcer of the policy at the JSHS.

This handbook has been prepared to assist you. Its pages contain definitions, expectations, and regulations for you in your role of student/scholar. The information that it contains will make your years at Cooperstown Central School District productive and enjoyable. The Cooperstown Central School District Board of Education continually reviews the relevance of its adopted policies, and each student must be knowledgeable of the particular policies that apply to their work as a student.

The Cooperstown Central School District

Mission Statement

“The Cooperstown Central School District is a collaborative partnership of all home, school, and community stakeholders founded on trust. The District will provide a caring environment in which important and meaningful learning opportunities motivate our students to aspire to excellence. Active curiosity, compassion and positivity are critical elements of effective teaching and learning. Our unified mindset is one that promotes the ideals of ownership and continuous improvement.”

Vision Statement

The District will be a regional and national model school district for educational excellence for all students in a rural community.

District Enduring Goals 2021-2022

- District Goal #1:** Improve measurable student achievement K-12 within a pervasive data-informed culture, using highly effective instructional systems designed and evaluated to create an optimal learning environment dedicated to continuous improvement.
- District Goal #2:** Promote and support responsibility, accountability and stewardship in students so that sustained, high levels of learning are expected and attained throughout District programs.
- District Goal #3:** Uphold a culture of mutual respect and appreciation of diversity in a caring and compassionate learning environment, inclusive of differences such as socio-economic status, learning ability, and statute-protected status.
- District Goal #4:** Expose students to learning opportunities within and beyond the walls of Cooperstown CSD and its community; expect students to learn and demonstrate important social competencies.
- District Goal #5:** Make social and emotional learning a priority and actively support the rigorous pursuit of personal wellness for all students.
- District Goal #6:** Hire, develop, supervise, and evaluate a community of highly effective and collaborative faculty, administration and staff so that they can excel at their job responsibilities to meet the learning needs of students.
- District Goal #7:** Develop, procure, maintain and improve resources (facilities, equipment, technology, materials and supplies) with sustainability in mind so that we can meet the relevant learning needs of students with intent to the future.
- District Goal #8:** Prepare fiscally sound and responsible budget that addresses the needs of students and the concerns of taxpayers while exploring alternative funding sources.
- District Goal #9:** To pursue and improve external and internal District relations, transparency and communication with our various stakeholder groups and partners.

BELL SCHEDULE

7:45 Staff arrive

7:50 Students may enter the cafeteria

7:55 Welcome Bell (students can leave the cafeteria/enter the building)

7:59 Reminder Bell

Bell Schedule		
Period 1	8:00 a.m.	8:42 a.m.
Period 2	8:45 a.m.	9:27 a.m.
Period 3	9:30 a.m.	10:12 a.m.
Period 4 (Lunch)	10:15 a.m.	10:57 a.m.
Period 5 (Lunch)	11:00 a.m.	11:42 a.m.
Period 6 (Lunch)	11:45 a.m.	12:27 p.m.
Period 7	12:30 p.m.	1:12 p.m.
Period 8	1:15 p.m.	1:57 p.m.
Period 9	2:00 p.m.	2:42 p.m.

DAILY SCHEDULE

	Start/Depart	End/Return
Classes	8:00 a.m.	2:42 p.m.
BOCES A.M. (Seniors) & New Visions—Engineering	8:10 a.m.	11:50 a.m.
New Visions—Medical	8:45 a.m.	1:45 p.m.
BOCES P.M. (Juniors)	11:10 a.m.	2:40 p.m.

ASSEMBLY PROCEDURES

All students are expected to attend assemblies. Students are not allowed to leave the building during the assemblies. Violations may result in a student losing all assembly privileges and being kept in the office during each assembly. Assemblies will be scheduled during different class periods throughout the year. A few assemblies will run over one class period; however, every effort will be made to prevent this interruption in the day.

Any group or activity must request a date and time for an assembly through the Principal's office. This should be done at least one month in advance and the date will be placed on the monthly calendar.

When an assembly is planned for a particular period, all students will be called over the P.A. to the gymnasium or auditorium. They will report from their respective classes. For the purpose of order, we will ask the following classes to sit in the following sections for whole school assemblies:

- **7th Graders** – back of right section facing the stage
- **8th Graders** – back of left section facing stage
- **Freshmen** – middle back section facing stage
- **Sophomore** – right side section facing stage
- **Juniors** – left section front facing stage
- **Seniors** – middle section front facing stage

The Principal will introduce and dismiss assembly programs. Assembly dismissals will be orderly. If any student is loud or acts in a disrespectful manner during an assembly, he/she will be dismissed immediately from the assembly and placed in the office. He/she may lose assembly privileges for the remainder of the year. Students will be called to the auditorium by class starting with seniors first.

Faculty members will be assigned to the three auditorium sections for the purpose of supervision.

TITLE IX DECLARATION

The Cooperstown Central School district does not discriminate on the basis of sex, race, color, national origin, or handicap. Grievance procedures which provide for the prompt and equitable resolution of complaints alleging discrimination based upon sex or handicap and appropriate forms for filing such grievances are available in the Superintendent's office. This declaration refers to and includes all vocational education opportunities.

The Title IX Compliance Officer is Superintendent Sarah Spross. This official will provide information, including complaint procedures to any student who feels that his or her rights, under Title IX may have been violated by the District or its officials.

SEXUAL HARASSMENT

The Board of Education of the Cooperstown Central School district believes that its employees, students, and others associated with our District have the absolute right to be free from sexual harassment at all times while performing duties on behalf of the District. This freedom is an inherent part of each employee's and students civil rights.

Sexual harassment is defined as including "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive working or educational environment.

Any action, behavior, words or overt attitude as described above or which might otherwise be reasonably regarded as sexual harassment is strictly prohibited. Any employee, student or other person associated with the District who feels that he or she has been subjected to any activity as described above should report the incident immediately to the Title IX Coordinator* for investigation and action. In the case of a student, he/she may seek assistance in reporting the incident from another trusted individual. If the Title IX Coordinator is involved in the activity, the violation should be reported immediately to the Board of Education for investigation and appropriate action. Any investigation will be conducted by both a male and female designated by the Superintendent. Complaints can be made without fear of reprisal, and all resulting investigations will be kept strictly confidential. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual harassment will ensure that an investigation is promptly commenced by appropriate individuals.

Board Policy #7551 shall be included in the District Calendar and posted on www.cooperstowncs.org appropriate places.

*The current Title IX Coordinator is Sarah Spross, Superintendent of Schools.

PROCEDURES FOR WRITTEN EXCUSES

For parents who wish to understand the differences between legal absences and illegal absences, the following guide may be helpful:

Legal

- Sickness
- Sickness or death in family
- Impassable roads or weather
- Religious observance
- Quarantine
- Doctor or Dentist appointment
- Required to be in court
- Attendance at health clinic
- Approved cooperative work program
- Approved college visit
- Military obligation

Illegal

- Unlawful detention
- Oversleeping
- Truancy
- Missing the bus

Unlawful Detention

When a student is absent, with the knowledge and consent of his/her parent for other than legal reasons and/or the absence is stated or implied; this action is considered an illegal absence.

Truant

A child is expected to be in school and who does not attend for other than lawful reasons is truant.

Please reference the Cooperstown Central School District Attendance Implementation Plan for additional procedures relating to absences.

P.A. ANNOUNCEMENTS

Special announcements and bulletins are read every morning at approximately 8:00 a.m.

The Principal reserves the right to limit the P.A. announcements to minimize disruptions to classes during the academic school day.

Any announcements to be made over the P.A. must meet the following requirements:

- All announcements must be submitted electronically with the PA form prior to 7:45 am.
- Any announcement, if it is to be read, must be completed by a teacher, coach, or advisor.
- When a P.A. announcement is to be read, designate on the form whether it is to be read during the morning or afternoon.

PASSES

At the beginning of each school year, students are given an Student Handbook. The back section titled “Hall Passes” will be used when a student leaves a room for any reason, including use of the bathroom. All staff will maintain a sign out log for each class period.

VISITOR POLICY

All visitors to Cooperstown Junior-Senior High School are required to sign in at the front desk and wear a Visitor sticker.

SUSPENSION POLICY

Please refer to the Code of Conduct on the Cooperstown Central School Website as well as the Student Handbook.

While on suspension, a student will not be allowed to attend school functions, which includes, but not limited to, concerts, club meetings, sports practices, or sports contests.

While a student is on suspension, he/she will be responsible for making up all homework assignments and/or tests or quizzes. If a student is suspended, tutoring will be provided.

HALL CONDUCT

Our school program is in continuous session from 8:00 a.m. until the close of afternoon session at 2:42 p.m. Classes will be in session during the lunch hours throughout the building. Students are asked not to sit or stand in the halls once the bell has rung. Students should be in classes, a study hall, the library, or the cafeteria.

HALLWAY LOCKERS

All students in grades 7-12 are issued a locker and a combination by their 1st period teacher during the first few days of school. Students are to keep their locker and their combination to themselves. It is the expectation that this new property is treated with respect. There are no excuses for vandalism or theft of property. Keep lockers locked at all times.

AFTERNOON DISMISSAL

All students will be dismissed at 2:42 p.m. To ensure everyone's safety, students must not walk between buses parked in the circle.

CARD PLAYING POLICY

There will be no card playing of any kind in study halls.

ALCOHOL, TOBACCO, VAPING PRODUCTS, DRUGS, AND OTHER SUBSTANCES

Students are not allowed to use or possess drugs, alcohol and/or smoking materials on school property. This includes all forms of tobacco and vaping paraphernalia.

RULES GOVERNING THE WEARING OF HATS

As part of the school's responsibility to maintain order and provide a conducive learning environment, students are required to refrain from wearing hats while in the building. Violations of this procedure will result in disciplinary action.

PHONES

If a phone is seen by faculty/staff, other than during a lunch period, it is taken and turned into the office for the rest of the academic day. See the code of conduct for further information.

LUNCH PROCEDURES

Cafeteria Procedure

Students should proceed to the main door of the kitchen (in the hallway at the left of auditorium) and go through the counter line for lunch, then to the cafeteria. No students are to enter the serving area of the cafeteria from the seating area side.

Cafeteria Conduct

This is, in essence, a dining hall and should be treated as such. Tables and floors are to be left clean and attractive. Return trays, plates, and silverware to the cleaning area. Socially unacceptable conduct will be addressed by the Principal.

Phones During Lunch

Phone use is allowed in the cafeteria during lunch time only.

Students are not allowed to sit in their cars or drive home for lunch. The parking lot is off limits during the school day.

All afternoon BOCES students will leave for BOCES at 11:10 a.m. They will eat in the cafeteria from 10:50-11:10 a.m. All morning BOCES students will eat from 11:50 a.m.-12:03 p.m.

The following rules concerning the lunch hour will be strictly enforced:

- Any student who throws food or causes a major disturbance in the cafeteria will lose cafeteria privileges and will receive 1 day in lunch suspension.
- 9-12th grade students may not be in the academic halls during their lunch periods without specific permission. Student violators may be assigned to lunch detention for a specified period of time.
- Food or drink is allowed in the classroom, only with teacher permission.
- This is in effect from 8:00 a.m.-2:42 p.m.

STUDENT OPTIONS DURING THE SENIOR HIGH LUNCH PERIOD

- The gym, gym lobby, and locker rooms will not be open during periods.
- Students are allowed in the library during the period if they have reference work and a pre- signed pass.
- The corridors are off limits to all students.

STUDENT PARKING AND USE OF PARKING LOT

All students who wish to park on school property must adhere to the following regulations:

- A car registration form must be completed by each student seeking a parking privilege. Registration form is obtained from the Main Office.
- The form must be completely filled out and the information accurate and updated. Each time a student drives a different car, a new registration form must be completed.
- A parking pass will be given to students after registration is turned into the Main Office. Please display this on the dashboard during school hours. For your safety, do not drive with the pass on display.
- All students must park in the North parking lot. All other areas, including the circle and the East parking lot and bus garage area are off limits. Parking on curbs or any lawn area is forbidden.
- Once the North parking lot is full, the overflow may park in the lot nearest to the softball field.
- Reckless driving or driving at an imprudent speed is forbidden on school property.
- The North parking lot is to be kept free of student loitering between 8:00 a.m. and 3:00 p.m. Monday through Friday.
- Under no circumstances is a student to leave school, during their lunch, in his/her vehicle. Written notes to leave will not be accepted unless they are approved by the Principal.
- All of the above procedures apply to all motorized vehicles including motorcycles and motorbikes.
- Refer to the Code of Conduct for consequences if any of the above guidelines are not followed.

SENIOR PRIVILEGES

Throughout the year, the following privileges are granted to seniors only:

- Seniors will be the first class called to all appropriate assembly programs.
- Starting on the first Monday in September all seniors who have a study hall throughout the day may be excused from their study hall to report to the courtyard outside the cafeteria.
- Senior privileges will be in effect as weather permits. During the winter months, seniors will remain in study halls. In order to avoid confusion, the Principal will inform seniors and study hall monitors when seasonal changes will be made.

Seniors must report to their study halls at the beginning of each period and sign back in at the end of each period. Students must adhere to our bell schedule. Tardiness at either end of the period is not acceptable. Violations of this policy will result in loss of privilege, as follows:

- 1st violation – warning;
- 2nd violation – two weeks.

Seniors must remain in the senior privilege assigned area (cafeteria courtyard only). Failure to observe these guidelines will result in the following:

- 1st violation – warning;
- 2nd violation – loss of privilege.

Seniors who are on the progress report list for any reason are not extended this privilege. This includes all progress report generated by the interim and quarterly reports. It is the responsibility of the study hall monitor to check progress lists and enforce this provision.

Senior behavior, while outside, must be socially acceptable, and comply with school rules. If not, the principal will revoke the privilege. For example: Classes in session must not be disturbed.

- 1st violation – warning;
- 2nd violation – loss of privilege for the entire year.

Senior lunch privilege allows students to sign out to the courtyard or pit area.

ATTENDANCE REQUIREMENT FOR SENIORS SPEAKING AT COMMENCEMENT

In order for graduating seniors to be selected as commencement speakers, they must have completed their final three years of high school at Cooperstown Central School.

SENIOR TRIP ELIGIBILITY

All seniors who wish to participate for the senior trip must:

- Earn the required number of participation points as determined by each class president during their full four years of high school at Cooperstown; or
- (For students who are not in attendance at Cooperstown all four years), they must earn the required point totals through participation in all established Junior and Senior class fundraising activities.

LIBRARY PROCEDURES

- Students may sign out books for 2 weeks. Magazines may not be signed out.
- Students need a pre-signed pass from the library staff to go to the library. Students must remain in the library for the duration of the period, and they must have work to do while they are in the library.
- Students must sign into the library at the front desk.

- A list of passwords is available from the library staff for the online databases. The online databases have full-text periodicals, reference materials, and photographs. These are an excellent resource for any research.
- The library opens at 8:00 a.m.

LOST AND FOUND

Located in the Maintenance Area. All articles lost and returned may be secured here upon identification.

LOST, STOLEN OR DAMAGED TEXTBOOKS

Students will be billed at the end of the year for damaged or lost textbooks. Final report cards may not be issued until remuneration is received in the high school office.

EXTRA-CURRICULAR ACTIVITIES

Please note: In order to participate in a sports activity on any given day a student must be a participant in their Physical Education class on that day. (There is an exception for a legal excuse).

CLUBS

If you are interested in joining a particular club or finding out more about the club, please consult the advisor as soon as possible.

- Clubs are encouraged to meet after school at 3pm.
- Any fundraising activity must be submitted to the High School Student Council to determine whether any conflicts exist. It will then need to be approved by the Principal.

HIGH SCHOOL STUDENT COUNCIL

The Student Council represents the official governing body of the students and is their most important extra-curricular activity. It will act in close conjunction with the Principal's office and is vested with the following powers:

- To present awards
- To investigate matters of concern to the student body
- To organize elections within the school
- To appoint standing committees

Any senior high school student wishing to run for a Student Council office must have his/her election speech written and approved by the Principal one week prior to the scheduled election.

SUNDAY ACTIVITIES

Sunday building activities are prohibited. Only with special considerations and by appeal to the Superintendent, will this prohibition be overruled.

RUNNING IN THE HALLS

All running or jogging in the corridors must be approved by the Principal. This procedure is in effect for the whole school year and applies to any extra-curricular activity or athletic program that requires this type of activity.

ACCIDENTS AND SCHOOL INSURANCE

Any accident should be reported immediately to the nurse, or an administrator, or teacher using the Student Accident Report Form. Any accident reported later than 30 days will not be covered under the school insurance program. The school district provides insurance for members of our student body who are injured while participating in school activities. It is important for parents to know the extent of this coverage.

When a student is injured, the first step is for the parents' insurance company to pay the bill. If there is a balance, the school insurance policy may or may not pay the remaining amount of the bill. It is possible that it may have to be paid directly by the parent. School insurance does not pay the full amount of every bill, nor is it intended to do so.

LOCKER ROOM SECURITY

All students involved in an interscholastic sport and/or physical education have access to a locked individual locker. All personal valuables must be locked inside at all times. The school maintains no responsibility for damaged or stolen valuables.

STUDENT RESPONSIBILITIES AT AWAY AND HOME ATHLETIC CONTESTS

There will be no smoking or drinking at any home or away athletic contests during the school year. Tobacco, vaping products and alcohol are forbidden on school property. Good conduct is expected of all students during all athletic contests. Disruptive behavior and/or poor sportsmanship toward referees and opposing teams, coaches and fans will not be tolerated. Violators will be removed and may be prohibited from attending further activities during the school year.

Refreshments will be served at home basketball games. No food or drink will be allowed in the gym.

Also, the following procedures are in force for students who attend away school activities on a school bus:

- During away activities, our students are not to leave the school building in which the activity is being conducted.
- All students who ride a school bus to an activity will return to our school on the bus. Exceptions may be considered by the faculty chaperone only. Only parents can take their children from an away activity if that child rode a bus to the activity
- No food or drinks are to be brought into a visiting school's building.
- No abusive or profane language is to be used while attending an activity.
- No fighting or physical contact is allowed.

FIRE DRILLS AND LOCKDOWNS

New York State Law requires that a certain number of fire drills lockdowns be held during the school year. The purpose of such drills is for student safety and your cooperation is greatly desired. It is not the function of fire drills to see how rapidly the building can be emptied, but rather to become proficient in emptying the building quietly and efficiently under simulated conditions. Specific fire drill and lockdown instructions are not contained in this handbook; they will be reviewed the first day of school with your homeroom and classroom teachers. Thereafter, a complete copy of the regulations will be posted on each classroom bulletin board.

BUS REGULATIONS

- Be careful in approaching bus stops; walk on left toward oncoming traffic; cross the road only after bus driver has signaled that it is safe to do so.
- Be on time for your bus. Help keep the bus on schedule. The driver cannot wait for a late arrival and still maintain his/her schedule.
- Reach assigned seat in bus without disturbing or crowding other pupils. Please remain seated while the bus is moving.
- Obey the driver promptly and cheerfully; realize that he/she has a big responsibility and that it is the duty of everyone to help. The driver is in charge of the bus, just as a teacher is in charge of the classroom.
- Help keep the bus clean and sanitary. Throwing food, paper and refuse on the floor or out the window is a bad habit. Please do not do it.
- Remember that loud talking or laughing or unnecessary confusion diverts the attention of the driver and may result in a serious accident.
- Keep all body parts inside the bus at all times. Windows are for light and ventilation.
- Be courteous to fellow pupils and bus driver. Remember we are all working together for safety.
- Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., is often unnecessary and always costly.
- Remain seated until your bus stops to unload. Wait for signal from the driver then cross the road in front of the bus.
- Report immediately to your bus at dismissal. If you plan to ride on a different bus for either trip, report to the school office for permission. The school office will report this to your driver. All permission requests must be from the parent or guardian in writing and signed by the Principal.
- When your bus arrives in the morning, you are expected to report to your homeroom immediately. If your bus is late, sign in at the front desk before going to your class.
- No student shall be allowed to leave or enter a bus at any stop except those that are established unless the bus driver is notified in writing by the principal. Such requests for permission must be presented in writing to the school office. These requests shall be kept on file in the school office. Parents or guardians may take their children from the bus by request in person at any designated bus stop. Bus drivers are prohibited from making stops except those established on their regular route.
- No bus will drop off any student at an unscheduled stop unless the student presents a signed parental note authorizing their child to get off at the unscheduled stop. If no note is presented, all students will be dropped off at the Junior-Senior High School where parents will be expected to pick them up. This procedure applies to all athletic and extracurricular trips.
- Please refer to the “Code of Conduct” for further bus regulations.

SCHOOL RULES PERTAINING TO USE OF BICYCLES ON SCHOOL PROPERTY

- Bicycles may be ridden to school during the appropriate seasons. Because of the danger, students are not to ride bicycles to school during the winter months.
- Any student may ride a bicycle to school. Bicycles do not have to be registered in the main office.
- All bicycles must be parked in the bicycle rack. They are not to be parked in any other area on school property. Violations of this rule will result in loss of privilege to ride the bicycle to school.

- All bicycles, when parked at the bicycle rack, must be locked at all times with the owner's lock, which is not provided.
- Unauthorized use of a bicycle or part of a bicycle by anyone, except the owner, will result in the immediate suspension of the student involved. It is also strongly recommended that students not lend their bicycles to other students.
- All students taking a bicycle unit for Physical Education credit must wear an approved biking helmet in order to participate in the class activity.
- New York State requires everyone under the age of 14 to wear a helmet. CCS high recommends all bicyclists to wear a helmet, while riding.

DRESS CODE

Students will maintain personal attire and grooming standards that promote safety, health, and modesty, and are not disruptive to the educational environment. We recognize the choice of attire and grooming are matters of personal taste. We require that students appear at school clothed and groomed in an appropriate manner that will enable us to maintain an atmosphere that is conducive for learning.

Any article of clothing or manner of style or make-up determined by the administration to be disruptive to the learning environment or hazardous to the health and safety of the student(s), or teaching, shall not be allowed.

1. STUDENT DRESS

- Articles of clothing worn to cover the torso will overlap the top of pants and skirts at all times. Clothes not permitted to reveal chest or midriff when the student is seated, leans forward, or when the student raises their arms. Faculty and staff will check for dress compliance each day.
- Low slung pants are not permitted.
- Clothing with holes, rips, or tears are not permitted in "inappropriate" places ("e.g." crotch, seat, "etc.").
- Shorts will be worn with discretion.
- All bulky winter coats and jackets will be removed and put in the student's locker upon arrival at school (caveat: emergency temperature changes or illness). Students will not wear or carry these clothing articles with them during the day.

2. OTHER GENERAL REQUIREMENTS

- All clothing should be clean and in good repair.
- Head coverings are not permitted (exceptions may be made for traditionally recognized religious observation and or medical reason), unless a sporting event or extra-curricular activity, this includes hats, do rags, hoods, sweatbands, stockings, "etc." Students may not have in their possession a hat or headwear during the school day. These should be placed in lockers upon arrival at school. Hooded sweatshirts may be worn as long as the hood is not worn on the head.
- Industrial or pet chains or collars around the neck, wrists, or waist or chains attached to wallets or belts are not permitted.
- Clothing that displays the names or advertisements of drugs, alcohol, or tobacco products, profane, vulgar, violent, illegal, immoral, hate messages, or sexual innuendo is prohibited. Examples of some inappropriate displays include, but are not limited to the following: sexual innuendos - Hooters, Big Johnson, Coed Naked. Hate symbols - Nazi emblems, KKK, etc. Illegal activities - e.g., "Drink till you drop - the more I drink, the better you look".

- e. Accessories will not disrupt the educational process or draw undue attention to the individual. They will be free of offensive or suggestive words or graphics, and contain no references to drugs, alcohol, tobacco, illegal substances or activities.
- f. Footwear will be worn at all times.
- g. Gang paraphernalia is not permitted in school.
- h. Sunglasses may not be worn or visible at any time during the day.
- i. Spirit group uniforms worn to attend class will meet all dress code requirements.

CCS DANCES ARE FOR THE BENEFIT OF STUDENTS & PRE-APPROVED GUESTS ONLY

- No student below the 7th grade is permitted to attend.
- Guests must have a signed dance pass – the guest and parent/guardian signatures are required.
- Prom guests must be in high school or can be a CCS graduate within 2 years from their graduation date.
- No guest over the age of 20 years will be admitted without prior administrative approval.
- No one can leave the building and expect to return to the dance.
- Students under the influence of alcohol and drugs are not allowed to attend.
- Prom is a formal occasion. Tasteful, appropriate dress must be worn to Prom. This includes no shorts, no jeans, no sneakers (shoes must be worn); ties are required for gentleman.
- Photo identification may be required to be admitted at the door.
- All other school rules will apply.

DANCE RULES AND DISCIPLINARY ACTIONS

Important Note!

- It is a privilege to attend dances, and therefore the privilege can be revoked. At any time, it is within the responsibility of the faculty chaperone, to decide whether or not a student has violated one or more of the stated rules.
- Also, no warning will be given on any rule violation. Disciplinary action will be applied to everyone without prejudice. Disciplinary actions are as stated in your “Code of Conduct.”
- Upon entering the cafeteria/gym lobby, all students and guests will be asked to deposit all outside clothing – jackets, hats, etc., in a central location inside the cafeteria/gym door. This area will be supervised by a chaperone. At the end of the dance or whenever the student wishes to leave, they can pick up their clothing and leave school property. This area is off limits during the time that the student is in the dance. All students are warned not to bring valuables or large amounts of money to the dance.
- Both locker rooms and the high school corridors will be locked at all times. Under no circumstances are students to be in these areas.
- Students will enter and exit the building through the gym lobby doors only or the school main entrance. Students are not to enter the dance through any other entrances.
- During the dances the tunnel area by the boy’s locker room and wrestling room area are off limits. In addition, students are not to loiter in the main gym lobby.
- Dance hours generally are from 6:00 p.m. – 9:00 p.m. Exceptions would be considered. Students are not to arrive at the dance prior to 5:45 p.m. and are expected to leave school property by 9:15 p.m.
- Loitering in the parking lot, outside the school building, in cars, or anywhere on school property is not acceptable.

- Once students leave the dance of their own accord they will not be allowed to return under any circumstances. Also, once they leave the building, they must immediately leave school property.

RULES AND REGULATIONS THAT PERTAIN TO SCHOOL DANCES

- Several faculty members (including an administrator) will be chaperoning at all times during the hours that the dance is being conducted.
- At least one male and one female faculty chaperone must be present at all times.
- Parents may be asked to chaperone at high school dances.
- It is the responsibility of the faculty chaperone to make decisions that pertain to all student related problems. Parent chaperones should refer student problems to faculty chaperones.
- Faculty chaperones may be recruited from either the Junior-Senior High School or the Elementary School.
- Faculty chaperones are granted full authority in making decisions about students who violate school dance rules. This includes calling the Otsego Co. Sheriff's Office.
- A Cooperstown student may bring one outside guest to the dance by picking up a guest pass in the main office one week before the scheduled date of the dance. This pass must be presented at the door on the night of the dance before the guest will be admitted. If the pass is not presented the guest will not be admitted (See the guest pass for the rules pertaining to host/guest behavior).

STUDENT SELECTION PROCEDURES FOR SUMMER DRIVER EDUCATION PROGRAM

If Driver Education is offered, students who apply for the Cooperstown Driver Education Program will be admitted into the program based upon the following selection process. All students who live in the district and attend Cooperstown High School will be given priority. They will be signed up on a first come-first serve basis. After the above group is signed up, the following group will be given priority: Any student who attends school other than Cooperstown, but whose parents maintain a residence in the Cooperstown School District and pay school taxes in Cooperstown.

COUNSELING

In order to better serve our students in their social and emotional wellness, as well as prepare them for careers and/or college after high school, the Counseling Office will transition to a grade level specific model. Please note the counselor assigned to your student(s) in the Junior/Senior High School:

Service Provider	Responsibility
Ms. Taylor Biro	7th and 8th Grade Students
Mrs. Katie Baldo	9-12 Last Name A-K
Ms. Rachael Huntley	9-12 Last Name L-Z
Mrs. Mary Clare Roberts	School Social Worker

PROCEDURE TO BE FOLLOWED IN DETERMINING A STUDENT'S GRADE LEVEL

For all students in grades 9-12, the chief factor in determining the student's grade level is his or her status in Social Studies and English courses. The following will apply:

- A. To be considered a freshman the student must be enrolled in Global History & Geography I and English 9.
- B. To be considered a sophomore the student must be enrolled in Global History & Geography II and English 10.
- C. To be considered a junior the student must be enrolled in U.S. History & Government and English 11.
- D. To be considered a senior the student must be enrolled in Economics, Participation in Government, and English 12.

REPORT CARDS

Report cards will be issued four times during the year, every ten weeks. Every 5 weeks, progress reports will be given to all students. Students and families will access the report cards and progress reports through PowerSchool. Parents are encouraged to contact the teacher by leaving a message in the main office or through email, if there are any questions or concerns about grades or report cards. Quarterly and final report card averages do not reflect a weighted G.P.A.

PROGRESS REPORT

Any student who is failing a class will be placed on the Progress Report List. The list will be issued at the end of each 5 week (interim report) period and at the end of every marking period (quarter). Once the Progress List is issued, all students will remain on the list for a minimum of one week. Students' names can be removed from the Progress Report List by an email from the teacher. Students in good academic standing may leave study hall with a pass, but students who are on the Progress Report List will remain in to study hall unless they have written permission to work with a specific teacher.

HONOR ROLL

High School students securing an 89.5% or higher average will earn placement on the honor roll.

RANK IN CLASS

Rank in class at Cooperstown High School is determined by using a cumulative numerical accounting of each student's final course averages from grade 9 to graduation (with the exception of high school classes taken in 8th grade). Class rank is computed at the end of semesters five through eight and all final averages are included.

ADD/DROP SLIPS

When adding or dropping a course, students must obtain a drop/add form from their school counselor. The form must be signed by appropriate teachers, the student's counselor, parents, and the Principal. The form must then be returned to the counseling office to be kept on file.

The following procedure is used to drop a course:

- 1. Student schedule adjustments will be made in the spring of the previous school year.
- 2. Parents are advised not to write requests to "drop" courses. If such requests are submitted, they will not be honored. If an exceptional circumstance should arise, i.e., a serious illness or injury resulting in excessive absenteeism, or some other major problem, it will be addressed on an individual basis. Parents and students should first speak with the teacher of record.

3. If an exceptional factor occurs, the parent should call the Principal to arrange a meeting to evaluate the situation. Dropping a class, as a result of because of poor grades or personality differences, is not acceptable.

HALF-DAY AND WORKING STUDENTS

No senior high students are to leave the school building early, unless they have arranged a working schedule or half-day schedule with the counseling office. Once a student leaves the building for the day, they may not return. All students placed on a half-day schedule should sign out at the front desk before they leave. Any student leaving school temporarily (dentist, doctor, etc.) must sign out at the front desk and sign back in when they return. We must have a written permission slip from the parent at the time of sign-out. Students present a written note from their employer and permission from a parent. Final approval must be given by the Principal.

PROCEDURES INVOLVING THE USE OF INDEPENDENT STUDY

1. Juniors and seniors are given the priority to apply for an independent study.
2. Final approval of an applicant will rest with the Principal.
3. Students may be granted high school credit for their independent study.
4. The independent study contract will specify the days, each week that the student is assigned to a particular room and teacher. On days when the student is not assigned he/she will be scheduled into a study hall.
5. Application forms are to be prepared by a faculty member only, and submitted directly to the Counselor.

ADDITIONAL CLASSROOM REQUIREMENTS FOR 9-12 STUDENTS TAKING HIGH SCHOOL BAND FOR A UNIT OF CREDIT

1. Participation in the High School graduation band is to be considered a requirement of High School Band. Students not in attendance at this activity may receive a grade reduction if they are not legally excused by the Principal.
2. High school band members are required to participate as marching band students in the Memorial Day parade each year.

CRITERIA FOR ADMISSION INTO HIGH SCHOOL HONORS AND ADVANCED PLACEMENT COURSES

Any student who wishes to enroll in an Advanced Placement course (which includes English Literature, U.S. History, European History, Calculus, Biology and Environmental Science) must meet specific pre-requisites for consideration. Teachers will take into account the following criteria: class average, standardized scores, and a teacher recommendation.

Honors and Advanced Placement courses are designed for the student possessing advanced abilities in reading, writing, and analytical skills. Students are expected to complete a variety of independent academic exercises, including reading required texts, prior to the start of the school year. Highly self-motivated students with intellectual curiosity, creativity, initiative, and writing talent are encouraged to take Honors and Advanced Placement courses.

GRADING PROCEDURES

1. In grades 7 - 12, a student's final grade will be the average of the four quarterly grades and a final grade, which may be a final exam, portfolio, term paper, or project. The final grade for a semester course will be computed by doubling each of the quarter grades, adding the final exam, and dividing by five.
2. The Superintendent of Schools may delegate the Principal to grant waivers for local graduation requirements depending on the request. Regents diploma requirements cannot be waived by local authority.
3. The District utilizes a weighted grade point average for students taking courses at the grade 9-12 level.
4. Seniors who are on a half-day schedule are eligible for all scholarship programs.
5. All students who are in an approved independent study program will be given a grade at the completion of the independent study. This grade will appear on all permanent records and will be computed as part of the student's G.P.A., if it is a numerical grade.
6. All incompletes must be made up within 3 weeks after the marking period.

PRACTICES AND PROCEDURES FOR WEIGHTED GRADE POINT AVERAGE

The following constitute administrative practices and procedures for a Weighted Grade Point Average. College coursework may be weighted, pending administrative review.

A. Rationale

1. To reward students (through a weighted formula) when they are enrolled in Honors and Advanced Placement courses.
2. To encourage more students to enroll in more rigorous and challenging programs and courses throughout their high school career.

B. Utilization

1. The weighted formula will be utilized for GPA and Class Rank as it applies to high school transcripts, eligibility for National Honor Society and high school graduation with honors.

C. Weighting Formula

The specific weightings (.25 and .30) were selected to insure that, once computed, no student's average will be above 100. College admissions staffs have indicated that distorted averages are not viewed in a favorable manner.

1. All AP courses on the approved list receive a weighting of .30.
2. English 9, 10, 11, and 12 Honors, and Social Studies 9 Honors receive a weighting of .25.

D. Courses approved for special weighting

The following high school courses are weighted accordingly:

A.P. Courses weighted at .30	Honors Courses weighed at .25
English Literature	English 9H
U.S. History	English 10H
European History	English 11H
Calculus	Honors College Prep (12)
Biology	Global History & Geography 9H
Environmental Science	

E. The following example illustrates how our weighting formula is applied:

Honors	
$\frac{89 \text{ (student grade)} + 25}{125} \times 100 = 91.2$	(Rounded to 91) = 91

AP	
$\frac{89 \text{ (student grade)} + 30}{130} \times 100 = 91.54$	(Rounded to 92) = 92

AWARDING OF HIGH SCHOOL CREDIT BY EXAM

(Challenge of a Regents Exam)

A student may earn graduation credits through credit-by-exam, a procedure set forth by the New York State Education Department. If it is believed a student will benefit academically by exercising this option, he or she must complete an alternative plan for meeting the course requirements, complete a major project that is approved by the teacher and department chair for the course considered, and earn a score of 85% or above on a state-developed or state approved examination. The student must be approved prior to beginning a credit-by-exam program. Forms to challenge a course are available in the Counseling Office. This form must be completed and submitted for approval.

An approval must be granted no later than September to test for January exam, February to test for a June exam and April to test for an August Exam.

Students at Cooperstown High School may receive high school credit through a specific exam process if:

- Based on the student's past academic performance, the Superintendent of the school district or the chief administrative officer of a registered nonpublic high school, or his or her designee, determines that the student will benefit academically by exercising this alternative;
- The student achieves a score of at least 85 percent, or its equivalent as determined by the commissioner, on a state developed or state approved assessment pursuant to section 100.2(f) of this Part; (100.5 Diploma Requirements: Part 100 Regulations: EMSC:NYSED)
- The student passes an oral examination or successfully completes a special project to demonstrate proficiency in such knowledge, skills and abilities normally developed in the course but not measured by the relevant Regents examination or state approved examination if used, as determined by the Principal; and
- The student attends school, or received substantially equivalent instruction elsewhere, in accordance with section 3204(2) of the Education Law, until the age of 16, pursuant to sections 3204 and 3205 of the Education Law.

In addition, listed below are the requirements that students need to meet in order to be eligible.

1. Procedures for application:

- a. The application process must be initiated by the student with help from the appropriate teacher or school counselor.
- b. This credit option is meant to be applied to a few students in very specific situations.
- c. One or more of the eligibility criteria must be met before a student may begin the application process.
- d. Final approval or disapproval will rest with the Superintendent of Schools or his/her designated official.

2. Eligibility Criteria

A student applicant must meet one of these criteria before the application process may begin:

- a. Transfer students from out of state who cannot meet New York State graduation requirements for either a local or Regents diploma.
- b. Local students who cannot meet a local or Regents requirement due to an irresolvable scheduling conflict. A student must demonstrate exceptional ability through past academic performance in a specific curricular area.

3. Requirements

- a. Score 85% or higher on a state developed or state approved exam, and;
- b. Pass an oral exam and/or successful completion of a special project to demonstrate his or her proficiency, and;
- c. Be a student at Cooperstown Junior-Senior High School who is enrolled on a full-time basis.

Under no circumstance, will more than 1 credit be considered per application. If a student wishes to apply for additional credit, he/she may do so by submitting an additional request. A student may be awarded a maximum of 6½ units of credit.

DIPLOMA AND GRADUATION REQUIREMENTS

1. All students must earn a Regents Diploma. However, some exceptions apply to Special Education students. During their four years of high school, students must earn a minimum of 25.5 credits and pass the following five Regents exams with a score of 65 or higher: Comprehensive English, U.S. History, Global History & Geography, Integrated Algebra, and a Science. From the 25.5 required credits, the following are required core courses by subject: English, 4, Social Studies, 4, Math, 3, Science, 3, Second Language, 1, Health, .5, Physical Education, 2, Fine Arts, 1, and Freshman Seminar at .5.
2. Pleading ignorance of diploma requirements is inexcusable, as every student has access to this information every school day for four years. In addition, Counselors review this information annually with all students. It is the responsibility of the student to know their graduation requirements.
3. Please refer to our Programs of Study brochure or ask your counselor for a list of your graduation requirements.

ACCELERATED GRADUATION

The normal progression for a student to complete his/her high school program is four years. For most students, this is the most feasible arrangement considering the nature of adolescent growth and the academic requirements at each successive grade level. However, on occasion, when there are special circumstances, a student and his/her parents may feel that acceleration of graduation would be in the best interest of that student. In this event, the decision should be discussed with school authorities no later than the spring semester of the sophomore year. The intent of the school administration's position on accelerated graduation is not meant to be suppressive, but rather, to attempt to assure that acceleration is in the best interest of the student.

CLARK SCHOLARSHIP INFORMATION

The Clark Foundation considers, in addition to rank in class, a student's character, leadership, service to the community, and promise of successful college achievement. All Clark Scholarship recipients will be announced at graduation.

OTHER SCHOLARSHIPS

Cooperstown Central School is fortunate to offer many scholarships. The criteria, amounts, and deadlines vary. Counselors share this information with students.

WITHDRAWAL FROM SCHOOL

All students who withdraw from Cooperstown Central School will be required to fill out a withdrawal form and check out with their Counselor. Parental involvement and signatures are required.

NATIONAL HONOR SOCIETY

1. Membership in the NHS is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based upon outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who do not maintain these qualities may be subject to disciplinary action or even dismissal.
2. A student must maintain an overall average of at least 92.5 (weighted) in a program of study which leads to a Regents diploma. Transfer students must first complete two marking periods of study at CCS. Their grades at CCS must average at least 92.50. Their grades at CCS, when combined with those of their previous school, must also average a minimum of 92.50.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NHS they will need to complete the Student Activity Information form.
4. All members of the faculty and staff will be invited to provide input on the prospective candidates. However, no individual outside of the Faculty Council is permitted to vote in the selection process.
5. The Student Activity Information form will be reviewed by the Faculty Council, along with any other verifiable information about each candidate and his/her activities which define the candidate's leadership, service and character.
6. Candidates will be interviewed by members of the Faculty Council.
7. Selection: Candidates receiving a majority vote of the Faculty Council will be inducted into the CCS chapter of the NHS. The Faculty Council consists of five voting members appointed by the Principal. Selection to the NHS is a privilege, not a right. Students may not apply for membership in the NHS; instead, they provide information to be used by the Faculty Council to support their candidacy for membership.
8. Non selection: A candidate who is not selected by the Faculty Council will be informed of this in person by the NHS advisor. A letter will be sent home confirming this decision. The Faculty Council views non selection as a deferral with the hope that the candidate will work to improve in the specific areas of the selection criteria which were found lacking.
9. Only after any non-selected candidates are informed of the Faculty Council's decision will notification be given to those candidates who have been selected. A letter will be sent to the candidate's home address informing him/her and the parent/guardian of the good news. The time and date of the induction ceremony will be contained in the letter.
10. Since the Honor Society is a service organization, all members are required to participate in at least one individual service project during the school year.

Rule 1.		Levels of Disciplinary Action		
		Min	Grade	Max
Attendance:	Students are to attend school (including all classes) each day of the school year. Students are to report to school and all classes (study halls and advisory included) on time. Students of compulsory school age who do not attend school are in violation of the law and the students and his/her parent(s)/ guardians are subject to its penalties. Students tardy to school or classes will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and truant students. <i>(See Appendix A. Attendance Policy)</i>			
A. Tardiness:	Absent in a place of instruction at the assigned time without a valid excuse. Excessive tardiest may result in progressive discipline. Three or more tardies per quarter will result in a consequence. NOTE: Interventions need be in place before discipline is levied, i.e., parent conference, lockout, time-out, lunch detention, after-school detention, ISS.	1 1	(pk-3) (4-12)	2 2
B. Class Cutting:	Absent to report to class without proper permission, knowledge, or excuse by the school or teacher.	1 1	(pk-3) (4-12)	2 2
C. School Cutting:	Absent to report to school without prior permission, knowledge, or excuse by the school or the parent.	1 1	(pk-3) (4-12)	2 2
D. Excessive Absences (Truancy):	Unexcused absences, which are felt to adversely affect the student's education.	1 1	(pk-3) (4-12)	2 2
Discipline Violations				
Rule 2.				
Food/Beverages:	Students will eat or drink in authorized areas of the school.	1 1	(pk-3) (4-12)	2 2
Rule 3.				
Medication:	Students are not to transport prescription or non- prescription medication to or from school or have medication in their possession at any time. This rule will not be interpreted to prevent a student from taking medication (prescribed or over the counter) in the school's designated area. Exceptions to this rule will be made in accordance with School Board policy.	1 1	(pk-3) (4-12)	2 3

Rule 4.		Levels of Disciplinary Action		
		Min	Grade	Max
Student Dress:	Every person on school property, including students, must maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. (See Appendix B. Dress Code)	1 1	(pk-3) (4-12)	3 4
Rule 5.				
Personal Property:	Use of personal electronic devices by students will not be allowed if such use deters from the educational process or acts as a disturbance to others whether in school or during extra-curricular activities. Cell phones and listening devices may be used during lunch period in the cafeteria and on buses. (See Appendix C Personal Technology Use)			
A. Significant Amount of Money:	Students need only enough money to meet school obligations (lunch, fees, and special purchases). Students who possess a large amount of money will have the money temporarily held by the building principal and returned to parents.	1 1	(pk-3) (4-12)	4 4
B. Selling Items on Campus:	No one, including students, can sell any objects on campus that are not authorized through the school as an organized, approved school activity.	1 1	(pk-3) (4-12)	4 4
C. Other:	Possession of any object that could disrupt the normal order of school.	1 1	(pk-3) (4-12)	4 4
Rule 6.				
Misrepresentation	A student will not lie or cheat.			
A. Altering Report Cards or Notes:	Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.	1 1	(pk-3) (4-12)	3 3
B. False Information:	Making false statements, written or oral, to anyone in authority.	1 1	(pk-3) (4-12)	3 4
C. Cheating:	Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc. In addition to the disciplinary consequences, the student will receive a grade of "zero" for the assignment or test.	1 1	(pk-3) (4-12)	3 4

Rule 7.		Levels of Disciplinary Action		
		Min	Grade	Max
Disrespect:	A student will behave in a respectful manner. Examples of disrespectful behavior are:			
A. Walking Away:	Leaving while a staff member is talking to you.	1 1	(pk-3) (4-12)	3 3
B. "Talking Back":	Responding orally in a rude manner to a staff member.	1 2	(pk-3) (4-12)	3 3
Rule 8.				
Insubordination:	A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.			
A. Lack of compliance with proper and authorized direction or instruction of a staff member:	Not following any authorized direction given by a staff member.	1 1	(pk-3) (4-12)	3 4
B. Refusal to work in class:	Uncompleted assigned work during class.	1 1	(pk-3) (4-12)	3 4
C. Refusal of Detention:	Absent to report to after-school detention as directed by a staff member.	1 1	(pk-3) (4-12)	3 4
D. Refusal to participate in In-School Alternatives:	Absent to report to in-school alternatives as directed by a staff member.	1 1	(pk-3) (4-12)	3 4
E. Refusal to report to the office:	Absent to report to the administrative office as directed by a staff member.	1 1	(pk-3) (4-12)	3 4
Rule 9.				
Profanity/ Obscenity:	Students will not use or write profane or obscene language or make obscene gestures.			
A. Offensive Language:	Cursing, writing, or saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.	1 1	(pk-3) (4-12)	3 3
B. Obscene/Offensive Gestures:	Making any sign or gesture that conveys an offensive, racial, obscene or sexually suggestive message.	1 1	(pk-3) (4-12)	3 3
C. Directed at Staff Member:	Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message to or about a staff member.	1 2	(pk-3) (4-12)	4 4

Rule 10.		Levels of Disciplinary Action		
		Min	Grade	Max
Disruption:	No student may disrupt the class, school, or bus activity.			
A. Chronic talking:	Repeated talking in the classroom without permission.	1 1	(pk-3) (4-12)	3 3
B. Throwing Objects:	Throwing any object in any part of the school, bus, or school grounds, unless directed by a staff member pursuant to instructional purposes.	1 1	(pk-3) (4-12)	3 3
C. Horse playing:	Rough or noisy play or pranks.	1 1	(pk-3) (4-12)	3 3
D. Harassing/Teasing:	Pestering or tormenting other students.	1 1	(pk-3) (4-12)	3 3
E. Refusing to Remain in Seat:	Getting out of seat or moving seat without permission of staff member.	1 1	(pk-3) (4-12)	3 3
F. Rude Noises:	Making any unnecessary noise.	1 1	(pk-3) (4-12)	3 3
G. Leaving without permission:	Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.	1 1	(pk-3) (4-12)	3 3
H. Chronic Lack of Supplies:	Repeatedly reporting to class without necessary material such as books, class supplies, pencils, etc.	1 1	(pk-3) (4-12)	3 3
I. Shoving and/or Kicking:	Willfully pushing and/or kicking anyone.	2 2	(pk-3) (4-12)	4 4
J. Throwing Objects at Someone:	Willfully throwing anything that could serve to harass or harm another.	2 2	(pk-3) (4-12)	4 4
K. Other:	Any other action that disrupts or interferes with educational activities or the school environment.	1 2	(pk-3) (4-12)	3 4

In compliance with the Dignity for All Students Act:

- The Cooperstown Central School provides an environment free of discrimination and harassment against any student by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse, of such severe nature 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 and/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. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.
- The Cooperstown Central School responds to such acts of discrimination or harassment against students by employees or students on school property or at a school function.

Levels of Disciplinary Action		
Min	Grade	Max

- The rights and responsibilities of students are written in plain language and explained on an annual basis.
- The Cooperstown Central School provides guidelines and programs for in service education programs for all district staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination or harassment against students by students and/or school employees, and including safe and supportive school climate concepts in the curriculum and classroom.

L. Hazing: The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively influencing the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in “hazing” behavior as defined pursuant to District policy, regulation and/or law. The Board of Education shall require the prohibition of hazing - along with the range of possible intervention activities and/or sanctions for such misconduct -to be included in the District Code of Conduct for all grade levels.

For purposes of the policy, the term “hazing” among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:

a. Humiliation: socially offensive, isolating or uncooperative behaviors.	1	(pk-3)	3
	2	(4-12)	5
b. Substance abuse: abuse of tobacco, alcohol or illegal drugs, including vaping.	1	(pk-3)	3
	2	(4-12)	5

		Levels of Disciplinary Action		
		Min	Grade	Max
	<p>c. Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.</p> <p>Incorporated within this definition are various forms of physical, emotional and/ or sexual abuse, which may range in severity from teasing/embarrassing activities to life threatening actions.</p> <p>Even if the hazing victim participated “willingly” in the activity, or there was no “intent” by the hazer to harm or injure another individual, hazing is still hazing and against District policy, the District Code of Conduct and may be in violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the “willingness” of the student to participate.</p>	1 2	(pk-3) (4-12)	4 5
	<p>M. Bullying: The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying-along with the range of possible intervention activities and/ or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.</p> <p>For purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:</p>			
	<p>a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);</p>	1 2	(pk-3) (4-12)	3 5

		Levels of Disciplinary Action		
		Min	Grade	Max
	b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats; and	1 2	(pk-3) (4-12)	3 5
	c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation). The District also prohibits “Internet bullying” (also referred to as “cyber bullying”) including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.	1 2	(pk-3) (4-12)	3 5
Rule 11.				
Tobacco:	A student may not have or use tobacco products on school premises, trips and/or events. This includes vaping.	1 3	(pk-3) (4-12)	4 5
Rule 12.				
Threatening:	A student will not threaten another student or staff member. See definition on page 11.			
A. Against a Student:	Threatening to strike, attack or harm any student or other person.	2 3	(pk-3) (4-12)	4 5
B. Against a Staff Member:	Threatening to strike, attack or harm any staff member.	2 3	(pk-3) (4-12)	4 5
Rule 13.				
Fighting:	The exchange of mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited. A hearing will be held following the second fighting offense for secondary students directly involved. See definition on page 11.	2 3	(pk-3) (4-12)	4 5

A second fighting offense will carry a penalty of long-term suspension.

Clarification Of Aggressive Physical Action

- **THREATS:** (RULE 12) Students who verbally threaten another student or adult may or may not be charged with a criminal violation. In a case where charges are notified with the police for verbal threats and the threat of violence is minimal, the appropriate Code of Conduct violation would be Rule 12.
- **FIGHTING:** (RULE 13) Two students actively involved in a mutual fight where there are no injuries incurred and no criminal charges are pursued. For example, a pushing, shoving, hitting or kicking fight that takes place at any location.
- **SERIOUS THREAT and/or ASSAULT:** (RULE 27) An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting). An assault is a law violation and would meet the criteria for criminal charges. The victim's parent may or may not wish to press charges.
- **VIOLENT PUPILS:** (RULE 20) Students deemed "violent pupils" as defined by Education Law § 3214 (2-a). A violent pupil is an elementary or secondary student under the age of 21 who: (1) commits an act of violence upon a teacher, administrator or other school employee; (2) commits, while on school property an act of violence upon another student or any other person lawfully upon said property; (3) possesses, while on school property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (4) displays, while on school property, what appears to be a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (5) threatens, while on school property, to use any instrument that appears able to cause physical injury or death; (6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school property; or (7) knowingly and intentionally damages or destroys school property.

Rule 14.		Levels of Disciplinary Action		
		Min	Grade	Max
Trespassing:	A student will not enter any school property or school facility without proper authority (includes entering any school during a period of suspension or exclusion).	1	(pk-3)	4
		1	(4-12)	4

Rule 15.		Levels of Disciplinary Action		
		Min	Grade	Max
Vehicle Use:	A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health, safety, or a disruption to the educational process. <i>The use of a motor vehicle in driving to school is considered privilege, which may be limited or revoked at any time by the principal of the school.</i>			
A.	Under no circumstance are students to leave school, during their lunch hour, in their vehicle. Written notes to leave will not be accepted unless the principal approves them. Passengers as well as drivers will be addressed.	3 3	(pk-3) (4-12)	4 5
B.	Juniors and Senior students are permitted to park in the main lot. All other areas, including the circle and the east parking lot and bus garage area are off limits. Parking on curbs or any lawn area is also forbidden.	1 1	(pk-3) (4-12)	4 4
Rule 16.				
Vandalism:	A student will not damage or destroy property belonging to another, or participate in a plan with others to damage or destroy property, i.e. school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as per NY State law and CCS policy, for willful or malicious destruction of property.*			
A.	Defacing Walls, Mirrors, Desks, Lockers, Computers, or any Other School Equipment.	2 4	(pk-3) (4-12)	4 5
B.	Damaging Another Person's Property: Including but not limited to clothing, class projects, automobiles, etc.	1 3	(pk-3) (4-12)	4 5
C.	Graffiti: Willful or malicious defacing of public or private property. *Time frame for financial restitution to be set by the principal.	1 3	(pk-3) (4-12)	4 5
Rule 17.				
Gambling:	A student will not play games of skill or chance for money or property.	1 1	(pk-3) (4-12)	3 3

Rule 18.		Levels of Disciplinary Action		
		Min	Grade	Max
Theft:	A student will not steal or possess stolen property, or participate in a plan with others to do so.			
A. School property:	Unlawfully taking and/or carrying away property belonging to Cooperstown Central Schools.	1 2	(pk-3) (4-12)	4 4
B. Staff Property:	Unlawfully taking and/or carrying away property belonging to a staff member.	1 2	(pk-3) (4-12)	4 4
C. Student Property:	Unlawfully taking and/or carrying away property belonging to another student.	1 2	(pk-3) (4-12)	4 4
D. Student Locker:	Removing any property from a locker other than the one assigned.	1 2	(pk-3) (4-12)	4 4
E. Possession of Stolen Property:	Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.	1 2	(pk-3) (4-12)	4 4
Rule 19.				
Sexual Offenses:	A student will not engage in sexual behavior.			
A. Offensive Touching:	Improper touching of an offensive or sexual nature.	2 2	(pk-3) (4-12)	4 5
B. Sexual Harassment:	Any unwelcome verbal and/or physical conduct where such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working or educational environment.	2 2	(pk-3) (4-12)	4 5
C. Consensual Sex:	Sexual activity involving willing participants.	2 2	(pk-3) (4-12)	4 5
D. Indecent Exposure:	Intentional exposure of private parts of one's body (Including "mooning").	2 2	(pk-3) (4-12)	4 5
E. Sexual Assault/Rape or Attempted Rape:	Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear (age appropriate).	2 4	(pk-3) (4-12)	4 5

Rule 20.		Levels of Disciplinary Action		
		Min	Grade	Max
Fights on School Property:				
A.	Fights between students: Behavior of a violent or aggressive nature that generates aggressive actions, verbal and/or physical. The response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.	2 3	(pk-3) (4-12)	4 5
B.	Students defined as "Violent Pupils" or refusing to comply with a request to disperse. See page 11 for details. NOTE: Students assigned to any disciplinary consequences following the due process hearing for a Rule 20 Violation will be denied participation in ALL extra-curricular activities for a period of 10 weeks following the date of the decision: <i>school based social restrictions</i> .	2 3	(pk-3) (4-12)	4 5
Rule 21.				
Burglary:	A student will not break into school property for the purpose of stealing.	1 4	(pk-3) (4-12)	4 5
Rule 22.				
Robbery:	A student will not take another person's property by force or violence.			
A. Attempted:	Attempting to take property from a person by force or violence.	1 3	(pk-3) (4-12)	4 5
B. Actual:	Taking property from a person by force or violence.	1 4	(pk-3) (4-12)	4 5
Rule 23.				
Extortion:	A student will not take or threaten to take the property of others through intimidation.			
A. Attempted:	Use of threats or intimidation in an attempt to obtain money or property from another.	2 3	(pk-3) (4-12)	4 5
B. Actual:	Use of threats or intimidation to obtain money or property from another.	2 3	(pk-3) (4-12)	4 5
Rule 24.				
False Alarm:	Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/ phone calls that such an emergency exists in the school.	1 4	(pk-3) (4-12)	4 5

Rule 25.		Levels of Disciplinary Action		
		Min	Grade	Max
Arson:	A student will neither set fire nor attempt to set fire to anything on school property, or participate in a plan with others to damage or destroy school property with fire.	1 4	(pk-3) (4-12)	4 5
Rule 26.				
Alcohol and Other Drugs:	A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia. This prohibition includes tobacco products sold or distributed to underage students, including vaping.			
Alcohol				
A. Use/Under the Influence:	Drinking any alcoholic beverage or the misuse of any substance containing alcohol, in school, on school grounds, on school bus, at any school function, or coming on school grounds or at any school activities after consumption.	1 4	(pk-3) (4-12)	4 5
B. Possession:	Possessing any alcoholic beverages in school, on school grounds, on school bus, or at any school function.	2 3	(pk-3) (4-12)	4 5
C. Sale/Distribution:	Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, on school bus, or at any school function.	2 4	(pk-3) (4-12)	4 5
Illegal Substances*				
D. Use/Under the Influence:	Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.	2 4	(pk-3) (4-12)	4 5
E. Possession/Attempt:	Possessing, or attempting to possess, any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual.	2 3	(pk-3) (4-12)	4 5
F. Paraphernalia:	Possessing, distributing or using any drug related paraphernalia.	1 3	(pk-3) (4-12)	4 5

		Levels of Disciplinary Action		
		Min	Grade	Max
G.	Inhalants: Possessing, distributing or inhaling any substance/product (off the-shelf, controlled, or illegal) for mind-altering effects, to include vaping.	2 3	(pk-3) (4-12)	4 5
H.	<p>Sale/Distribution (Attempt or Actual): Distributing or selling any illegal or controlled substance attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s).</p> <p><i>*The FIRST violation for use/under the influence or simple possession of alcohol or illegal substance will result in an immediate referral to the Otsego County Chemical Dependency Clinic. The SECOND and all succeeding Incidents will result in a due process hearing. Violations of this nature, committed by an Individual student, are cumulative, grouped by grades 6-8 and again by grades 9-12.</i></p>	2 4	(pk-3) (4-12)	4 5
Rule 27.				
Serious Threat, Assault and/or Intimidation:	<p>A student will not assault, seriously threaten or intimidate another individual.</p> <p>NOTE: <i>An assault is viewed as one person physically attacking or intimidating another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault or intimidation (not mutual fighting).</i></p>			
A.	Against Student: Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike another student, either alone or in combination with another student(s), or making one fearful by intimidation.	2 4	(pk-3) (4-12)	4 5
B.	Against staff or other who is not a student, on school property: Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike any adult, whether alone or in combination with another student(s), or making one fearful by intimidation.	2 4	(pk-3) (4-12)	4 5

Rule 28.		Levels of Disciplinary Action		
		Min	Grade	Max
Weapons and Dangerous Instruments/ Objects:	A student will not possess, handle, transport, or use any weapon, dangerous object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. Under NYS Gun Free Schools Act.			
A. Bomb:	Any device brought to school that contains combustible material.	3 3	(pk-3) (4-12)	4 5
B. Laser Pointer:	(Simple Possession/Use) • Simple Possession: First violation will result in confiscation of the laser pointer. Any subsequent incident will result in confiscation and progressive suspension.	1 1	(pk-3) (4-12)	4 4
	• Use: A Laser pointer light beam shined on an individual, on school grounds or during school activities.	1 1	(pk-3) (4-12)	4 5
C. Explosive*:	Any device containing combustible material and a fuse.	2 2	(pk-3) (4-12)	4 5
D. Knife*:	• Simple Possession: Blade 2 1/2 inches or smaller: A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive suspension.	2 2	(pk-3) (4-12)	4 5
	• Simple Possession: Blade greater than 2 1/2 inches: Possession of any knife longer than 2 1/2 inches, regardless of intent.	2 4	(pk-3) (4-12)	4 5
	• Camouflaged Weapon: <i>i.e.</i> , knife blades, or other sharp devices.	2 4	(pk-3) (4-12)	4 5
E. Toy Knife*:	Possession of any size or shape toy knife.	1 2	(pk-3) (4-12)	4 4
F. Razor Blade/Box Cutter*:	Possession of a razor blade, box cutter or similar device for cutting.	2 4	(pk-3) (4-12)	5 5
G. Ammunition*:	Possession of any bullets or shells or any objects that could be considered ammunition or which resemble ammunition.	1 2	(pk-3) (4-12)	5 5
H. Fireworks, Small Explosives*:	Possession of firecrackers or small explosive devices including caps, and snapper pops.	1 2	(pk-3) (4-12)	5 5
I. Antipersonnel Spray*:	Possession of chemical (such as Mace) or pepper sprays.	2 3	(pk-3) (4-12)	4 5

		Levels of Disciplinary Action		
		Min	Grade	Max
J.	Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile*: May include, but not be limited to, a cap pistol, water pistol or any look-alike gun.	1 2	(pk-3) (4-12)	4 5
K.	Object Thrown From a School Bus: Any object thrown from a school bus will be considered a missile and will be treated as a weapon.	2 3	(pk-3) (4-12)	4 5
L.	Other*: Possession of any object or substance that could cause injury including, but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. <i>*Special Note: Any student who inadvertently possesses or finds a weapon or substance that may subject a student to a due process hearing may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance. This exemption will not include possession of a firearm or bomb.</i>	3 3	(pk-3) (4-12)	4 5
Rule 29.				
	Firearm*: A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosion.			
A.	Possession of a pistol, revolver, or any other firearm* (loaded or unloaded). NOTE: <i>NYS Gun free Schools Act requires the total cessation of all educational services for a period of 365 days unless the superintendent decides otherwise on a case-by-case basis.</i>	5 5	(pk-3) (4-12)	

		Levels of Disciplinary Action		
		Min	Grade	Max
B.	Possession of any other weapon or device other than a firearm*. Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun. <i>*SPECIAL NOTE: A complete psychological and psychiatric evaluation will be suggested to the parents/guardians for any student found to be in possession of a firearm on school grounds, on school bus, or at any school function.</i>	3	(pk-3)	5
		3	(4-12)	5
Rule 30.				
Refusal to Comply with a Reasonable Individual Search:	In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct.			
A.	Search of an Individual or his/her Possessions: A student must cooperate with and may not obstruct or interfere with a reasonable search of the student; his/her book bag, purse or other possessions that are present on school property or at a school activity.	2	(pk-3)	4
		2	(4-12)	5
B.	Search of a Vehicle: A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity. Violation of this rule may result in the student losing his/her parking privilege in addition to other applicable disciplinary action.	2	(9-12)	4
C.	Student Lockers and Desks: Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items, which are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.	2	(pk-3)	4
		2	(4-12)	4

Rule 31.		Levels of Disciplinary Action		
		Min	Grade	Max
Possession or Distribution of Pornographic and/or Profane Material:	A student must refrain from possessing or distributing or transmitting material which is obscene, child pornography or harmful to minors. This includes computerized pictures, magazines, or similar materials.	1	(pk-3)	5
		2	(4-12)	5
Rule 32.				
Bomb Threat:	Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity. <i>Section 240.55 of the Penal Law requires a misdemeanor charge for any individual who makes a false report or perpetuates a hoax relating to a bomb.</i>	2 5	(pk-3) (4-12)	5
Rule 33.				
Discrimination:	An unfair bias based on gender, color, weight, national origin, ethnic group, religious practice, sexual orientation, or disability in educational programs and activities that the school operates. <i>Any student who feels that they have been harassed or discriminated against is asked to fill out a "Harassment and/or Discrimination Complaint Form." These forms are available in the principal's office. If necessary, a copy of the district's grievance procedure will also be provided to the complainant.</i>	2 2	(pk-3) (4-12)	5 5
Rule 34.				
Chronic Discipline Violations:	Any students who are repeatedly substantially disruptive, show a cycle of insubordination or disorderly conduct that otherwise endangers the health, safety or morals of himself or herself or of others students.	4 4	(pk-3) (4-12)	5 5

Rule 35.		Levels of Disciplinary Action		
		Min	Grade	Max
Prohibition of Retaliation:	<p>The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of hazing.</p> <p>Follow-up inquiries and/or appropriate monitoring of the alleged hazer(s) and victim(s) shall be made to ensure that hazing behavior has not resumed and that all those involved in the investigation of allegations of hazing have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.</p>	2	(7-12)	5
Rule 36.				
Knowingly Makes False Accusations:	<p>Employees and/or students who knowingly make false accusations against another individual as to allegations; of harassment may also face appropriate disciplinary action.</p>	1 1	(pk-3) (4-12)	3 4

Explanation of Disciplinary Levels

School Initiated Consequences

Each school is responsible for following the Code of Conduct and applying the appropriate Level intervention for any violations.

- **Level 1 Conference**
- **Level 2 Intervention**
- **Level 3 Suspension (1-3 days)**
- **Level 4 Suspension Cumulative (3-5 days)**

Superintendent Initiated Consequences

The School Principal is responsible for initiating the appropriate paperwork for a Long-Term Suspension. A due process hearing will be scheduled and a decision rendered by the Superintendent or his/her designee.

Level 5 Long Term Suspension and Superintendent's Hearing (Due Process Hearing)

*For additional explanation/Information, see pages 26-27.

Upon return from a suspension, students and families will meet with an administrator to create a re-entry plan. The plan's purpose is to provide interventions to prevent the recurrence of the offending behaviors. The table outlines potential practices that could be included in the plan. Plan will be individually created, dependent upon the violation.

<ul style="list-style-type: none">• Adult Mentor, meeting weekly• Beginning and/or end-of-day check-ins with Mentor or other school designee• Daily or weekly check-ins with School Administrator	<ul style="list-style-type: none">• Community Service to contribute positively to school environment• Reflective activity (write essay)• Make amends/apologize	<ul style="list-style-type: none">• Mediation with adult support• Daily or weekly counseling• Attend community/school education programs after school hours
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Discipline and Legal Violations

Disciplinary Action Levels

The Superintendent and School Principals maintain the right to address issues occurring off campus that have specific implications on the educational environment, including circumstances when the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees. Decisions may include assignment to alternative educational sites and/or long-term suspension.

Students who break rules are subject to disciplinary action by teachers, administrators or other school personnel. Although all school personnel are empowered to enforce appropriate behavior, only teachers, administrators, and the Superintendent can levy consequences. There are five levels of disciplinary actions.

Level 1-4 consequences are levied by the administrator.
Level 5 consequences are levied by the Superintendent/Designee.

Level 1 Conference

Staff members may conduct a conference among any combination of the following:

- Teacher/Student
- Teacher/Parent
- Teacher/Counselor
- Teacher/Student/ Administrator
- Teacher/Student/Counselor/Parent
- Administrator/Student(s)/Mediation
- Administrator/Parent/Student
- Telephone Conference with Administrator/Parent
- Telephone Conference with Teacher/Parent
- Other parties as deemed necessary
- Peer Advisement or Mediation
- Restorative Justice Practices relevant to the learning environment

Restorative Justice is a theory of justice that emphasizes repairing the harm caused by violation to the code of conduct. It is best accomplished through a cooperative process that includes all willing stakeholders. This can lead to a transformation of people, relationships, and communities.

Discipline and Legal Violations—Level 2 Intervention

ALL INTERVENTIONS WILL BE DEVELOPMENTALLY AND SITUATIONALLY APPROPRIATE

Referral	To School Counselor, Student Assistance Team, Child Study Team, Student Services Team, Attendance Staff, or Other
Teacher Removal of Student	The temporary denial of a student's right to attend class. Students will be assigned from one (1) to five (5) class periods. For elementary students, 1 period will be equivalent to 42 minutes.
Detention	Detaining a student for disciplinary reasons before or after school hours (including Saturdays)
Staffing	A meeting of school personnel and perhaps other individuals to address the behavior of the student and make recommendations
Contract with the Student/Parent	A statement is written which lists steps to be taken to improve behavior. This statement also describes the support to be provided by school staff and/or parent/guardian as well as the date the contract will be reviewed.
Restricted Activity	The denial of participation in school activities and extra-curricular events or the use of common areas or other parts of the school
Removal for Conference	Separation of student from class/school for up to 1 day to contact parent for conference
In-School Suspension	May include but not limited to behavior essays, transportation restriction, in school suspension
Substance Abuse Education	LEAF and/or Bassett School Based Health Clinic
Probationary Period	A write-up for the discipline offense with a defined period of good behavior to prevent suspension
Mediation	Conflict Mediation as an option in 2019-2020

Additional Suggestions—School Determines

<ul style="list-style-type: none"> • Referral to I.S.T • Referral to C.S.E • JSHS Principal – any recommendations 	<ul style="list-style-type: none"> • Mentoring option provided • Referral to CCS Social Worker • P.I.N.S Referral via Principal
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Level 2—Teacher Removals

In accordance with the Safe Schools Against Violence Education Act (SAVE), teachers have the authority to remove "disruptive" students' from class who are substantially disruptive to the educational process or substantially interfere with the teacher's authority over the class.

- A. When a student is merely or substantially disruptive (infractions involving classroom behavior including but not limited to disorderly conduct, inappropriate dress, insubordination, or public displays of affection), **THE TEACHER SHOULD:**
- Implement three classroom discipline interventions (listed below) prior to removal.
 - Provide evidence to support teacher removal.
 - Notify the student of the reasons for the removal.
 - Provide the student time to explain his/her side of the story.
 - Provide both reasons for removal and time to explain, prior to the removal.
 - Inform parents of removal as soon as possible.
- B. When a student poses a continuing danger to persons or property (behaviors involving harassment, discrimination or as defined under Violent Pupil), or an ongoing threat of disruption to the academic process (major or repeated infractions involving classroom behaviors including but not limited to disorderly conduct, inappropriate dress, insubordination, public display of affection) **THE TEACHER MAY** remove the student first, then within 24 hours:
- Notify the student of the reason(s) for the removal.
 - Provide evidence to support teacher removal.
 - Allow the student to explain his/her side of the story.
 - Inform parents of removal as soon as possible.

The student may not return until **THE PRINCIPAL DETERMINES** that the removal was not supported by "substantial evidence", the removal was not warranted, or the period of removal expires (whichever comes first).

Parents will be notified of the removal in writing within 2 school days and have the right to an informal conference with the principal and teacher.

Classroom Discipline Interventions (Merely Disruptive)

<ul style="list-style-type: none"> • Proximity • Verbal Warning • Non-Verbal Warning • Move Student in Classroom • Lunch detention • After-school detention • Behavior Contract 	<ul style="list-style-type: none"> • Teacher conference with Student • Teacher conference with Parent • Team conference with Student • Team conference with Parent • Teacher conference with student and parent(s) • Team conference with student and parent(s) • Phone call home • Referral to I.S.T
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This is a sample; other options determined by teacher

Discipline and Legal Violations

Level 3 Suspension (1-3 days)

School level initiated suspension

Level 4 Suspension (3-5 days)

School level initiated suspension

Level 5 Long Term Suspension with Due Process Hearing/Superintendent's Hearing

PROCEDURAL ISSUES

School Personnel Referral of Student:

All school employees are empowered to enforce appropriate behavior, however only teachers, administrators, the Superintendent and in rare instances the Board of Education can levy consequences. Therefore, all non-instruction staff including but not limited to aides, teaching assistants, bus drivers, cafeteria workers, maintenance workers, secretaries, etc. are advised to write up a referral on the district disciplinary form and submit it to the appropriate administrator.

Law Enforcement Notification:

The Superintendent or his/her designee will call law enforcement officials.

Pupil In Need of Supervision (PINS):

In the event that a student requires interventions beyond those available through Cooperstown Central Schools or, in some cases, in conjunction with said interventions, the building level Principals can generate a referral for PINS. A PINS referral can also be generated as a result of an Instructional Support Team (IST) meeting. In any and all cases, parent notification is required.

In situations where a PINS referral is appropriate for a student classified by the CSE team, the CSE team must be consulted and involved to determine, as per IDEA, whether the PINS referral will constitute a "change of placement".

Any teacher or school personnel may refer a student to their building Principal for a PINS and must provide all available documentation to substantiate the referral.

Human Services: DSS and Child Abuse Contact

Students who have been incarcerated or housed in a residential treatment facility must meet with the Superintendent before being allowed to enroll or continue in Cooperstown Central Schools. The Superintendent or his/her designee will make a decision concerning appropriate placement, and the parent and student will be notified in writing.

Any school official must report any suspected case of child abuse or maltreatment. If the person who suspects the child abuse is a staff member, he or she must notify the appropriate principal immediately, who must then make the report. Soc. Serv. Law § 413((1))

Upon notification of a suspected case of child abuse or maltreatment, the school principal will make a call or fax a form to the commissioner of social services. An oral report must be followed by a written report within 48 hours to the local child protective service as well as the commissioner. The Social Service Law provides legal penalties for failure to report cases of suspected child abuse, including liability for damages proximately caused by such failure.

The law also provides immunity from liability for the school official making such a report in good faith. (Soc. Serv. Law §§ 420,419)

The hotline telephone number to report a case of child abuse or maltreatment is 1-800-342-3720.

Stay Put Rule:

Students who are being tested for possible placement in a CSE Program must remain in current placement until the testing is complete. In some instances, students in violation of the Code of Conduct may qualify for a 45-day placement (drug and/or weapon violation). The Principal and Superintendent will review any drug or weapon violation and make an appropriate determination.

Preventative Services:

Any student who meets the criteria of a student in danger of placement in foster care may be referred to Otsego County's Department of Social Services Preventative Service Program. Preventative Services referral forms are available from the C.S.S. Social Worker whose office is located in the Counseling Office in the Junior-Senior High School.

DUE PROCESS PROCEDURES SHORT TERM SUSPENSION

School Level Procedures

When a student is sent to the principal or designee for any disciplinary action, teacher removal or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student.

The administrator:

- Investigates evidence and facts of the charges.
- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written and/or verbal statement concerning the incident.
- Provides written verification of the proposed disciplinary actions (including a written statement of appeal procedures) to the parent(s)/guardian.
- Makes every effort to notify the student's parent(s)/guardian by telephone if immediate action will be taken to suspend the student based on guidelines in the Student Rights and Responsibilities Handbook.

TO APPEAL SUSPENSION IMPOSED BY THE PRINCIPAL:

When the principal imposes a short-term suspension, the appeal is made to the Superintendent of Schools (offices are located at the High School, 547-5364). The parent must follow the procedures listed below:

- 1. Parent(s)/guardian must request in writing a review of the suspension.**
- 2. Parent must make a request within three (3) school days of notice of the principal's decision or the decision is final.**
- 3. Superintendent of Schools will review the actions taken by the principal within three (3) days of receipt of the notice of appeal.**
- 4. The Superintendent of Schools will confirm or disapprove such actions based on an examination of the record of the student's behavior.**

Please be aware that any changes in the suspension could change the official attendance coding of school days already served as suspended.

DUE PROCESS PROCEDURES— LONG-TERM SUSPENSION OR EXPULSION

PRINCIPAL'S RECOMMENDATION TO THE SUPERINTENDENT

- The Principal notifies student and parent(s)/guardian of recommendation for long-term suspension.
- The Superintendent will send a "Notice Of Hearing" to the student and parents/ guardian.
- The Student is entitled to a fair hearing and may bring a parent to the hearing and has the right to be represented by an attorney, to testify on his or her own behalf and to cross examine witnesses against the student, the right to present witnesses or other evidence, to have the Superintendent issue subpoena for witnesses, to have a record of the hearing maintained, to have a finding of facts by the superintendent, to receive prior notice of the content of anecdotal record and the opportunity to rebut its effect.
- The Superintendent will make a decision based on the evidence and determine the extent of punishment accordingly.
- If the parent or student is dissatisfied with the Superintendent's actions, an appeal can be taken to the Board of Education and from there to the Commissioner of Education.

APPEAL TO THE SCHOOL BOARD

- Provides a hearing of any appeal
- Provides all due process rights to the student
- Within seven (7) school days after the appeal hearing, provides a written report of its actions to the principal, parent(s)/guardian, and student.

Special Note: When a student has been suspended for insubordination or disorderly conduct and the student is compulsory attendance age, the district must take immediate steps to provide alternative instruction.

Bus and Bus Stop Rules

Student's Responsibilities

Learn and follow the rules and regulations of bus and bus stop behavior. Take responsibility for your actions and behavior.

Parent's Responsibilities

Encourage student to learn and follow the rules and regulations of bus and

bus stop behavior. For example, parents should not discharge students from the car, which is behind the bus.

Know the bus and bus stop rules and regulations of the school.

Assume the responsibility of monitoring bus stop behavior and notifying the police and the school if assistance is needed.

Parents are encouraged to explain to the students that school bus safety and adherence to bus rules are expected of everyone so that students may travel to and from home in a safe and orderly manner. It is important for students to remember that disciplinary offenses at the bus stop and while on the bus will be dealt with by the school administration.

The rules contained in this Rights and Responsibilities Handbook apply to bus behavior as well. Bus suspensions are addressed for students PK-12 grades on pages 27-29.

Important Phone Numbers

Parents should call the following numbers for assistance:

Cooperstown Central Schools Transportation.....	547-8331
Otsego County Sheriff's Office (Information)	547-4273

Bus and Bus Stop Rules

Students are expected to observe the following rules for safety and courtesy on the bus, at the bus stop, and during all extra-curricular bus trips.

At the Bus Stop

- Arrive at the assigned stop five minutes before bus pickup
- Stand on the sidewalk or 15 feet from the edge of the street
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait in a quietly and orderly manner

When the Bus Arrives

- Allow the bus to come to a complete stop and wait for doors to open
- Board the bus in a quiet and orderly manner
- Cross 10 feet in front of the bus

On the Bus

- Remain seated at all times
- Cooperate with the driver and show respect at all times
- No profanity, obscene or threatening behavior
- No smoking or use of any tobacco products
- No substance abuse, including vaping
- No eating or drinking (exception determined by driver and supervisor)
- No vandalism
- No body parts outside bus
- No radio, tapes, or electronic audio/video devices without headphones
- No live animals
- No unsafe objects or weapons
- No throwing of items from the bus or on the bus
- No flash cameras

Leaving the Bus

- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner
- Leave at your assigned bus stop
- Cross 10 feet in front of the bus
- Leave the bus stop in an orderly manner

BUS REFERRAL MATRIX FOR SECONDARY STUDENTS

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth and Succeeding: Offense
Delaying the bus schedule	Level 1	Level 2	Level 3	Level 4
Not sitting; in the seat	Level 1	Level 2	Level 3	Level 4
Playing on or use of and electronic devices.	Level 1	Level 2	Level 3	Level 4
Disrupting the bus (excessive noise)	Level 1	Level 2	Level 3	Level 4
Violating the alcohol/drug policy (possession/use)	Level 5	Level 5	Level 5	Level 5
Violating the alcohol/drug policy (distribution)	Level 5	Level 5	Level 5	Level 5
Vandalism (Includes Vandalism Resulting from an Object Being Thrown from the Bus) Damage under \$100	Level 4 Damage under \$100	Level 4	Level 5	Level 5
Vandalism (Includes Vandalism Resulting from an Object Being Thrown from the Bus) Damage over \$100	Level 5 Damage over \$100	Level 5	Level 5	Level 5
Throwing: objects in the bus	Level 2	Level 3	Level 4	Level 4
Throwing objects out of the bus window (Without damage to property)	Level 2	Level 3	Level 4	Level 4
Hitting other students	Level 2	Level 3	Level 4	Level 5
Using inappropriate language (cursing, name calling directed toward student)	Level 1	Level 2	Level 3	Level 4
Using inappropriate language (cursing, name calling directed toward any adult)	Level 2	Level 3	Level 4	Level 5
Assault	Level 5	Level 5	Level 5	Level 5
Fighting	Level 4	Level 5	Level 1	Level 5
Possession of a Firearm	Level 5	Level 5	Level 5	Level 5
Possession of a Weapon, other than a Firearm.	Level 5	Level 5	Level 5	Level 5

School Initiated Consequences:

- Level 1—Conference
- Level 2—Intervention
- Level 3—Suspension (1-3 days)
- Level 4—Suspension (3-5 days)

Superintendent Initiated Consequences:

- Level 5—Long-term Suspension
(suspension will be extended up to the remainder of the school year)

Appendix A

Junior-Senior High School Attendance Regulations

It is the intent of these regulations to encourage good attendance. Student school attendance records shall be the responsibility of the Attendance Officer in conjunction with classroom teachers each period.

A. Parent/Guardian Responsibility

Under New York State Education Law Section 3205, parents/guardians are responsible for the regular attendance of their children for instruction.

B. Definitions

"Absence" means any absence, tardiness or early departure from school that is not authorized by the school.

"Excused absence" means an absence for one of the following reasons, as determined by New York State law:

- Attendance at Health Clinics
- Serious Illness or Death in the Family
- Approved College Visits
- Approved Educational Trips*
- Impassable Road or Weather Conditions
- Sickness or Quarantine**
- Court Appearance Military
- Obligations Religious
- Observance

** For students attending school-sponsored educational trips OR parent/ guardian supervised trips which occur at the same time, location, and include comparable activities.*

*** In cases where a specific pattern or long-term absence (greater than five (5) days) exists, a doctor's note will be required.*

"Unexcused absence" means any absence not considered to be an excused absence. There are two categories of unexcused absences: unlawful detention and truancy/cut.

1. "Unlawful detention" refers to an absence that does not meet the standard of an excused absence, but occurs with the knowledge and consent of the parent/guardian. Examples of unexcused absences include but are not limited to: vacation, work, babysitting, hunting, oversleeping, missing the bus, and being needed at home. [Note: a student's absence can be deemed an unexcused absence even though the student submitted a note from a parent/guardian. (See section C below).]

Parents/guardians should be advised that unlawfully detaining a student from school could result in the student not receiving the benefits of a sound education and may encourage poor habits that will hinder the student's performance in school and in his/her development as a responsible adult.

2. "Truancy/cut" refers to an absence that occurs without the consent of the parent or guardian. Appropriate disciplinary action may be taken for a truancy/cut.

C. Written Notes

The law requires that upon return to school from an absence, a written note must be submitted to a secretary in the Main Office. This note should contain the first and last name of the student, reason for the absence, date(s) of absence, and the signature of the parent/guardian. This note must be submitted not more than three (3) days after the student's return to school. If no note is submitted within the 3-day time period, truancy/cut will be assumed and appropriate disciplinary action may be taken.

D. Tardiness and Early Departures

Any student who arrives late to school (after 8:00 a.m.) must immediately report to the Lobby Desk or Main Office with a note. If no note is submitted, the student may be disciplined as provided in Section G.

Any student leaving school early, for any reason, must be released through the Main Office or the Nurse's Office before leaving. In addition, the student must sign out at the Lobby Desk before leaving.

E. Absence from Class:

1. The classroom teacher shall keep track of the absences and shall notify the Main Office. For extended absences, the teacher shall also notify the guidance counselor, who shall institute counseling steps to remedy the problem.
2. Any student who is absent from class and has not submitted a note from a parent/guardian (therefore a truancy/cut) will receive NO credit for class.
3. Any student who misses 20 minutes or more of class due to an unexcused absence will be considered absent from class.
4. Any student who is absent from class for a particular course for more than the maximum number of unexcused absences, as listed below, shall receive NO credit for that course.

Course Length	Maximum Illegal Absences
10 weeks	5 — parent contacted
Semester	10 — parent conference
Semester (meets every other day)	5
Full-year	20
Full-year plus lab every other day	30

F. Extra-curricular Participation

A student must be in attendance all day on the day of any school musical, school dance, senior play or athletic activity in order to participate. Any absence, including tardiness, with or without a note from the parent/guardian, will cause forfeiture of that day's practice or event. Extenuating circumstances will be evaluated on an individual basis only by the Principal's discretion.

G. Range of Penalties

1. Truancy/cut from Class or Study Hall:

One day of detention will be assigned for the student, and parent/guardian notification by the teacher is required. (Teachers should keep documentation of the truancy/cut.)

OR

Repeat offenses or multiple periods missed will result in one to three (1-3) days of In-School Suspension and parent notification.

2. Truancy/cut from School:

If the student leaves the building without permission during the morning or afternoon periods (academic or study hall periods), s/he will be assigned a disciplinary consequence.

Repeat offenses will cause a progression in consequences.

3. Tardiness to School or Class:

If a student is tardy more than three (3) times she/he will be assigned an after-school detention.

Repeat offenses will result in progressive consequences.

H. PINS (Persons in Need of Supervision)

Failure to attend school regularly may result in the filing of a PINS through the County Probation Department.

I. Drop from Enrollment

Any student who is over the age for compulsory school attendance may be dropped from enrollment if s/he has been absent for 20 consecutive school days. (All children must remain in attendance until the last day of the school year in which they reach the age of 16.) When the student has reached this 20-day threshold, the principal shall schedule a formal hearing with the student and parent/guardian. A written notice of this meeting will be sent via certified mail. The purpose of the meeting will be to determine: (1) reasons for the student's absence, and (2) whether reasonable changes in the student's educational program would encourage or facilitate the student's continuance of study. If the student and his/her parent/guardian fail to attend the meeting, the student may be dropped from enrollment, provided that the family is notified of the student's right to re-enter at any time.

1. Corridor Pass:

All students who leave classes for any purpose are required to have a corridor pass. Students in good academic standing may leave a study hall with a pass, but students who are on the failing list will be restricted to study hall unless they have written permission to work with a specific teacher. Students found in the hall without a pass may receive a disciplinary consequence.

Revised 04/23/14

Appendix B

Cooperstown Central School Dress Code

Statement of Purpose

A student will maintain personal attire and grooming standards that promote safety, health, and modesty, and are not disruptive to the educational environment. We recognize the choice of attire and grooming are matters of personal taste. We require that students appear at school clothed and groomed in an appropriate manner that will enable us to maintain an atmosphere that is conducive to learning.

Any article of clothing or manner of style or make-up determined by the administration to be disruptive to the learning environment or hazardous to the health and safety of the student(s), or teaching, shall not be allowed.

1. STUDENT DRESS

- a. Articles of clothing worn to cover the torso will overlap the top of pants and skirts at all times. Clothes not permitted to reveal chest or midriff when the student is seated, leans forward, or when the student raises their arms. Faculty and staff will check for dress compliance each day.
- b. Low slung pants are not permitted.
- c. Clothing with holes, rips, or tears are not permitted in “inappropriate” places. (“e.g.” crotch, seat, “etc.”)
- d. Shorts will be worn with discretion.
- e. All bulky winter coats and jackets will be removed and put in the student’s locker upon arrival at school (caveat: emergency temperature changes or illness). Students will not wear or carry these clothing articles with them during the day.

2. OTHER GENERAL REQUIREMENTS

- a. All clothing should be clean and in good repair.
- b. Head coverings are not permitted (exceptions may be made for traditionally recognized religious observation and or medical reason), unless a sporting event or extra-curricular activity. This includes hats, do rags, hoods, sweatbands, stockings, “etc.” Students may not have in their possession a hat or headwear during the school day. These should be placed in lockers upon arrival at school. Hooded sweatshirts may be worn as long as the hood is not worn on the head.
- c. Industrial or pet chains or collars around the neck, wrists, or waist or chains attached to wallets or belts are not permitted.
- d. Clothing that displays the names or advertisements of drugs, alcohol, or tobacco products, profane, vulgar, violent, illegal, immoral, or hate messages, or sexual innuendo is prohibited. Examples of some inappropriate displays include, but are not limited to the following: sexual innuendos - Hooters, Big Johnson, Coed Naked. Hate symbols - Nazi emblems, KKK, etc. Illegal activities - e.g., “Drink till you drop—the more I drink the better you look”.
- e. Accessories will not disrupt the educational process or draw undue attention to the individual. They will be free of offensive or suggestive words or graphics, and contain no references to drugs, alcohol, tobacco, illegal substances or activities.
- f. Footwear will be worn at all times.
- g. Gang paraphernalia is not permitted in school.
- h. Sunglasses may not be worn or visible at any time during the day.
- i. Spirit group uniforms worn to attend class will meet all dress code requirements.

Appendix C

Cooperstown Central School District Personal Technology Use

In support of student wellness, and to maintain a sound educational environment for all, CCS will implement new protocols involving student use of personal technology. Per District Policy (#7317), students may use personal cell phones, listening devices and other technologies on buses and in the cafeteria during their lunch period. Other times during the school day, or during after school detention, students are asked to keep devices concealed or in a locker, and if applicable, silenced or turned off.

With a teacher request for an educationally sound reason, the Principal may approve the use of personal technology, on a case-by-case basis, after careful consideration.

If a student is seen by a staff member using a personal technology device, the following action(s) and consequence(s) will occur:

Offense	Action Taken	Consequence
1st Offense	Device confiscated, turned into the Main Office and returned to the student at the end of day.	
2nd Offense	Device confiscated, turned into the Main Office and returned to the parent at the end of the day.	
3rd+ Offense	Device confiscated, turned into the Main Office and returned to the parent at the end of the day.	One day of lunch detention. Parent contacted; determine a plan for future student use of personal technology.

The consequences outlined above are considered minimum consequences and may be amended or altered depending on the circumstance. Students who, after being asked, refuse to give devices to staff members/administration are considered insubordinate and are subject to discipline for insubordination under the student code of conduct.

Students are welcome to use the telephone in the Main Office to communicate with family members, when needed. Coaches and advisors will be expected to communicate updates to families in a timely manner, as well as to students on PA announcements. Additionally, families who need to communicate an after school change or urgent message may call the Main Office. The message will be delivered to the student in a timely manner.

Students may use personal devices when attending extracurricular activities on school property after school hours, provided the cell phone use is not disruptive to the activity.

Schedule

First Semester

Day →	Monday	Tuesday	Wednesday	Thursday	Friday
Time ↓					

Second Semester

Day →	Monday	Tuesday	Wednesday	Thursday	Friday
Time ↓					

2021

August 2021

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

September 2021

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December 2021

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January 2022

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February 2022

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March 2022

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April 2022

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May 2022

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2022

August 2021

Notes

Sunday

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Tuesday

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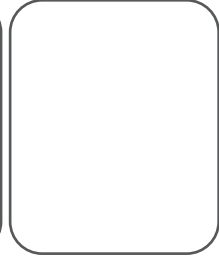
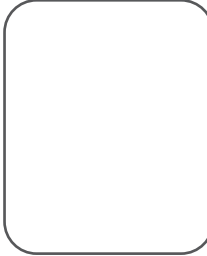
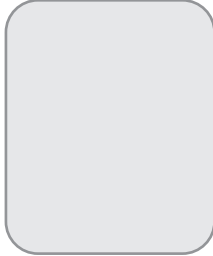
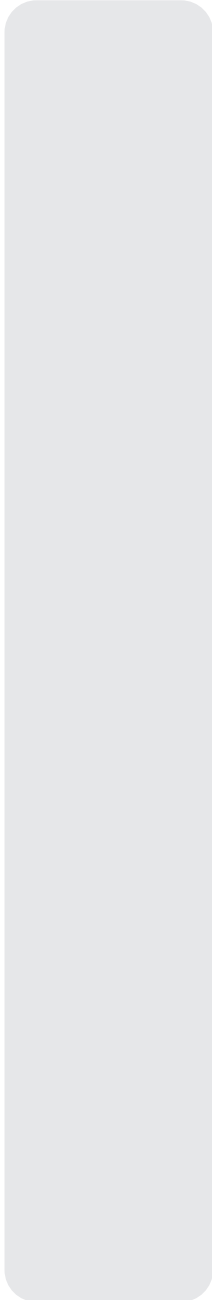
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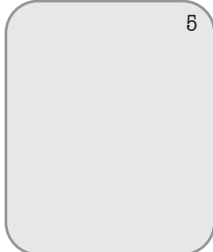
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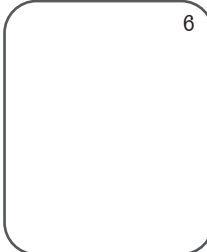
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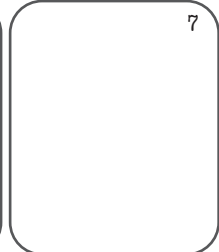
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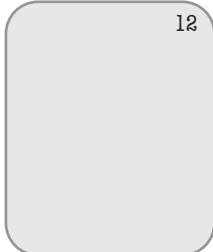
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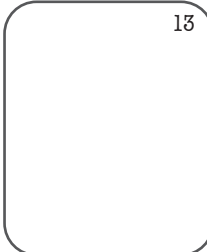
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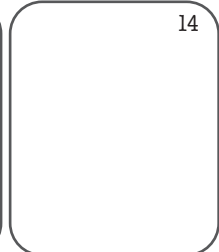
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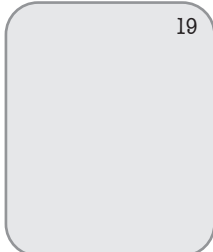
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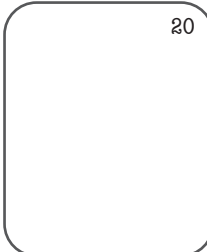
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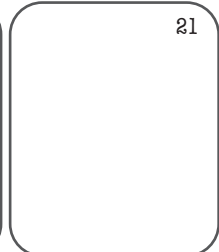
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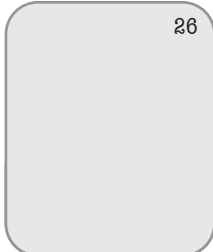
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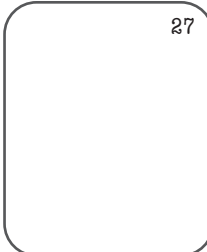
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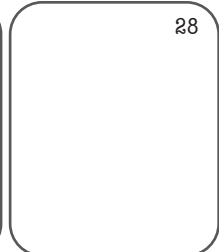
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September 2021

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AUGUST/SEPTEMBER

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September 2021

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SEPTEMBER

9 Thursday

10 Friday

11 Saturday

12 Sunday

September 2021

13 Monday

14 Tuesday

15 Wednesday

16 **Thursday**

17 **Friday**

18 **Saturday**



19 **Sunday**



September 2021

20 Monday

21 Tuesday

22 Wednesday

SEPTEMBER

23

Thursday

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September 2021

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SEPTEMBER/OCTOBER


30 Thursday

1 Friday

2 Saturday



3 Sunday



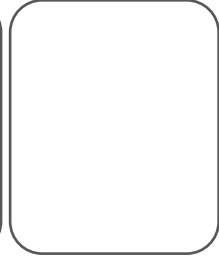
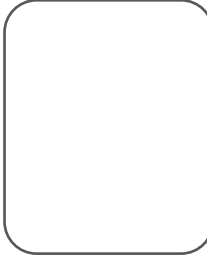
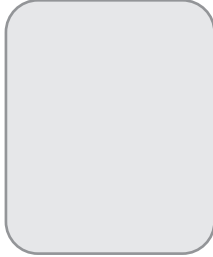
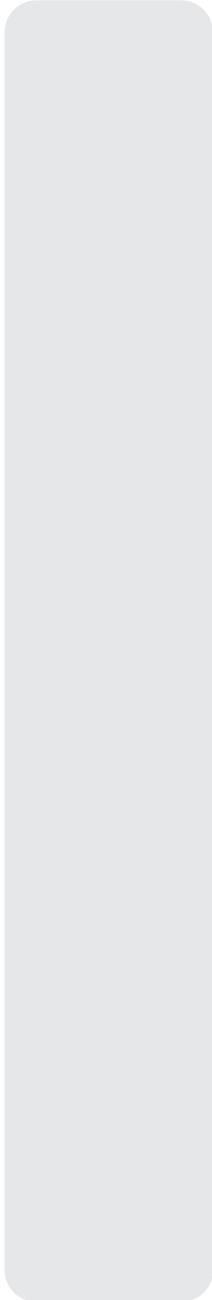
October 2021

Notes

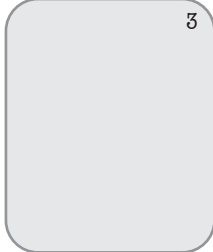
Sunday

Monday

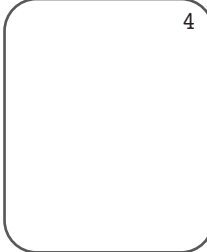
Tuesday



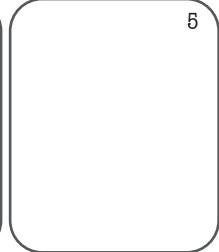
3



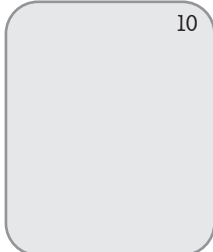
4



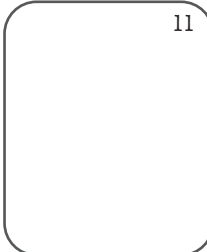
5



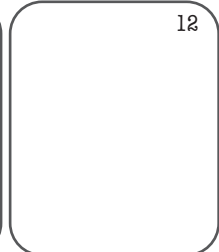
10



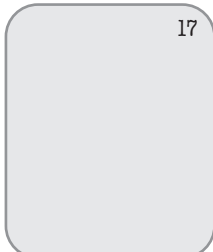
11



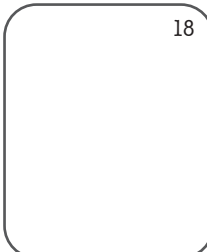
12



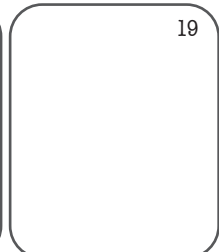
17



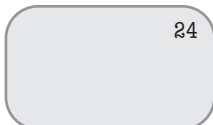
18



19



24



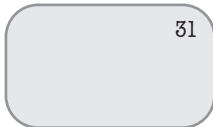
25



26



31



Wednesday

Thursday

Friday

Saturday

Empty rounded rectangular box for Wednesday.

Empty rounded rectangular box for Thursday.

Empty rounded rectangular box for Friday with the number 1 in the top right corner.

Shaded rounded rectangular box for Saturday with the number 2 in the top right corner.

Empty rounded rectangular box for Wednesday with the number 6 in the top right corner.

Empty rounded rectangular box for Thursday with the number 7 in the top right corner.

Empty rounded rectangular box for Friday with the number 8 in the top right corner.

Shaded rounded rectangular box for Saturday with the number 9 in the top right corner.

Empty rounded rectangular box for Wednesday with the number 13 in the top right corner.

Empty rounded rectangular box for Thursday with the number 14 in the top right corner.

Empty rounded rectangular box for Friday with the number 15 in the top right corner.

Shaded rounded rectangular box for Saturday with the number 16 in the top right corner.

Empty rounded rectangular box for Wednesday with the number 20 in the top right corner.

Empty rounded rectangular box for Thursday with the number 21 in the top right corner.

Empty rounded rectangular box for Friday with the number 22 in the top right corner.

Shaded rounded rectangular box for Saturday with the number 23 in the top right corner.

Empty rounded rectangular box for Wednesday with the number 27 in the top right corner.

Empty rounded rectangular box for Thursday with the number 28 in the top right corner.

Empty rounded rectangular box for Friday with the number 29 in the top right corner.

Shaded rounded rectangular box for Saturday with the number 30 in the top right corner.

October 2021

4

Monday

5

Tuesday

6

Wednesday

7 **Thursday**

8 **Friday**

9 **Saturday**

10 **Sunday**

October 2021

11

Monday

12

Tuesday

13

Wednesday

14 **Thursday**

15 **Friday**

16 **Saturday**

17 **Sunday**

October 2021

18 Monday

19 Tuesday

20 Wednesday

21 **Thursday**

22 **Friday**

23 **Saturday**

24 **Sunday**

October 2021

25 Monday

26 Tuesday

27 Wednesday

November 2021

Notes	Sunday	Monday	Tuesday
		1	2
	7	8	9
	14	15	16
	21	22	23
	28	29	30

Wednesday

Thursday

Friday

Saturday

3

4

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19

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24

25

26

27

November 2021

1 Monday

2 Tuesday

3 Wednesday

NOVEMBER

4 **Thursday**

5 **Friday**

6 **Saturday**

7 **Sunday**

November 2021

8

Monday

9

Tuesday

10

Wednesday

NOVEMBER

11 Thursday

12 Friday

13 Saturday

14 Sunday

November 2021

15 Monday

16 Tuesday

17 Wednesday

18 **Thursday**

19 **Friday**

20 **Saturday**

21 **Sunday**

November 2021

22

Monday

23

Tuesday

24

Wednesday

NOVEMBER

25 Thursday

26 Friday

27 Saturday

28 Sunday

December 2021

Notes

Sunday

Monday

Tuesday

5

6

7

12

13

14

19

20

21

26

27

28

Wednesday

Thursday

Friday

Saturday

1

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8

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16

17

18

22

23

24

25

29

30

31

December 2021

29 Monday

30 Tuesday

1 Wednesday

NOVEMBER/DECEMBER

2

Thursday

3

Friday

4

Saturday

5

Sunday

DECEMBER

9 Thursday

10 Friday

11 Saturday

12 Sunday

16 **Thursday**

17 **Friday**

18 **Saturday**

19 **Sunday**

DECEMBER

23 Thursday

24 Friday

25 Saturday

26 Sunday

December 2021

27

Monday

28

Tuesday

29

Wednesday

DECEMBER/JANUARY

30 Thursday

31 Friday

1 Saturday

2 Sunday

January 2022

Notes

Sunday

Monday

Tuesday

A large, vertical, light gray rounded rectangle intended for taking notes.

Empty rounded rectangle for Sunday.

Empty rounded rectangle for Monday.

Empty rounded rectangle for Tuesday.

2
Empty rounded rectangle for Sunday.

3
Empty rounded rectangle for Monday.

4
Empty rounded rectangle for Tuesday.

9
Empty rounded rectangle for Sunday.

10
Empty rounded rectangle for Monday.

11
Empty rounded rectangle for Tuesday.

16
Empty rounded rectangle for Sunday.

17
Empty rounded rectangle for Monday.

18
Empty rounded rectangle for Tuesday.

23
Empty rounded rectangle for Sunday.

24
Empty rounded rectangle for Monday.

25
Empty rounded rectangle for Tuesday.

30
Empty rounded rectangle for Sunday.

31
Empty rounded rectangle for Monday.

Empty rounded rectangle for Tuesday.

Wednesday

Thursday

Friday

Saturday

January 2022

3 Monday

4 Tuesday

5 Wednesday

6

Thursday

7

Friday

8

Saturday

9

Sunday

January 2022

10 Monday

11 Tuesday

12 Wednesday

13 **Thursday**

14 **Friday**

15 **Saturday**

16 **Sunday**

January 2022

17 Monday

18 Tuesday

19 Wednesday

20

Thursday

21

Friday

22

Saturday

23

Sunday

January 2022

24 Monday

25 Tuesday

26 Wednesday

27

Thursday

28

Friday

29

Saturday

30

Sunday

February 2022

Notes	Sunday	Monday	Tuesday
			1
	6	7	8
	13	14	15
	20	21	22
	27	28	

Wednesday

Thursday

Friday

Saturday

2

3

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23

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26

February 2022

31 Monday

1 Tuesday

2 Wednesday

JANUARY/FEBRUARY

3 Thursday

4 Friday

5 Saturday

6 Sunday

February 2022

7

Monday

8

Tuesday

9

Wednesday

FEBRUARY

10 Thursday

11 Friday

12 Saturday

13 Sunday

February 2022

14 Monday

15 Tuesday

16 Wednesday

FEBRUARY

17 Thursday

18 Friday

19 Saturday

20 Sunday

February 2022

21 Monday

22 Tuesday

23 Wednesday

24 **Thursday**

25 **Friday**

26 **Saturday**

27 **Sunday**

March 2022

Notes

Sunday

Monday

Tuesday

1

6

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13

14

15

20

21

22

27

28

29

Wednesday

Thursday

Friday

Saturday

2

3

4

5

9

10

11

12

16

17

18

19

23

24

25

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31

March 2022

28

Monday

1

Tuesday

2

Wednesday

FEBRUARY/MARCH

3 **Thursday**

4 **Friday**

5 **Saturday**

6 **Sunday**

10 **Thursday**

11 **Friday**

12 **Saturday**

13 **Sunday**

March 2022

14 Monday

15 Tuesday

16 Wednesday

17 **Thursday**

18 **Friday**

19 **Saturday**

20 **Sunday**

March 2022

21 Monday

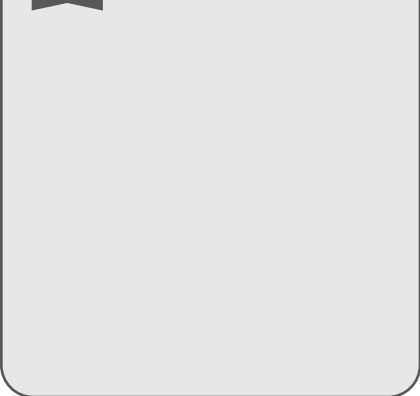
22 Tuesday

23 Wednesday

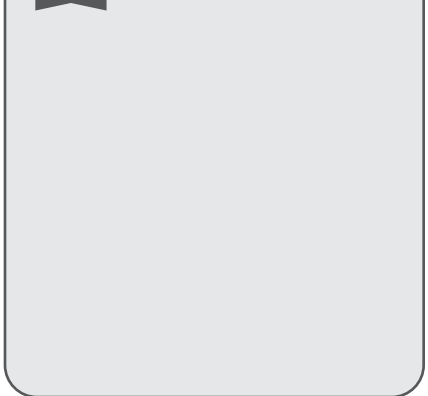
24 **Thursday**

25 **Friday**

26 **Saturday**



27 **Sunday**



March 2022

28 Monday

29 Tuesday

30 Wednesday

31 **Thursday**

1 **Friday**

2 **Saturday**

3 **Sunday**

April 2022

Notes

Sunday

Monday

Tuesday

3

4

5

10

11

12

17

18

19

24

25

26

Wednesday

Thursday

Friday

Saturday

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22

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27

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29

30

April 2022

4

Monday

5

Tuesday

6

Wednesday

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Thursday

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Friday

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Saturday

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Sunday

April 2022

11 Monday

12 Tuesday

13 Wednesday

14 **Thursday**

15 **Friday**

16 **Saturday**

17 **Sunday**

April 2022

18 Monday

19 Tuesday

20 Wednesday

April 2022

25 Monday

26 Tuesday

27 Wednesday

28 **Thursday**

29 **Friday**

30 **Saturday**

1 **Sunday**

May 2022

Notes

Sunday

Monday

Tuesday

1

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8

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10

15

16

17

22

23

24

29

30

31

Wednesday

Thursday

Friday

Saturday

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28

May 2022

2

Monday

3

Tuesday

4

Wednesday

5 **Thursday**

6 **Friday**

7 **Saturday**

8 **Sunday**

May 2022

9

Monday

10

Tuesday

11

Wednesday

12 **Thursday**

13 **Friday**

14 **Saturday**



15 **Sunday**



May 2022

16 Monday

17 Tuesday

18 Wednesday

19 **Thursday**

20 **Friday**

21 **Saturday**

22 **Sunday**

May 2022

23 Monday

24 Tuesday

25 Wednesday

26 **Thursday**

27 **Friday**

28 **Saturday**

29 **Sunday**

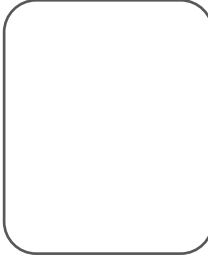
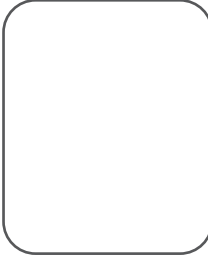
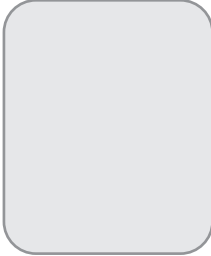
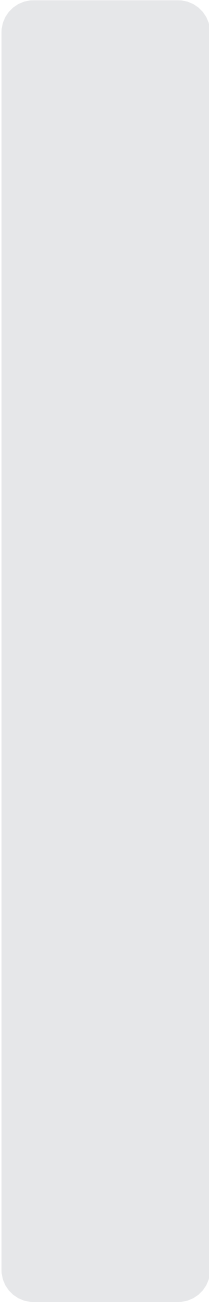
June 2022

Notes

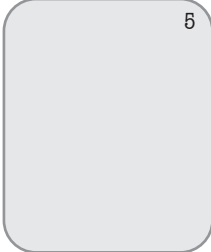
Sunday

Monday

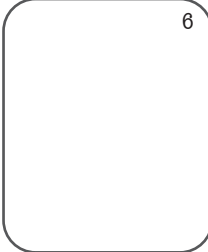
Tuesday



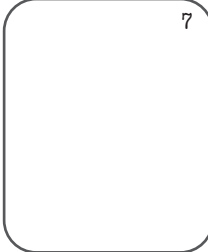
5



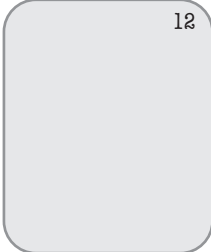
6



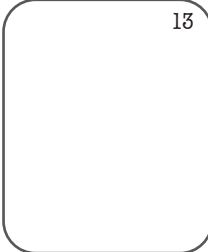
7



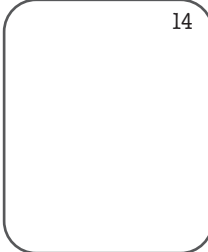
12



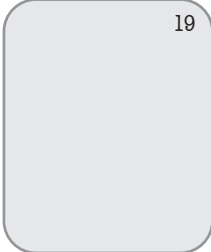
13



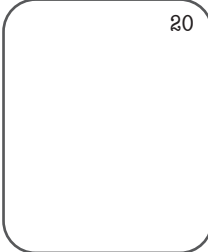
14



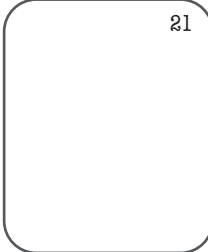
19



20



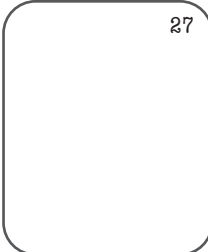
21



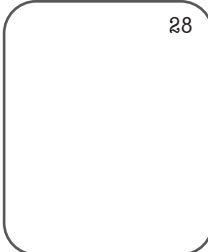
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Wednesday

Thursday

Friday

Saturday

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June 2022

30 Monday

31 Tuesday

1 Wednesday

2

Thursday

3

Friday

4

Saturday

5

Sunday

June 2022

6

Monday

7

Tuesday

8

Wednesday

9 **Thursday**

10 **Friday**

11 **Saturday**

12 **Sunday**

June 2022

13 Monday

14 Tuesday

15 Wednesday

June 2022

20 Monday

21 Tuesday

22 Wednesday

June 2022

27 Monday

28 Tuesday

29 Wednesday

30 **Thursday**

1 **Friday**

2 **Saturday**

3 **Sunday**

July 2022

Notes

Sunday

Monday

Tuesday

Notes area (shaded gray)

Sunday (shaded gray)

Monday

Tuesday

3
Sunday (shaded gray)

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Monday

5
Tuesday

10
Sunday (shaded gray)

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Monday

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Tuesday

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Sunday (shaded gray)

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Monday

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Tuesday

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Sunday (shaded gray)

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Monday

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Tuesday

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Sunday (shaded gray)

Wednesday

Thursday

Friday

Saturday

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