

COOPERSTOWN CENTRAL SCHOOL DISTRICT



Elementary Student Handbook

This document accompanies the *"Student Code of Conduct"*

Please visit the district website for more information or request additional copies from the main office.

IN THE CLASSROOM

We will:

- Follow the directions of all staff and substitute personnel.
- Arrive to class on time.
- Listen carefully to all public address (PA) announcements.
- Arrive prepared with all necessary materials needed for class.
- Refrain from disturbing or distracting others as they work.

IN THE CAFETERIA

We will:

- Talk quietly.
- Walk slowly.
- Stay in our seats.
- Not throw things.
- Not share food.
- Keep our hands and feet to ourselves.
- Listen to directions.
- Say 'thank you' as you receive your food.

ON THE BUS

We will:

- Follow directions given by the bus driver and the bus aide.
- Act as good examples by being cooperative, careful and kind.
- Remain in seats, do not cause distractions.
- Keep hands and objects away from windows.
- Talk quietly.
- Follow the rules of general behavior as previously stated and follow the Cooperstown Central School District Safety Rules as explained by the bus driver.
- Say 'thank you' to the bus driver when exiting the bus.

OUTDOORS/RECESS

We will:

- Follow playground rules.
- Use equipment properly and safely.
- Walk bicycles while on school property.
- Use bike racks.

BE RESPONSIBLE. BE RESPECTFUL. BE SAFE.

COOPERSTOWN CENTRAL SCHOOL DISTRICT



2021-2022

Student Code of Conduct

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.

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. <i>(See Appendix B. Dress Code)</i>	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. <i>(See Appendix C Personal Technology Use)</i>			
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

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.
- 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.

	<p>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.</p> <p>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:</p>							
	<p>a. Humiliation: socially offensive, isolating or uncooperative behaviors.</p>	<table border="0"> <tr> <td>1</td> <td>(pk-3)</td> <td>3</td> </tr> <tr> <td>2</td> <td>(4-12)</td> <td>5</td> </tr> </table>	1	(pk-3)	3	2	(4-12)	5
1	(pk-3)	3						
2	(4-12)	5						
	<p>b. Substance abuse: abuse of tobacco, alcohol or illegal drugs, including vaping.</p>	<table border="0"> <tr> <td>1</td> <td>(pk-3)</td> <td>3</td> </tr> <tr> <td>2</td> <td>(4-12)</td> <td>5</td> </tr> </table>	1	(pk-3)	3	2	(4-12)	5
1	(pk-3)	3						
2	(4-12)	5						
	<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>	<table border="0"> <tr> <td>1</td> <td>(pk-3)</td> <td>4</td> </tr> <tr> <td>2</td> <td>(4-12)</td> <td>5</td> </tr> </table>	1	(pk-3)	4	2	(4-12)	5
1	(pk-3)	4						
2	(4-12)	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>	<table border="0"> <tr> <td>1</td> <td>(pk-3)</td> <td>3</td> </tr> <tr> <td>2</td> <td>(4-12)</td> <td>5</td> </tr> </table>	1	(pk-3)	3	2	(4-12)	5
1	(pk-3)	3						
2	(4-12)	5						
	<p>b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats; and</p>	<table border="0"> <tr> <td>1</td> <td>(pk-3)</td> <td>3</td> </tr> <tr> <td>2</td> <td>(4-12)</td> <td>5</td> </tr> </table>	1	(pk-3)	3	2	(4-12)	5
1	(pk-3)	3						
2	(4-12)	5						
	<p>c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).</p> <p>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.</p>	<table border="0"> <tr> <td>1</td> <td>(pk-3)</td> <td>3</td> </tr> <tr> <td>2</td> <td>(4-12)</td> <td>5</td> </tr> </table>	1	(pk-3)	3	2	(4-12)	5
1	(pk-3)	3						
2	(4-12)	5						

Rule 17.				
Gambling:	A student will not play games of skill or chance for money or property.	1	(pk-3)	3
		1	(4-12)	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	(pk-3)	4
		2	(4-12)	4
B. Staff Property:	Unlawfully taking and/or carrying away property belonging to a staff member.	1	(pk-3)	4
		2	(4-12)	4
C. Student Property:	Unlawfully taking and/or carrying away property belonging to another student.	1	(pk-3)	4
		2	(4-12)	4
D. Student Locker:	Removing any property from a locker other than the one assigned.	1	(pk-3)	4
		2	(4-12)	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	(pk-3)	4
		2	(4-12)	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	(pk-3)	4
		2	(4-12)	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	(pk-3)	4
		2	(4-12)	5
C. Consensual Sex:	Sexual activity involving willing participants.	2	(pk-3)	4
		2	(4-12)	5
D. Indecent Exposure:	Intentional exposure of private parts of one's body (Including "mooning").	2	(pk-3)	4
		2	(4-12)	5
E. Sexual Assault/Rape or Attempted Rape: Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear (age appropriate).		2	(pk-3)	4
		4	(4-12)	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	(pk-3)	4
		3	(4-12)	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	(pk-3)	4
		3	(4-12)	5
Rule 21.				
Burglary:	A student will not break into school property for the purpose of stealing.	1	(pk-3)	4
		4	(4-12)	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	(pk-3)	4
		3	(4-12)	5
B. Actual:	Taking property from a person by force or violence.	1	(pk-3)	4
		4	(4-12)	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	(pk-3)	4
		3	(4-12)	5
B. Actual:	Use of threats or intimidation to obtain money or property from another.	2	(pk-3)	4
		3	(4-12)	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	(pk-3)	4
		4	(4-12)	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	(pk-3)	4
		1	(4-12)	4
	• Use: A Laser pointer light beam shined on an individual, on school grounds or during school activities.	1	(pk-3)	4
		1	(4-12)	5
C.	Explosive*: Any device containing combustible material and a fuse.	2	(pk-3)	4
		2	(4-12)	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	(pk-3)	4
		2	(4-12)	5
	• Simple Possession: Blade greater than 2 1/2 inches: Possession of any knife longer than 2 ½ inches, regardless of intent.	2	(pk-3)	4
		4	(4-12)	5
	• Camouflaged Weapon: <i>i.e.</i> , knife blades, or other sharp devices.	2	(pk-3)	4
		4	(4-12)	5
E.	Toy Knife*: Possession of any size or shape toy knife.	1	(pk-3)	4
		2	(4-12)	4
F.	Razor Blade/Box Cutter*: Possession of a razor blade, box cutter or similar device for cutting.	2	(pk-3)	5
		4	(4-12)	5
G.	Ammunition*: Possession of any bullets or shells or any objects that could be considered ammunition or which resemble ammunition.	1	(pk-3)	5
		2	(4-12)	5
H.	Fireworks, Small Explosives*: Possession of firecrackers or small explosive devices including caps, and snapper pops.	1	(pk-3)	5
		2	(4-12)	5
I.	Antipersonnel Spray*: Possession of chemical (such as Mace) or pepper sprays.	2	(pk-3)	4
		3	(4-12)	5
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	(pk-3)	4
		2	(4-12)	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	(pk-3)	4
		3	(4-12)	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. *Special Note: <i>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	(pk-3)	4
		3	(4-12)	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	(pk-3)	
		5	(4-12)	
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. *SPECIAL NOTE: <i>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

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.

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 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

Elementary, 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.

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.

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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.