

Richfield Springs Central School

Student Handbook 2023-2024

The Richfield Springs Central School District Code of Conduct governs the conduct of everyone—student or adult—who is present at a school-sponsored event or on school property. The Code governs conduct on all District property, which includes school buses operated by or on behalf of the District and also includes areas that are leased by the District.

This student handbook is a brief summary of the District Code of Conduct. The entire Code of Conduct, which has been approved and adopted by the Board of Education, governs the behaviors of students and adults as noted above. A full copy of the District Code of Conduct can be found on the District's website www.richfieldcsd.org.

We expect that students and parents/guardians have read, reviewed and discussed the contents of the Code of Conduct and Student Handbook for the 2023-24 school year. You will receive a signature page with opening day forms that must be signed and returned to school. Each student in grades 4-12 at RSCS who attends this school needs to read the handbook and Code and sign the form. If you have PK-3rd grade students at your house, parents/guardians need to discuss the pertinent parts with him/her.

Please return the signature sheet and the Acceptable Use Policy (AUP) form to your first period teacher or homeroom teacher with emergency forms after the first day of school. We will not allow students to use computers at school after September 13, 2023 until these forms are signed as an acknowledgement of your acceptance of the Acceptable Use Policy.

We are interested in any thoughts or comments you may have about this edition of the handbook. Please feel free to contact us at school about any questions or concerns that you have.

Mission Statement

The goal of the Richfield Springs Central School District is to maintain a safe and caring environment, conducive to the learning atmosphere. The mission of the school is to enable lifelong learning to occur with Responsibility, Scholarship, Confidence, and Success.

Attendance Policy and Procedures (BP 7002)

All children between the ages of six and sixteen must attend school in New York State. Education Law states that students must remain in school until the end of the school year in which they turn sixteen. College admissions offices and future employers use attendance records as a means of determining dependability and good citizenship. Daily attendance and punctuality are essential for promotion and success in school and life. The administration and professional staff of RSCS District believe that regular attendance in classroom instruction is an integral part of the learning process and that there is a significant relationship between academically engaged time and student achievement. Regular attendance is critical in credit-bearing classes; therefore, it is the policy of the RSCS District that students enrolled in grades 9–12 are subject to an attendance policy.

For safety concerns, we ask that parents or guardians call in the absence or tardy of a student to in the attendance office. An answering machine is available for your convenience. The phone number for the attendance office is 858–0610 extension 1010. If a student is absent and the school has not been notified, the school may attempt to contact the parents or guardian. If a parent hasn't called in the absence, a written excuse must be turned into the attendance office the day the student returns. A student absent without the consent of his parent/guardian is truant. Repeated truancy may be the cause of further disciplinary action. Any time a student is absent, legally or illegally, he/she is expected to make up the work missed.

Students are expected to be at the school at 8:00 and in their first period classes at 8:05AM –Students will be considered tardy if not in class at that time. Students are to report to the main/front door office for a pass if they are tardy to the building for their first period class. A written excuse is required. Three instances of tardiness equals one absence. Students who are late to school without a legal excuse will be subject to disciplinary action.

All excuses must have a reason for the absence. If there is no reason listed, it will be considered an illegal absence. The excuse must be specific. "Appointment" is not specific and will be counted as an illegal absence. If a student has been to a doctor or dentist's office, the office will gladly supply a doctor's note. If it is necessary for a student to leave school early for an appointment, the main office must receive verbal or written permission from the parent. These requests should be brought to the main office at the beginning

of the day so that teachers and other staff can be notified that a student will be leaving. A student must sign out at the main/front door office. If a student becomes ill, he must ask for permission to leave class and report immediately to the nurse's office. If he/she needs to go home, he/she is to report to the nurse's office so parents/guardians can be contacted. Students are not to leave without checking in with the nurse.

Any student who is absent from school for the entire day should not be at school in the evening for any event. Extra-curricular activities have clear guidelines about participating if a student is absent for the entire day, but if a student is too sick to be in school, he/she is too sick to be at a concert, dance, game, or other activity.

A student may not be absent (legally or illegally) for more than sixteen days of instruction from a full year course or more than eight days of instruction from one semester course. This is a seat time requirement; students who go over this threshold will lose credit in the class regardless of the absence being legal or illegal. These numbers will be prorated if a student enters the class after the beginning of the year. Students are reminded that three instances of tardiness to a class equals one absence from that class. A class tardiness of more than twenty minutes will equal an absence.

Compulsory Education Law

According to the School Law of the State of New York, all children between the ages of 6 and 16 must present in school at all times during which the school is in session. The following conditions make it possible for a student to be legally absent:

Legal Absences:

- Illness; personal or family
- Death in the immediate family
- Emergency and/or medical or dental appointment
- Absences approved in advance with school principal (registration for draft, job interviews, college visitations, etc.)
- Authorized religious holidays
- Court dates (documentation required)
- Approved field trips
- Driving permit and driving test
- Religious observances

Whenever possible, medical and dental appointments are to be scheduled outside of school time. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time.

The reasons for absence listed below are considered by school authorities to be illegal absences within the meaning of the compulsory education law and will be documented as an illegal absence or tardy and may be a violation of our code of conduct.

Illegal absences:

- Truancy
- Missing the school bus
- Family trips while school is in session
- Shopping
- Hunting, fishing, attendance at games
- Birthday or other celebrations
- Employment - including paper routes and baby-sitting

Presence in class is defined as the physical presence in class or working under the direction of the teacher or tutor approved and appointed by the school. Students receiving and successfully completing a course of approved alternative instruction/home instruction taught by a school approved tutor will be considered present for all classes and allowed to try final examinations for promotion. For students with disabilities and 504 students, absences cannot be held against him/her for attendance policy purposes if the absences were attributable to his/her disability. In most cases, suspended students' days of suspension will not be counted as absences, unless the student is offered alternative instruction and fails to attend such instruction. OSS students should get their work before they leave the school or contact the guidance office to have the work picked up. However, suspended students' days out of instruction will count against him/her for the purposes of perfect attendance status.

The Richfield Springs Central School District has set forth strict "seat time" requirements for all students. Consequently, students who have exceeded the absence level in a particular course will automatically lose credit in that course, regardless of their final grade. As a result, he/she will be required to retake the class as follows depending on circumstances and time of year: assigned a new class

(1st semester to 2nd semester), assigned an alternative program at RSCS, remain in the class to audit it to take the NYS exams, attend and complete BOCES Regional summer school, or attend and complete a rigorous and comprehensive credit recovery program. Per the New York State Education Department, “to receive credit, the student must successfully complete the make-up credit program and demonstrate mastery of the learning outcomes for the subject, including passing the Regents examination in the subject or other assessment required for graduation, if applicable. A make-up program may include, but is not limited to, repeating an entire course, a summer school program, receiving intensive instruction in the deficiency area or digital learning (online study). If the school wishes to offer an online program of study it must be comparable in scope and quality to regular classroom instruction, provide for documentation of satisfactory student achievement, and include regular and substantive interactions.”

Notification of Parents/guardians

Written notification to parents/guardians concerning students’ absences, tardiness or early departures, will take place at prescribed intervals and will include information that resources/support personnel are available. Letters will be mailed home to parents/guardians when a student reaches a threshold of 3 or more absences, 6 or more absences, 10 or more absences, and 15 or more absences. When a student exceeds sixteen absences for a full-year course, or nine absences for half-year course, a letter will be sent from the principal to the parent/guardian indicating that credit for that course has been lost. A student has the right of due process to appeal this decision. The appeal process is noted below.

Right to Appeal

A student who has been denied credit due to excessive absence has the right of due process to appeal this decision. The appeal process is noted below:

- A. A written appeal must be submitted to the Building Principal within ten (10) days of receipt of written notification of denial credit.
- B. A committee made up of the teacher(s) involved, the guidance counselor, the school nurse, and the building principal will act on the appeal. If there are fewer than five (5) members on the committee, a nonpartisan faculty member chosen by the faculty will make the fifth member. The committee will recommend to the principal denial of credit, the granting of a waiver pending medical documentation, and/or recommend that the Superintendent conduct a hearing.
- C. The Superintendent will conduct a hearing and render a decision.

Interventions

- A. The objective of intervention strategies is to identify the cause(s) of absenteeism, to reduce absenteeism and to circumvent the need for action in the courts (PINS petitions).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor or attendance officer) shall be responsible for preliminary contact with parents/guardians and students to assess a situation of absenteeism and devise a plan of improvement. For example, where the absence is due to prolonged illness, the District may arrange for immediate home or hospital instruction.
- C. The Building Principal or designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:
 - a. Communication with the parent/guardian
 - b. Counseling and other support services
 - c. Mentoring
 - d. Progressive disciplinary action
 - e. Related community agencies services.

Incentives

The Commissioner has recommended that all Districts implement an incentive program to improve attendance. An incentive program may include, but not be limited to, prizes or privileges for perfect attendance.

Disciplinary Sanctions

When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation on interscholastic sports or in extracurricular activities, attendance at school sponsored events), may be imposed.

B

Elementary Students

Parents/guardians of students in grades PK-6 will receive written notification per quarter when their child has excessive absences according to the guidelines below.

- 5 or more absences at end of 1st quarter
- 10 or more absences an end of 2nd quarter
- 15 or more absences at end of 3rd quarter

Specific intervention strategies will be discussed to prevent further absences following the first 10-15. These might include an attendance contract developed between the student, parent, identified instructor and guidance office. This contract will be signed by all parties and kept on file, addressing specific concerns such as locker location, medical concerns, or late release from classes. The committee will meet and make every attempt to find positive solutions to frequent lateness or absence.

Student incentives will be offered to promote excellent attendance. These could be a list of perfect attendance printed along with honor roll students each ten weeks, announcements and certificates given at awards assembly for perfect attendance, or a ten-week perfect attendance gift certificate.

Requests for Homework When Absent

Call the guidance office by 9:00 A.M. The homework will be gathered for someone to pick up by 4:00 pm in the guidance office. In cases where students are out of school for 5 or more days because of a doctor's note, a tutor will be assigned and arrangements will be made through the principal's office.

It is the student's responsibility to obtain and complete all required class work. All work missed because of absences must be made up in a reasonable amount of time, generally the next day for a one day absence. Failure to obtain make up work is no excuse for not doing work missed and will not mean more time to make up the work.

BP 7012 & 7040

Cafeteria Rules and Regulations

All students will walk to the cafeteria and proceed to line up in order to purchase full lunch or food items. Students should remain in line after entering the cafeteria. Students should not "cut" in line or save spaces for other students. Students will return food containers and/or trays to the lunchroom collection window and dispose of all milk cartons and paper products in the waste receptacles provided for that purpose. All students will clean the area where they have eaten.

Food cannot be taken from the cafeteria without approval from the building principal. No food or drinks except for water in clear water bottles are allowed in classrooms. Since the cafeteria is self-supporting, food purchased in another location may not be brought into the cafeteria. Lunches brought from home are allowed.

Students in grades 7-12 may go to supervised areas after they have finished their lunches, but they may not leave the hallways and corridors outside the cafeteria unless there is supervision. Students in grades 9-12 may eat on the patio outside the cafeteria when weather permits.

Free Breakfast for all students will again be offered this year. Previous free/reduced eligibility remains in effect only until September 30th of the current year. Parents/guardians must reapply each September. If you have a question or need assistance filling out the paper work, please discuss with the principal or the cafeteria manager. Students will not be allowed to have their lunch at free or reduced prices after September 30, and will be charged full price for their lunch. Please refer to policy 5202 for more details.

Closed Campus

The Richfield Springs Central School District has a closed campus for grades PK–11. Students in grades PK–11 may not leave the school grounds and will have assigned areas for their lunch periods and recreational periods. Seniors in good academic standing may earn open campus privileges. Seniors who do not maintain good academic or behavioral expectations may have their open campus privileges revoked. Juniors who are members of the National Honor Society will also be allowed to have open campus privileges with permission from the building principal and the NHS advisor. A signed permission slip from parents/guardians is required to leave school grounds. Under no circumstances are students to drive cars (regardless of where they park) during lunchtime. Students must sign in and out and may only use the front entrance. In addition, students in grades PK-11 are not allowed to leave for lunch unless the parent/guardian comes to the main office and signs them out. The student must accompany the parent/guardian when leaving. Telephone calls, other electronic communications, or notes will not be accepted for a student to leave without his/her parent/guardian present.

Class Placement in High School Classes

To be considered a sophomore, a student needs at least 6½ credits with a passing grade in English 9 and Global History I.

A junior has completed at least 13 credits with a passing grade in English 10 and Global History II.

A senior needs to have enough credits to graduate. The required number of credits is 23-27. This amount also reflects (4) years of English and social studies. If the English and social studies requirements cannot be fulfilled in the senior year, seniors need to be aware that although they are seniors, they will not graduate.

Creating Student Schedules

Each spring all students in grades eight through eleven are scheduled to meet with the School Counselor to review their graduation plan and request courses for the upcoming school year. The schedule requests are based on graduation requirements and additional course electives a student wishes to take to create a major or explore other curricular areas. A student's course requests are then sent home with the student for their parents/guardians to review and sign, signifying that they approve and understand the course their child will be taking. Parents/guardians are encouraged to contact the guidance office if they have any questions concerning the requested courses. Due to staffing, graduation requirements, and class numbers, not all requested classes may be scheduled. It is very important that all concerns regarding student schedules are brought to the attention of the School Counselor as soon as possible so that they can be rectified or an explanation can be given. During the summer break, you can reach the School Counselor by email, written note, fax, etc.

Drop/Add Procedure

Once the Fall Semester begins schedule changes go thru the Drop/Add procedure. The Drop/Add procedure involves the School Counselor, Teacher(s), Principal, Student, and his/her Parent(s)/Guardians. Add/Drop forms can be found on the Guidance website and in hard copy format in the Guidance Office. When the drop/add request receives the School Counselor approval, it indicates that the student may make this schedule change without affecting his/her graduation plans. The School Counselor will communicate any concerns that may exist via the notes section of the form, a phone call or email. Students will then take their request to each impacted teacher to seek their input and initials as well. Finally, the student's parents/guardians must sign the bottom of the form, indicating their consent to any changes. Anyone can refuse to initial/sign the form if they disagree with the change. This will result in the School Counselor reaching out to all parties to informally resolve the matter or schedule a parent/school conference to discuss more complicated situations.

The fall semester Drop/Add process begins once the first day of the fall semester begins and lasts through the second Friday of September. The spring semester Drop/Add process runs from the first day of the second semester to the second Friday of February each year.

Paperwork must be completed and returned to the Guidance Office by the close of each semester's Drop/Add window for the dropped course grade not to show on student records.

In exceptional circumstances the HS Principal may approve a drop/add after the windows have closed. Requests describing the exceptional circumstances must be made in writing to both the HS School Counselor and Principal. However, please note any courses dropped outside the drop/add window will result in the students in-progress grade(s) showing on the student transcript.

Community Service Requirement for Graduating Seniors

Fifteen hours of community service is a RSCS requirement for graduation and must be completed before the start of the second semester of their senior year. Richfield Springs Central School District and the Board of Education feel that a sense of giving is an important attribute to acquire. Administration reserves the right to modify this requirement in the rare case of a student transferring to RSCS during the second semester of their senior year or other extenuating circumstances that would prohibit the full completion of this requirement. All seniors must take ¼ credit public speaking class.

RSCS Community Service Project Presentation

Each student will be required to make a short PowerPoint/Keynote Presentation to the Board of Education. This presentation must include the following criteria:

- Academic Development**
- Social-Emotional Development**
- Self-Identity**
- Work Ethic**
- Community Service and Future Plans**

A minimum of fifteen hours of community service must be completed during a student's junior and/or senior year. Community service opportunities must be chosen from a district-approved list. Preapproval from the building principal must be obtained for any community service opportunity not on the district-approved list. A presentation schedule will be provided for students during the Fall Semester (2-3 students per BOE meeting). Students will present their projects to the BOE during the Spring Semester and it will count towards a grade in Government class. The Principal, Superintendent, and BOE members will give non-evaluative feedback to students. Students must stay for the entire BOE meeting and parents/guardians are strongly encouraged to attend.

After School Events

During the playing of the National Anthem, students are to remove their hats and not talk. No food or drink is allowed in the gym. If a student leaves an after school event, he/she will not be allowed to return. No children in grades PK-6 will be allowed to attend after school events without a parent or guardian accompanying them, unless it is a 5th or 6th grade chaperoned event.

Dances

General school rules are enforced at school dances. All dances are scheduled using building use forms and will be chaperoned by at least four chaperones. An administrator will also be in attendance. The chaperones in charge of the activity have final authority in all decisions made during the scheduled activity and whether or not to notify parent/guardian or law enforcement to remove the student from the dance.

Students in grades 9-12 may bring one guest (individual not enrolled at RSCS and cannot be over the age of 20) to a dance if the guest is signed up prior to the dance. Middle school students (grades 5-8) may not bring a guest to a dance. The RSCS student is responsible for the conduct of the guest. If a guest is asked to leave the dance, the person that signed him/her up as a guest will also be asked to leave. The guest will not be allowed to attend any more dances at the Richfield Springs Central School for the remainder of the school year. If a student from Richfield Springs Central School is asked to leave a dance, he/she will not be allowed to attend the next dance.

District policies on alcohol, tobacco and substance abuse apply to dances and all school sponsored activities.

Coat racks will be placed outside the gym. Students must check their coats in at the beginning of the dance and retrieve their coats at the end of the dance. Bags brought to the dance will be placed in a separate room and can be picked up at the end of the dance. Students may not go to the coat racks during the dance.

Doors will open at 6:00 p.m. for all dances, except for the prom and the senior ball. Once a student leaves, he/she will not be allowed to reenter. If a student was absent the day of the dance, he or she cannot attend. The doors close at 7:00 and students cannot enter after that except if arranged ahead of time with the administrator.

Students are encouraged to tell their parents/guardians to pick them up at the end of the dance, except for the prom and ball. At the end of the dance, all participants except those responsible for cleanup are expected to clear the premises promptly. Loitering inside or out will not be permitted. Parents/guardians are expected to be there at the end of the dance to pick up their children. Students in grades 5-8 who wish to leave the dance early must be signed out by a parent/guardian. If a student should depart before permission is granted, parents/guardians will be contacted.

Food/drinks will only be allowed near the concession stand and not in the gymnasium. Students may not bring in their own drinks or food.

Special Dance Rules:

Winter Ball: Students must be in grades 9-12 only.

Prom: Students must be in grades 11-12 but may bring a guest who is in 9th or 10th. No students in grades 7 or 8 are allowed to attend this event. -If a guest is out of school, he/she cannot be over 20 years old.

Hand-held Electronic Devices

Parents/guardians and students have the ability to make contact through the district's phone system at all times. The use of student-owned, portable electronic devices such as cell phones, iPods and cameras is prohibited in the classroom. Portable electronic devices can only be used in the hallway between classes and in the cafeteria during breakfast/lunch. Students are not allowed to use portable electronic devices during study halls. At the discretion of the teacher, students may be allowed to listen to music on their laptops (using headphones) during study hall and advisement. For safety concerns, students are not allowed to wear headphones/ear buds in the hallways during school hours.

Violations of the Electronic Device Policy:

Refer to code of conduct and progressive discipline: it is too specific.

Eligibility/Ineligibility Policy for Academics

An academic eligibility policy has been designed by a committee of faculty, coaches, parents/guardians and administration. Listed below are the key components.

Students in grades 7-12 failing two or more subjects will be considered ineligible to participate in athletics and the school play/musical. All classes are considered (English, social studies, math, science, foreign language, technology, PE, art, chorus/band and other electives).

Ineligible time periods will follow progress report dates and report card dates. Ineligibility lists will be in effect for the full five-weeks.

During the period of academic ineligibility students cannot participate in any athletic event, play, and/or musical production. Students can become eligible if they complete a weekly progress sheet and prove that they are not failing two or more classes. Each week during the five-week period the student must follow the process described below:

- a. Every Monday morning ineligible students who wish to become eligible will pick up an eligibility sheet from the principal's office.
- b. Each student must get this progress sheet signed by the teachers of the classes they are failing (as noted on the progress report or report card). Students will get their current averages and teachers' signatures notated on their progress sheet.
- c. This progress sheet must be returned to the principal by 3:00 on Monday.
- d. If the student is not failing two classes, then he/she becomes eligible for that week and receives the privilege of participating in all games, practices, and productions without any restrictions (Status- GREEN).
- f. If the student completes a weekly progress sheet and is still failing two or more classes, then the student becomes ineligible and must stay after school for extra help from 3:00 to 4:00 pm on Monday through Thursday. In return for staying after school the student will be allowed to practice, but he/she will not be allowed to play or attend games or be in a production/musical. Depending on practice times, students often have to miss parts of their practice while staying after for extra help. Students need to get a pass from their teacher before going to practice. If a student does not show up for extra help after school, they cannot practice (Status- YELLOW).

- g. If a student does not hand in their progress sheet on Monday, they immediately become ineligible and cannot practice, attend games/productions, and/or participate in games/productions (Status- RED)

This pass is good for one week (beginning on Tuesday through the following Monday). The progress sheets needs to be completed weekly. The student must follow this process each week during the five-week period.

The building principal will send coaches a weekly status report indicating the current eligibility of each student.

Extracurricular Eligibility Policy for Athletics, Clubs, and Activities

Participating in a sport or club at Richfield Springs Central School is an honor and a privilege. It is not a right. Since we expect our students who represent us both in the village of Richfield Springs and in the areas to which they travel to be fine examples of upstanding citizens and good representatives of our school, we have listed the following rules and regulations to govern participation in all extracurricular activities, including both athletics and non-athletic extracurricular. This is what the school expects from students as representatives of the school and the community.

The purpose of these regulations is to familiarize the parents/guardians with the responsibilities a student must assume in order to represent the school in any extracurricular activity. This policy will be in effect during the duration of the student's participation in any extracurricular activity. If a student violates rules and regulations in one sport or activity, it will affect any other sports or activities in which he/she is involved.

For the purposes of this document, the following definitions exist:

- A SPORT is any athletic activity listed by the NYSPHSAA as a sport.
- An ACTIVITY is any club, and/or a non-credit bearing school-related event such as the musical, color guard or marching band.
- EXTRACURRICULAR APPEALS COUNCIL will consist of the following: Jr./Sr. high principal, teacher, head coach or advisor, athletic director and/or coordinator, and guidance counselor.

Standards for Participation in Extracurricular Activities and Athletics

In an effort to ensure that all extracurricular activity programs at Richfield Springs Central School uphold the general ideals of citizenship, responsibility and sportsmanship, standards of conduct have been established for students participating in any extracurricular or sports program. For the purpose of minimizing ambiguities or misinterpretation of these standards, the following definitions and regulations shall be used as follows:

Academic Eligibility: In order for a student to be eligible to participate in extracurricular activities, the student must maintain a scholastic standing consistent with the Academic Eligibility Policy.

Citizenship: School behavior and satisfactory citizenship must prevail at all times. The student will at all times conduct himself or herself properly in both action and speech, on and off school property.

Sportsmanship: Students will represent Richfield Springs Central School with good sportsmanship at all times. Students will be expected to treat all coaches, game officials, teammates, spectators, judges, and opponents with respect.

Participation and Practice: Students are expected to be at all practices and rehearsals. Students must see the advisor or coach personally if they are to be excused from practices or meetings and must have a sufficient reason for being excused.

Equipment: Each student and parent/guardian will assume the responsibility for caring for all uniforms, equipment, and supplies issued to the student by the advisor, coach, or his representative(s) and for returning all such equipment and supplies to the advisor or coach at the conclusion of each season/year. Parents/guardians and students will be charged the replacement value of any lost or damaged equipment, uniforms, and supplies. Students will not be allowed to participate in another sport or activity until that matter is settled. This responsibility does not, of course, include damage done to the equipment, etc. under supervised use.

Transportation: All students will ride to and from extracurricular events held out of the district on school provided transportation. If parents/guardians want their son or daughter to ride home with them, they must first speak to the advisor personally and, secondly, must sign-out their son or daughter using the Student-Athlete Bus Transportation Release Form provided by the coach/school. A student may be signed out by another adult IF there is a note from the student's parent/guardian to do so. The adult signing out the student must speak to the advisor personally, and must sign-out the student on the Student-Athlete Transportation Release Form.

Injury: A participant who is under a doctor's care for any injury will not be permitted to participate until the doctor gives approval in writing.

Legal Absences:

Illness; personal or family
Death in the immediate family
Emergency and/or medical or dental appointment
Absences approved in advance with school principal (registration for draft, job interviews, college visitations, etc.)
Authorized religious holidays
Court dates (documentation required)
Approved field trips
Driving permit and driving test
Religious observances

Illegal absences:

Truancy
Missing the school bus
Family trips while school is in session
Shopping
Hunting, fishing, attendance at games
Birthday or other celebrations
Employment - including paper routes and baby-sitting

Truancy: A pupil whose parent/guardian expects him/her to be in school and who does not attend other than for a lawful reason is truant.

Rules Governing Absences and Tardiness

- If a pupil is absent from school due to illegal absence or illness, the pupil is not permitted to practice or participate in any extracurricular or sport event scheduled for that day or night.
- If a student is tardy to or absent from school with a legal reason, he/she may participate. The student must bring a written excuse or the parent/guardian must contact the school nurse by phone stating the reason. If it is a medical appointment, a doctor's note is required.
- If he/she is tardy due to illegal reasons or illness, he/she may participate that day if he/she arrives by 9:45. This rule applies for two illegal tardies per year. After the second illegal tardy, he/she will sit out that day and any subsequent days he/she is tardy.

Rules Governing Unacceptable Behaviors

1. Quitting – Any student who quits an activity or sport or is removed for disciplinary reasons will not be allowed to participate in another activity or sport until the matter is reviewed. For sports, the Extracurricular Appeals Council will be convened as soon as possible at the request of any of the people involved. The Council has to meet and grant approval before the student can participate again. For activities, advisors will be given the discretion about further participation.
2. Students will not use or possess any tobacco products.
3. Students will not drink or possess alcoholic beverages.
4. Students will not use or possess stimulants, depressants, steroids, or drugs not prescribed by a doctor.
5. Any other reasonable rules may be established by the advisor or coach who would protect RSCS from activity by student participants which could be deemed detrimental to the team or group, the school, or the community. These rules
 - Must be written and submitted to and approved by a school principal and/or athletic director one week before the activity or sports practices start.
 - Must be attached to the contract signed by the student and parent.
 - Must also list a reasonable penalty for violation.
6. Any student who has ISS or OSS for the day will not be allowed to participate in any sport or extracurricular activity that same day.

Advisors' and Coaches' Actions for Violations of Rules

Any violations of 2, 3, or 4 above will result in the following actions:

First Violation:

- Immediate two-week suspension from all athletic contests and activities.
- If there are no contests or performances in that two week period (for example preseason), the student will be suspended from the very next contest/performance. Students will be required to continue to practice and will attend any contests or performances, dressed in school clothes (not uniforms), and sitting with the team or the advisor.
- He/she will be required to participate in educational activities related to alcohol, tobacco, and drug issues by the end of the two-week suspension period.

- Violations at the end of the season or activity schedule will be carried over to the next season or time in which the student chooses to participate.

Second Violation: The student will be dropped from all activities and sports for a complete calendar year. If, after being suspended from participation for a calendar year, that student has no further violations for one more calendar year, he/she will be given a “clean slate.” The punishment for that student’s next violation would revert to the original two-week suspension.

If a student is arrested or convicted of a crime, he/she will be immediately removed from the team or activity. The Extracurricular Appeals Council will review any student arrested for any reason. Any investigation of the facts of off-school grounds conduct will be undertaken to determine whether a conduct rule has been violated. Any such violation will result in the appropriate suspension as per the code described above. It is recommended that the Extracurricular Appeals Council meet as soon as possible to determine final action. The school attorney should be present or consulted on all matters involving this action.

Reporting of Violations: Reports of alleged violations to numbers 2, 3, or 4 above must come from individuals listed below and must be investigated. These reports should be made in writing to the principal and/or athletic director within three school days of the incident.

- Any district employee or school board member
- Any adult acting as a chaperone or assisting with a school activity at the request of a district employee
- Any law enforcement officer or agency
- A parent/legal guardian of the athlete involved.

Reports of alleged violations from persons other than those mentioned above must be made in writing by a person who has first-hand knowledge of the incident. These reports must be investigated if it is determined that the allegation has merit.

Appeals Process:

It is the student’s right to appeal rules governed by the Extracurricular Eligibility Policy for Athletics, Clubs, and Activities. which is comprised of administrators, teachers and coaches. The Extracurricular Appeals Council has the authority to make exceptions to the rules in cases of extraordinary circumstances.

In making appeals, the following chain of command is in effect: Advisor or coach, Extracurricular Appeals Council, Superintendent, and Board of Education. Students or parents/guardians who wish to appeal the decision must follow the chain of command.

Hall Passes

All students are required to have a pass anytime they leave a class or study hall. Teachers have the authority to refuse to issue passes to any student. No student should be in the hallways during class periods, for any reason, without a pass.

Homework Procedures

Richfield Springs Central School faculty has established standards for homework, both in assigning and grading. Faculty will continue to look for ways to make homework both meaningful and useful. Homework will be designed to provide benefit and support timely activities and classroom instruction. Students should know that doing homework in a timely fashion and completing what is assigned is extremely important, both for the practice of newly-learned material and for the reading and writing necessary to complete work begun in class or in preparing for the next day’s class. When classwork is assigned, it is often in replacement of homework, and it’s highly recommended that students do it as assigned. Students can expect that parents/guardians will be notified when homework is neglected.

Honor Roll

Honor roll lists will be announced following the close of each marking period. Each marking period will produce its own honor roll, not cumulative from marking period to marking period. Students must have the following averages and not have “incompletes” or failing classes to be eligible for the honor roll.

Merit List: average of 85-89.99 (no rounding)
Honor Roll: average of 90-94.99 (no rounding)
Principal’s List: average of 95 or above

Honor Society (Senior and Junior)

Membership in the Richfield Springs Chapter of the National Honor Society is an honor bestowed upon exemplary students who meet the criteria set forth by the National Association of Secondary School Principals. An advisory committee consisting of five teachers appointed by the building principal is entrusted with the selection process. The building principal and chapter advisor are NOT considered members of the advisory committee and, therefore, do not have a vote.

Students in grades 10, 11 and 12 who achieve a grade point accumulative average of 90% or above are notified that they have met the academic minimum required for National Honor Society membership consideration. Students then complete a “Student Activity Survey.” This form enables students to list their activities, awards, achievements and accomplishments. Members of the faculty and staff submit individual student character evaluations to the committee. This information is compiled and distributed to the advisory committee.

After assessing the information received and considering the scholarship, character, service and leadership of each candidate, the advisory committee votes by secret ballot. Selection for membership to the chapter is by majority vote of the advisory committee. Since this selection process, as outlined by the National Association, is the result of a subjective vote by the individual members of the advisory committee, a specific reason for non-selection cannot be ascertained. Candidates not receiving a majority vote and therefore not chosen for membership may be reconsidered at a future time providing they have maintained the same sound academic standing.

Copies of this document, the National Honor Society handbook guidelines, and the student survey are on file for perusal in the high school office and the chapter advisor.

Membership in the Richfield Springs National Junior Honor Society is based on scholarship, leadership and citizenship. To be eligible a student must have achieved a grade point average of 90% during grades seven and eight (The average is determined up to the third quarter in grade eight). A special induction ceremony and reception is held in the spring to honor the new members and their families.

Lock-Down/Emergency Response

In the event that there is a crisis occurring in the school building (e.g. an intruder in the building), there will be an announcement made over the PA system. Lock down/Emergency Response procedures will be used for canine or locker searches or in cases where it is best if the students are not allowed to leave a classroom. This announcement will be as follows:

Shelter-in-Place: Used to shelter students and staff inside the building

Hold-in-Place: Used to limit movement of students and staff while dealing with short-term emergencies.

Evacuate: Used to evacuate students and staff from the building.

Lockout: Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

Lockdown: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

Lockers

Students in grades 7–12 are assigned lockers at the beginning of the school year. Combinations should be memorized and shared with no one! Unfortunately, in today’s society, theft is common, and a school is no exception. When students bring expensive electronics or clothing to school and leave these items in an unsecured spot or in unlocked lockers, it’s not the school’s responsibility to safeguard the items. It’s the students’ responsibility to put their things in the locker, lock the locker, and not share the combination.

Lockers are assigned yearly but may be reassigned or changed by user request through the building principal’s office. Trouble with faulty lockers, requests for change of locale (number), or change of combination must be made in the principal’s office. Temporarily jammed lockers can usually be opened by key, requested through the principal’s office.

Lockers are school owned equipment and may be opened and the contents examined at any time. Canine searches are allowed per our policy handbook. Contraband or unauthorized materials will be seized and may be used as evidence in any disciplinary proceedings.

Athletic department lockers require the use of separate combination padlock, also issued to each person by the physical education staff or the duration of the school year. Once again, it’s the student’s responsibility to make sure his/her things are locked up during PE classes, practices, or games. Lost locks must be paid for by the student. Requests for changes should be made to the respective physical education instructor.

BP 7060

One to One Laptop Program

Richfield Springs Central School students are fortunate to be able to have laptop computers for their use during the school year. Teachers and administrators take this program very seriously. It is expected at all times that the student remembers that the laptops belong to the district and that there are rules that apply to their use both for school work and for personal activities. Because they are a school issued device, common sense dictates that the student use them as he/she would a computer in a computer lab or in the library.

When students participate in the one to one laptop program, they sign documents clearly stating that they understand the rules and expectations. They sign an agreement with their parents/guardians to be held financially responsible for damage caused by student carelessness or mistreatment of the laptop.

Our teachers will not have the expectations that all students MUST participate in the one to one laptop program. It's certainly to the advantage of the student to participate, but there will be no penalty if they do not. Coursework that is supplied via a learning platform on the laptops will be given to students who do not choose to participate in the program.

Computer violations in the one to one program will be treated as any computer violation according to the guidelines set up in our Acceptable Use Policy. Students will be held responsible, and it's possible that with repeated offenses, a student could have his/her laptop privileges revoked.

Recess Rules

Play nicely with the other children.

Follow the rules and listen to the monitors.

Share the equipment or supplies.

No sitting in the dugout area

Do not leave the area unless you have permission from a monitor.

If you get hurt let the monitor know immediately.

Use the playground equipment correctly.

- Do not climb up the slides.
- Do not climb or stand on top of the slides
- Do not climb down the rock wall
- No sandals, flip flops allowed on equipment. Students are reminded that sneakers are the most sensible footwear for school. Children need to change into sneakers before they go to recess. No Bare feet.
- When swinging, student should be facing the playground, not the dugout

School Safety

Issues dealing with school safety are paramount at Richfield Springs Central School. Schools issue lockers for students to use so that their personal property is protected. It is discouraged for students to bring expensive electronic equipment to school, but if they do, they do so at their own risk. Students should always lock both their hall lockers and their PE lockers. If at any time a student suspects that someone has his/her combinations, he/she should tell the PE teacher or administration immediately. Students are permitted to carry purses. Purses are to be stowed under the seats, and are not to be in the aisles.

Discrimination, Sexual Harassment and Bullying

Federal and state laws protect students from discrimination, sexual harassment and bullying by school employees and other students. The RSCS District policies also prohibit these behaviors. Any student who believes that he/she has been subjected to discrimination, sexual harassment or bullying should report the alleged misconduct immediately so that an appropriate, corrective action can be taken.

The building principals are the school employees charged with receiving all reports of harassment, bullying and discrimination; however, students and parents/guardians may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee. The district will act to promptly investigate all complaints, verbal or written, formal or informal, or allegations of discrimination, harassment and bullying; and will promptly take appropriate action to protect individuals from further discrimination, harassment and bullying.

School administrators are required to maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any other legally protected status with the intent of strengthening students' confidence and the promotion of learning.

The District has designated two Dignity Act Coordinators. Those coordinators are:

Secondary Principal, 858-0610
PK-6 Principal, 858-0610

Dignity Act Coordinators are trained in methods to respond to human relations with students in all of the protected classes listed above. The Coordinators are available to speak with any person who has been subject to or has witnessed possible discrimination, harassment or bullying.

Special Health Issues

Students with special health issues are to report to the health office at the beginning of the school term or when such a problem arises to inform the school nurse of the condition and the special instructions. Special problems include issues of vision, hearing, diabetics, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school. Students who cannot participate in physical education must bring a note from a physician telling why and for what duration.

Should a student need to use a prescription drug or over-the-counter medicine, the student must adhere to the following procedure:

1. The parent must deliver the medicines to the school nurse in the original pharmaceutical container.
2. A doctor's note must accompany the medication, state dosage rate, and be signed by the doctor.
3. The medication shall be used in the presence of the nurse.

Medication must be left in the health office. No medications, including all over-the-counter medications, are to be kept in a student's possession or locker. In the event of illness or accident, school personnel will give emergency care only. Parents/guardians are responsible for any additional care needed.

Responsibilities of Students

- 1) Comply with the standards of conduct listed in the Code of Conduct.
- 2) Be aware of and obey all laws, school rules and regulations.
- 3) Accept responsibility for their own actions.
- 4) Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- 5) Attend school regularly and punctually.
- 6) Maintain habits of personal cleanliness.
- 7) Respect school property and the property of others.
- 8) Strive for mutually respectful relationships with teachers and administrators, recognizing their role as surrogate parent in matters of behavior and discipline.
- 9) Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.
- 10) Be honest in all situations.
- 11) Act and speak respectfully about issues/concerns.
- 12) Use non-sexist, non-racist and other non-biased language.
- 13) Use communication that is non-confrontational and is not obscene or defamatory.

Additional Standards for Student Conduct

Acceptable and appropriate conduct by students shall be consistent with the standards of conduct and student responsibilities outlined in this code of conduct.

In addition, the following conduct is not acceptable if engaged in by students:

- Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- Disrespect toward an administrator, faculty or other staff member, student or visitor.
- Failure to attend District programs as scheduled without a valid excuse, including failure to remain for the full scheduled school

day.

- Any willful act which disrupts the normal operation of the school community, including failure to comply with the directions of a teacher, administrator, or other staff member or volunteer.
- Unacceptable bus behavior including not staying seated, throwing objects, excessive loudness or other activities that distract the driver of the bus.
- Public displays of affection
- Possession of any medication, prescription or non-prescription, on District property or while attending a District event, unless possession is authorized by the District's Student Medications Policy.

In addition to the preceding standards of conduct, the District prohibits bullying, discrimination and harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, intimidation, or abuse.

The prohibition of bullying, discrimination and harassment includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, sex or any other legally protected status.

Prohibited Student Conduct

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

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

The rules of student conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students may be subject to disciplinary action (as set forth in Article VII (B) of this Code of Conduct) when they:

1. Engage in conduct that is disorderly.
2. Engage in conduct that is insubordinate.
3. Engage in conduct that is disruptive.
4. Engage in conduct that is violent.
5. Engage in any conduct that endangers the safety, morals, health or welfare of others.
6. Engage in misconduct while on a school bus.
7. Engage in any form of academic misconduct.
8. Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or adversely affect the educational process.
9. In addition to the Dress Code below, a student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall:
 - a) Be safe, appropriate and not disrupt or interfere with the educational process.
 - b) Recognize that extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
 - c) Ensure that underwear is completely covered with outer clothing.
 - d) Include footwear at all times. Footwear that is a safety hazard will not be allowed.
 - e) Not include the wearing of trench coats, hats or hoods, bandanas, or headgear in the building except for a medical or religious purpose.
 - f) Not include items that are vulgar, obscene, libelous or denigrate others
 - g) Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

11. PDA: No public displays of affection will be tolerated. Holding hands is allowable, but respect for others would mean no other displays are allowed in a public school
12. Illegal Tardiness to Class - Students are to be in the classrooms when the late bell rings. If they are not in the room, they will be marked U tardy. Students who arrive to class after the late bell rings without an admit pass will receive an immediate lunch detention and disciplinary referral. Three tardies equals one absence. After the three tardies have been accumulated an after school detention will be assigned by the building principals. Subsequent illegal tardies will be considered insubordination and subject to the next higher-level consequence as determined by the building administrator.

At school events, students will be expected to dress in clothing that is suitable to the activity. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

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

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

- a) The student's age.
- b) The nature of the offense and the circumstances, which led to the offense.
- c) The student's prior disciplinary record.
- d) The effectiveness of other forms of discipline.
- e) Information from parents/guardians, teachers and/or others, as appropriate.
- f) Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Instances of the same type of conduct (e.g., disrupting education, or damaging property) may be more or less severe, and may therefore warrant a greater or lesser consequence. The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the age level and seriousness of the offense and, where applicable, to the previous discipline record of the student.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, halter-tops, spaghetti straps, racer back or T-back shirts, plunging necklines (front and/or back), shirts that do not fully cover the midriff, and see-through garments (etc.) are not appropriate or acceptable. Straps on shirts should be two inches wide. Wearing multiple shirts with spaghetti straps is still wearing shirts with spaghetti straps. Shorts and skirts should be no shorter than six inches above the knee.
- Ensure that underwear is completely covered with outer clothing at all times. Boxer shorts and bra straps will not be visible.
- Include footwear at all times. Footwear that is a safety hazard is discouraged. Flip flops and high heeled shoes can pose a safety issue on stairways and in travel. Parents/guardians should discourage wearing these kinds of footwear. Flip flops are NOT to be worn in physical education classes K-12. Steel-toed work boots and work shoes are not recommended to be worn at RSCS. If a student needs them for BOCES, he/she should plan to change into them before heading to BOCES or out of them upon returning.

- Hats and hoods: Hats are allowed in hallways between classes and at breakfast and lunch. They are to be removed in all classrooms and for ceremony. Hoods are not allowed to be pulled up at any time.
- Clothing shall not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability and shall not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. Clothing and attire displaying the Confederate flag is prohibited.
- Formal Dance Attire: It is expected that students will wear different dresses for dances such as the Winter Ball and the Prom. However, the dress must still be school appropriate. It's understandable that formal gowns might be strapless, but careful consideration must be made to ensure complete coverage and school appropriateness. The length will still follow the guidelines of no higher than six inches above the knee at any point on the hem of the dress.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

BP 7041

Parking & Student Motor Vehicles

Transportation is provided for all students who live outside of the Village limits. Juniors and Seniors in good standing can apply for permission to drive to school. All vehicles on school property must be registered with the district and display an RSCD parking tag. Students who drive to school must park in spaces set aside and designated as "Student Parking." Unauthorized or illegally parked vehicles may be towed away at the owner's expense. No student vehicles are to leave school grounds while school is in session unless permission is given by the administration. Students are not to be in cars during school hours. No loitering is allowed in the school parking lot.

Students are not allowed to drive to BOCES unless they have specific, written permission from BOCES. BOCES students with a BOCES day pass may not transport passengers.

The speed limit on school grounds is 5 mph. Reckless driving on or around school property will result in the loss of parking privileges. The owner of the vehicle bears full responsibility for the vehicle and parking pass regardless of who is driving the vehicle. Students must enter and exit the parking lot at the designated driveways.

If a student has a vehicular accident on school property, the student must report it to the building principal and police. Richfield Springs Central School is not responsible for anything lost or stolen from vehicles. Students, staff and community are responsible for any of the above violations and should report any of the above violations to the building principal.

Violation of any student motor vehicle regulation will result in one of the following: Reprimand, Temporary suspension of parking privileges, Loss of privileges for the remainder of the school year.

BP 7061

Study Halls

For consistency, the following study hall rules have been established: Study hall is an assigned class and classroom rules regarding attendance and behavior are to be followed. Study halls are a place to study. No playing cards are allowed. Books or study materials are needed, and students should bring those things to study hall with them. Other than pre-signed passes and library lists – students should be discouraged from leaving the study hall. Passes to the gym are not allowed unless a pre-signed pass is given by a PE teacher. Students on the ineligibility list have no privileges from study hall.

These are guidelines only, and study hall teachers have the discretion of setting additional rules and regulations if needed.

Tobacco Products

The school has an obligation to protect the health and welfare of the students in its care. Given the potential long-term harmful effects

of tobacco use, documented in research and statistics presented by the Surgeon General and other medical experts, school permission for student use of tobacco is inconsistent with that obligation and serves to negate the instructional objectives of the state-mandated health curriculum.

Use or possession of tobacco products, including smokeless tobacco and electronic cigarettes is prohibited on school grounds, according to school policies and public law. This includes all school property and all school events (e.g., concerts, sports events, etc.) and is not only limited to students, but all persons in attendance. Violations will be referred to the administration for action as called for in the discipline code. Any person who repeatedly uses or possesses tobacco products on school grounds may be reported to the Herkimer or Otsego County Department of Health and subject to significant fines.

BP 0020

Substance Abuse Policy

The Richfield Springs Central School and its surrounds are NYS designated “Drug-Free” & “Tobacco Free” Zones.

Tobacco: Students may not be in possession of any tobacco products on school property. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco, products that imitate or mimic tobacco products, e-cigarettes, vapes, cloves, bidis, and kreteks as well as matches and lighters.

Illegal Drugs & Substances: Students are prohibited from using, possessing, distributing or being under the influence of unlawful or unauthorized drugs on school property or at school activities or within 1,000 feet from the property line of the district. Illegal Substances include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs, and look-alikes (including synthetic cannabinoids) and prescription or over-the counter drugs when possession is unauthorized or such are inappropriately used or shared with others.

Mandatory compliance procedure: Any teacher, school administrator, guidance counselor, psychologist, school nurse, attendance officer, bus driver or any other employee of the Richfield Springs Central School District who has reasonable cause to suspect that a student is using, possessing, distributing or under the influence of unlawful or unauthorized drugs or is addicted to a narcotic drug, as soon as practically possible, must report such information to the building principal responsible for such student. Failure to comply with these conditions will result in an action which is appropriate with legal contractual obligations.

The parent or legal guardian and the appropriate local law enforcement agency will be immediately contacted and a report submitted accordingly.

Section 3028-a of Education law “any teacher, school administrator, school guidance counselor, school psychologist, school nurse, supervisor of attendance, attendance teacher or attendance officer having reasonable cause to suspect that a secondary or elementary student under twenty-one years of age shall have the immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report.”

Penalties

- First offense: An immediate, out-of-school suspension of five days will be made by the building principal and the matter will be referred to the superintendent for further action if necessary and a parent/guardian conference must be held before readmission and referral to the appropriate authority for assessment.
- Second offense: The superintendent shall institute proceedings for a long-term suspension, and students who are involved in extracurricular activities and sports will be penalized further per that policy.

Legal Drugs: Prescription drugs and over the counter medicines are also controlled. Should a student need to use a prescription drug or over-the-counter medicine, the student must adhere to the following procedure:

- The parent must deliver the medicines to the school nurse in the original pharmaceutical container.
- A doctor’s note must accompany the medication, state dosage rate, and be signed by the doctor.
- The medication shall be used in the presence of the nurse.
- Medication must be left in the health office. No medications, including all over-the-counter medications, are to be kept in a student’s possession or locker.

Textbooks

Students are reminded that classroom texts, workbooks, and calculators are loaned for student use. If the materials are damaged or lost, students and parents/guardians will be held responsible for the charges incurred to replace the items. Final grades, report cards, and senior transcripts will be held until the damages or loss has been paid for.

Types of Disciplinary Action

The goal of the disciplinary program at Richfield Springs is to effect positive change in students' behavior. It is an attempt to modify behaviors from unacceptable to acceptable levels. Consequently, there are various forms of action that may result from inappropriate behavior or from violating school rules, regulations or policies. **THESE ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

1. **Warning** - An administrative request made to a student in order to correct a behavior.
2. **Parent/Guardian Conference** - Held with appropriate individuals, which may include the teacher, counselor, administrator, student.
3. **Activity Suspension** - The student is suspended from attendance or participation in school-sponsored activities. Student is not suspended from class or from the building. Parents/guardians will be notified.
4. **Computer Suspension** - Using school laptops is an earned privilege, not a right. Building administrators have the right to confiscate and suspend laptop privileges from students for an extended amount of time. Parents/guardians will be notified.
5. **Lunch Detention** - This is held during the students High lunch period. The student is obligated to attend as scheduled. If absent or excused on the day of a scheduled lunch detention, the date of the lunch detention is automatically changed to the next detention date. If a student fails to report to lunch detention on his/her assigned day, then he/she will receive an after-school detention. In addition, the student will still have to make up the originally scheduled lunch detention.
6. **After-School Detention** - This is held after school. The student is obligated to attend as scheduled. If absent or excused on the day of a scheduled detention, the date of the detention is automatically changed to the next detention date. If you cannot attend detention as scheduled, you must make arrangements to be excused IN ADVANCE. Students that skip after school detention will receive an in-school suspension. In addition, the student will still have to make up the originally scheduled after school detention.

Detention is held Monday through Thursday, from 3:05 p.m. to 4:00 p.m. Late bus transportation is provided.

7. **In-School Suspension** - The student is directed to the in-school suspension room for part or all of the school day. Arrangements are made for the student to obtain class work, but the student is not allowed to attend classes from which he/she has been suspended. A member of the staff supervises the in-school suspension room. It is an area of absolute quiet, restricted study. Students are not allowed to socialize with other students while on in-school suspension. Electronic devices will be surrendered to the ISS Monitor at the start of ISS assignment.
8. **Out-Of-School Suspension** - The student is suspended from the building and all classes for a definite period of time - maximum of five (5) days. This period of time may be extended or duplicated by the superintendent. A parent/guardian conference may be scheduled for re-admittance to school. A student suspended from school may not appear or loiter on school property or at any school-sponsored event at or away from school. It will be the suspended student's responsibility to make up all work missed during the suspension period. The student will have to make arrangements with the individual teachers for class work assignments, etc. Parents/guardians are to assume complete responsibility for the student during the period of suspension.
9. **Superintendent's Hearing** - Following a Superintendent's Hearing, the superintendent may take whatever action deemed appropriate, including indefinite suspension from school. Parent/guardian notified.
10. **Long-term Suspension** - The student may be suspended out of school for the balance of the semester, or the school year, subject to Superintendent's decision. Parent/guardian notified.
11. **Personal Liability** - The school district may pursue, on behalf of itself or an employee, all available rights and remedies to

recover from the student and/or the parents/guardians of the student for damages to personal property.

12. **Police Notification** - In cases involving criminal conduct, school authorities may refer the matter to appropriate law enforcement authorities.
13. **Bus Privilege Suspension** – Students are not permitted to use the transportation provided by the Richfield Springs Central School district for the period specified. The student and his/her parents/guardians are responsible for bringing the student to and from school.
14. **Restriction of Privileges** - A student may have certain privileges suspended for a set period of time. These may include such privileges as: library use, participation in after school activities, including dances, proms, balls, senior trips, walking at graduation, athletics, parking on school grounds, and other privileges as determined by the administrator.

NOTE: The above consequences listed in all phases are intended to serve as a **GUIDELINE** to students and parents/guardians. Its purpose is to make students aware of the consequences for inappropriate behaviors. The incidents and consequences shown above are **NOT EXHAUSTIVE, NOR ARE THEY INTENDED TO BE ALL INCLUSIVE.**

The administrators have the delegated authority to apply the discipline procedures listed above and may deviate from the prescribed consequences for particular infractions if, in their judgment, the individual situation so warrants, based on the circumstances, number of previous problems and intent.

In cases of chronic repeat offenses, the student may be suspended from school 5 days pending a Superintendent's Hearing. Repeat offenders may be referred to the Child Study Team for further review and recommendations. Recommendations may include: academic or psychological testing, referral to Committee on Special Education (CSE), referral to Otsego/Herkimer County Department of Social Services or Probation, and/or alternative academic program.

Jr./Sr. High Lunch Detention Rules

Students will report to the lunch detention room by 11:38AM. Students arriving late without a pass will be assigned an additional lunch detention. The student is obligated to attend as scheduled. If absent or excused on the day of a scheduled lunch detention, the date of the lunch detention is automatically changed to the next detention date. If a student fails to report to lunch detention on his/her assigned day, then he/she will receive an after-school detention. In addition, the student will still have to make up the originally scheduled lunch detention.

1. Students **are to be quiet.**
2. Students **are to be awake.**
3. Students **ARE NOT ALLOWED** to use their laptops or any other electronic device.
4. All other school rules and regulations stated in the student handbook **will be enforced.**
5. A referral will be completed for any violations of the established rules.

Jr./Sr. High After-School Detention Rules

Students will report to the detention room by 3:05 p.m. Students arriving late without a pass will be assigned additional detention time. Detentions are assigned in advance; students should make necessary arrangements to adhere to the detention schedule. The student is obligated to attend as scheduled. If absent or excused on the day of a scheduled detention, the date of the detention is automatically changed to the next detention date. If you cannot attend detention as scheduled, you must make arrangements to be excused IN ADVANCE. Students that skip after school detention will receive an in-school suspension. In addition, the student will still have to makeup the originally scheduled after school detention. Detention is held Monday through Thursday, from 3:05 p.m. to 4:00 p.m. Late bus transportation is provided for students.

1. Students **are to be quiet.**
2. Students **are not allowed** to eat food or drink beverages.
3. Students **are to be awake.**
4. Students **ARE NOT ALLOWED** to use their laptops or any other electronic device.
5. Students **must do** school work or read.
6. All other school rules and regulations stated in the student handbook **will be enforced.**
7. A referral will be completed for any violations of the established rules.

In-School Suspension - Rules and Regulations

Students will report directly to the In-School Suspension room by 8:05 a.m. with all their books and supplies needed to complete their assignments. The ISS supervisor will take attendance. A member of the staff will supervise the in-school suspension room. It is an area of absolute quiet, restricted study. Students are not allowed to socialize with other students while on in-school suspension. Electronic devices will be surrendered to the ISS Monitor at the start of ISS assignment.

1. Students are to be quiet.
2. Students are to be awake.
3. Students are to remain in their seats.
4. Students are **NOT ALLOWED** to eat food or drink beverages-- **ONLY during lunchtime.**
5. Students **MUST WORK** on assignments given by their teachers.
6. Students **WILL BE ALLOWED** 5 minutes to get their lunch.
7. Students are allowed to use the lavatory facilities **ONCE** in the a.m. and **ONCE** in the p.m. (3 minutes).
8. Students are **NOT ALLOWED** to participate in any special school activities during the hours of ISS.
9. Disruptions in In-School Suspension will result in additional time in ISS and the possibility of **OUT-OF-SCHOOL SUSPENSION** as well.
10. All electronic devices will be turned over to the monitor on the students' arrival to ISS.

Video Security Camera Surveillance

There are numerous video security cameras on school grounds (including but not limited to: entrances to the school building, hallway intersections, stairwells, cafeteria, and covering public areas on the outside of the building). There are also cameras on school buses. These cameras have been installed for increased security. For added security, the front door is monitored at all times by video equipment. Video images of students conducting normal activities are considered student records and can be accessed under FERPA. Video images of students engaged in misconduct are not disclosed to the public without parent permission if the student is under 18. The videotapes that have potential administrative or legal uses may be kept by the school district. *BP 5010*

Visitors to the School

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor. All visitors must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's identification sticker, which must be worn at all times while in the school on the visit. The visitor must sign out before leaving.
2. Visitors attending after school functions that are open to the public such as PTO meetings or games and concerts are not required to register.
3. Visitors who would like to meet with a school employee need to make an appointment in advance.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the administration. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
7. Student visitors will not be allowed during regular school days except for during breakfast or lunch with prior permission from the principals.

Acceptable Use Policy for Network and Internet Access

The use of computers and access to the RSCS network and internet is a privilege, not a right. Unacceptable use may result in cancellation of the privilege for any user, whether that user is a student, a staff member, or a community member.

Terms and Conditions of Use:

The use of the network/Internet is for the purpose of education, communication or research and must be consistent with the educational objectives of the district as set forth in written board policy.

1. Users will not disclose their passwords to others or use the passwords of others.
2. Users shall not intentionally seek information, obtain copies of, or modify files belonging to other users or misrepresent other users on the network.
3. Users will not attempt to obtain unauthorized access to any account or network security level other than those specifically provided for their use.
4. Users are not to install software of any type on any computer without permission from the Technology Director or network support personnel.
5. Software that has the potential to damage the integrity and/or security of the network will not be used on any computers, nor will it be stored in student accessible sources on any of the file servers.
6. Users will not damage, disable, or otherwise interfere with the operation of computers, computer systems, software, or related equipment through physical action or by electronic means.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
8. Users will not use the Richfield Springs Central School network to obtain, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
9. Users will not install, upload, or download materials that infringe on the rights of others, including but not limited to, software programs, music, designs, and all kinds of literacy and artistic works, nor will they use software not provided by the Richfield Springs Central School District.
10. Instant messaging and "chat" sites are not considered a purposeful use of the RSCS computer network. Accessing these sites is a violation of the Acceptable Use Policy (AUP).
11. Student e-mail access is limited to school approved email only.
12. Student home directories on the file server are not visible to other students. However, teachers and administrators do have "READ ONLY" access to these folders. Material relating to or in support of illegal activities may be reported to the authorities.
13. No user has an expectation of privacy with respect to computer files stored on the district's computer network system.
14. Any use of the network for commercial or private business is prohibited.
15. Unauthorized use of the network for product advertisement or political lobbying is prohibited.
16. Attempting to access web sites blocked by our filtering system is a violation of the AUP. Attempting to use proxy sites to gain access to filtered sites is a violation of the AUP.
17. When a user feels that he/she can identify a security problem on the network, he/she must notify a teacher if the user is a student. The teacher or staff member will then immediately notify the technology director.
18. From time to time, the Richfield Springs Central School's Technology Committee will make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy.
19. Richfield Springs Central School reserves the right to remove a user account on the network to prevent further unauthorized activity.
20. The Richfield Springs Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Richfield Springs Central School District will not be responsible for any damages incurred. This includes loss of data (resulting from delays, non-deliveries, mis-deliveries) or service interruptions caused by negligence, errors, or omissions. The Richfield Springs Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Due Process

1. Students who have violated the AUP will lose network access pursuant to rule 19 above. Additional disciplinary actions as outlined in the school Code of Conduct may result from AUP violations.
2. Due to the serious impact that may result from AUP violations disciplinary actions may include criminal prosecution.

Laptop Program:

1. The One-to-one Laptop Program is also governed by this policy.

Notice:

1. All students and staff will be provided with a copy of this policy on an annual basis and will provide the district with a signed acknowledgment indicating receipt of the policy.

BP:5301

PARENT/COMMUNITY INVOLVEMENT IN EDUCATION**STATEMENT OF PURPOSE:**

The involvement of parents/guardians and community members is an essential component of nurturing students. Every effort to invite and consider parent/guardian and community input must be made to ensure the success of our students. A team of parents/guardians, teachers, and administrators developed the following district parent/community involvement plan.

- District parent/community involvement plan is distributed to parents/guardians and students in the *Student/Parent Handbook*, which is distributed annually at the beginning of the school year. Teachers review the handbook and policies with the students at the beginning of the year. Parents/guardians are asked to read and discuss the handbook with their students and sign and return an acknowledgment form. In addition, information about school policies and involvement opportunities are communicated through direct parent contact.
- Parents/guardians and community members are involved in the development of the Title I, Part A planning process of the school review and improvement in the following ways:
 - Open communication for parents/guardians and community members conducted by the Title I Director.
 - Parents/guardians/community members are asked to serve on committees as needed
 - Schools' and parents/guardians' capacity for strong parental involvement will be built by using technical assistance and professional development opportunities.
 - The district's web-site will provide information on staff; classroom assignments and projects – and will be made available for each grade level.
 - Writing standards will be taught at each grade level in accord with Common Core Learning Standards
 - Frequent superintendent's updates will be published in *The Pennysaver*
 - A school newsletter is produced and distributed to the community 5 times per year.
 - Parents/guardians will be invited to attend informational/educational nights for ELA and math.
 - Opportunities for parent/guardian/community involvement will be integrated or coordinated with other programs such as adult education programs, Head Start, Preschool, Little Lamb Preschool, PTO, AIS, PARP, CFES, various booster clubs, assemblies and the CSE committee.
 - An annual evaluation process of parent/guardian/community involvement will be conducted at the end of each school year. The evaluation will specifically look at barriers to parent/community involvement, level of parent/guardian/community involvement and strategies to increase involvement of all population segments. The evaluation will be composed of:
 - Parent/community surveys
 - Parent/community forum discussions and/or open house meetings
 - School Based Management Team (SBMT) meetings

Information gathered from the evaluation will be used in:

- Planning the next school year calendar.
- In developing targeted strategies to increase parent/community involvement.
- Revising school policy/procedures as needed.

Parents/guardians/community members are enabled to play these key roles:

1. Teacher – Helping their child to complete and understand school assignments.
 Strategy: Free after school homework help is available Monday, Tuesday, Wednesday, and Thursday to all students grades K-12.
2. Supporter – Contribute their skills to the school
 Strategy: Create a new “volunteer bank” of community members and parents/guardians and noting their talents and interests.
 Use the PTO as resource.
3. Advocate – helping their child to receive fair treatment.
 Strategy: Empower students and parents/guardians by informing them of school policies and providing a prompt, unbiased response to their concerns. Positive Behavior Interventions & Supports (PBIS) initiative district wide.
4. Decision maker – Participate in joint problem solving with the school at every level.