

COOPERSTOWN CENTRAL SCHOOL DISTRICT



2022-2023

Student Code of Conduct

Name _____

Grade _____ Period 1 Teacher _____

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

Introduction

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

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

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

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

The Cooperstown Central School District Mission Statement

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

Vision Statement

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

District Enduring Goals 2021-2022

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

Rule 1.		Levels of Disciplinary Action		
		Min	Grade	Max
Attendance:	Students are to attend school (including all classes) each day of the school year. Students are to report to school and all classes (study halls and advisory included) on time. Students of compulsory school age who do not attend school are in violation of the law and the students and his/her parent(s)/ guardians are subject to its penalties. Students tardy to school or classes will be treated in the same manner as a truant. Efforts will be made to communicate with parents of absent and truant students. <i>(See Appendix A. Attendance Policy)</i>			
A. Tardiness:	Absent in a place of instruction at the assigned time without a valid excuse. Excessive tardiest may result in progressive discipline. Three or more tardies per quarter will result in a consequence. NOTE: Interventions need be in place before discipline is levied, i.e., parent conference, lockout, time-out, lunch detention, after-school detention, ISS.	1 1	(pk-3) (4-12)	2 2
B. Class Cutting:	Absent to report to class without proper permission, knowledge, or excuse by the school or teacher.	1 1	(pk-3) (4-12)	2 2
C. School Cutting:	Absent to report to school without prior permission, knowledge, or excuse by the school or the parent.	1 1	(pk-3) (4-12)	2 2
D. Excessive Absences (Truancy):	Unexcused absences, which are felt to adversely affect the student's education.	1 1	(pk-3) (4-12)	2 2
Discipline Violations				
Rule 2.				
Food/Beverages:	Students will eat or drink in authorized areas of the school.	1 1	(pk-3) (4-12)	2 2
Rule 3.				
Medication:	Students are not to transport prescription or non- prescription medication to or from school or have medication in their possession at any time. This rule will not be interpreted to prevent a student from taking medication (prescribed or over the counter) in the school's designated area. Exceptions to this rule will be made in accordance with School Board policy.	1 1	(pk-3) (4-12)	2 3
Rule 4.		Levels of Disciplinary Action		
		Min	Grade	Max
Student Dress:	Every person on school property, including students, must maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. <i>(See Appendix B. Dress Code)</i>	1 1	(pk-3) (4-12)	3 4
Rule 5.				
Personal Property:	Use of personal electronic devices by students will not be allowed if such use deters from the educational process or acts as a disturbance to others whether in school or during extra- curricular activities. Cell phones and listening devices may be used during lunch period in the cafeteria and on buses. <i>(See Appendix C Personal Technology Use)</i>			
A. Significant Amount of Money:	Students need only enough money to meet school obligations (lunch, fees, and special purchases). Students who possess a large amount of money will have the money temporarily held by the building principal and returned to parents.	1 1	(pk-3) (4-12)	4 4
B. Selling Items on Campus:	No one, including students, can sell any objects on campus that are not authorized through the school as an organized, approved school activity.	1 1	(pk-3) (4-12)	4 4
C. Other:	Possession of any object that could disrupt the normal order of school.	1 1	(pk-3) (4-12)	4 4
Rule 6.				
Misrepresentation	A student will not lie or cheat.			
A. Altering Report Cards or Notes:	Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.	1 1	(pk-3) (4-12)	3 3
B. False Information:	Making false statements, written or oral, to anyone in authority.	1 1	(pk-3) (4-12)	3 4
C. Cheating:	Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc. In addition to the disciplinary consequences, the student will receive a grade of "zero" for the assignment or test.	1 1	(pk-3) (4-12)	3 4

Rule 7.		Levels of Disciplinary Action		
		Min	Grade	Max
Disrespect:	A student will behave in a respectful manner. Examples of disrespectful behavior are:			
A. Walking Away:	Leaving while a staff member is talking to you.	1	(pk-3)	3
		1	(4-12)	3
B. "Talking Back":	Responding orally in a rude manner to a staff member.	1	(pk-3)	3
		2	(4-12)	3
Rule 8.		Levels of Disciplinary Action		
Insubordination:	A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property.			
A. Lack of compliance with proper and authorized direction or instruction of a staff member:	Not following any authorized direction given by a staff member.	1	(pk-3)	3
		1	(4-12)	4
B. Refusal to work in class:	Uncompleted assigned work during class.	1	(pk-3)	3
		1	(4-12)	4
C. Refusal of Detention:	Absent to report to after-school detention as directed by a staff member.	1	(pk-3)	3
		1	(4-12)	4
D. Refusal to participate in In-School Alternatives:	Absent to report to in-school alternatives as directed by a staff member.	1	(pk-3)	3
		1	(4-12)	4
E. Refusal to report to the office:	Absent to report to the administrative office as directed by a staff member.	1	(pk-3)	3
		1	(4-12)	4
Rule 9.		Levels of Disciplinary Action		
Profanity/ Obscenity:	Students will not use or write profane or obscene language or make obscene gestures.			
A. Offensive Language:	Cursing, writing, or saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.	1	(pk-3)	3
		1	(4-12)	3
B. Obscene/Offensive Gestures:	Making any sign or gesture that conveys an offensive, racial, obscene or sexually suggestive message.	1	(pk-3)	3
		1	(4-12)	3
C. Directed at Staff Member:	Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message to or about a staff member.	1	(pk-3)	4
		2	(4-12)	4
Rule 10.		Levels of Disciplinary Action		
Disruption:	No student may disrupt the class, school, or bus activity.			
A. Chronic talking:	Repeated talking in the classroom without permission.	1	(pk-3)	3
		1	(4-12)	3
B. Throwing Objects:	Throwing any object in any part of the school, bus, or school grounds, unless directed by a staff member pursuant to instructional purposes.	1	(pk-3)	3
		1	(4-12)	3
C. Horse playing:	Rough or noisy play or pranks.	1	(pk-3)	3
		1	(4-12)	3
D. Harassing/Teasing:	Pestering or tormenting other students.	1	(pk-3)	3
		1	(4-12)	3
E. Refusing to Remain in Seat:	Getting out of seat or moving seat without permission of staff member.	1	(pk-3)	3
		1	(4-12)	3
F. Rude Noises:	Making any unnecessary noise.	1	(pk-3)	3
		1	(4-12)	3
G. Leaving without permission:	Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.	1	(pk-3)	3
		1	(4-12)	3
H. Chronic Lack of Supplies:	Repeatedly reporting to class without necessary material such as books, class supplies, pencils, etc.	1	(pk-3)	3
		1	(4-12)	3
I. Shoving and/or Kicking:	Willfully pushing and/or kicking anyone.	2	(pk-3)	4
		2	(4-12)	4
J. Throwing Objects at Someone:	Willfully throwing anything that could serve to harass or harm another.	2	(pk-3)	4
		2	(4-12)	4
K. Other:	Any other action that disrupts or interferes with educational activities or the school environment.	1	(pk-3)	3
		2	(4-12)	4

In compliance with the Dignity for All Students Act:

- The Cooperstown Central School provides an environment free of discrimination and harassment against any student by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse, of such severe nature that: (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.
- The Cooperstown Central School responds to such acts of discrimination or harassment against students by employees or students on school property or at a school function.
- The rights and responsibilities of students are written in plain language and explained on an annual basis.
- The Cooperstown Central School provides guidelines and programs for in service education programs for all district staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination or harassment against students by students and/or school employees, and including safe and supportive school climate concepts in the curriculum and classroom.

	<p>L. Hazing: The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively influencing the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in "hazing" behavior as defined pursuant to District policy, regulation and/or law. The Board of Education shall require the prohibition of hazing - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.</p> <p>For purposes of the policy, the term "hazing" among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:</p>	
	<p>a. Humiliation: socially offensive, isolating or uncooperative behaviors.</p>	<p>1 (pk-3) 3 2 (4-12) 5</p>
	<p>b. Substance abuse: abuse of tobacco, alcohol or illegal drugs, including vaping.</p>	<p>1 (pk-3) 3 2 (4-12) 5</p>
	<p>c. Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.</p> <p>Incorporated within this definition are various forms of physical, emotional and/or sexual abuse, which may range in severity from teasing/embarrassing activities to life threatening actions.</p> <p>Even if the hazing victim participated "willingly" in the activity, or there was no "intent" by the hazer to harm or injure another individual, hazing is still hazing and against District policy, the District Code of Conduct and may be in violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the "willingness" of the student to participate.</p>	<p>1 (pk-3) 4 2 (4-12) 5</p>
	<p>M. Bullying: The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying-along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.</p> <p>For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:</p>	
	<p>a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);</p>	<p>1 (pk-3) 3 2 (4-12) 5</p>
	<p>b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats; and</p>	<p>1 (pk-3) 3 2 (4-12) 5</p>
	<p>c. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).</p> <p>The District also prohibits "Internet bullying" (also referred to as "cyber bullying") including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.</p>	<p>1 (pk-3) 3 2 (4-12) 5</p>

Rule 11.				
Tobacco:	A student may not have or use tobacco products on school premises, trips and/or events. This includes vaping.	1 3	(pk-3) (4-12)	4 5
Rule 12.				
Threatening:	A student will not threaten another student or staff member. See definition on page 11.			
A. Against a Student:	Threatening to strike, attack or harm any student or other person.	2 3	(pk-3) (4-12)	4 5
B. Against a Staff Member:	Threatening to strike, attack or harm any staff member.	2 3	(pk-3) (4-12)	4 5
Rule 13.				
Fighting:	The exchange of mutual physical contact between students by pushing, shoving, or hitting with or without injury is prohibited. A hearing will be held following the second fighting offense for secondary students directly involved. See definition on page 11.	2 3	(pk-3) (4-12)	4 5
A second fighting offense will carry a penalty of long-term suspension.				
Clarification Of Aggressive Physical Action				
<ul style="list-style-type: none"> • THREATS: (RULE 12) Students who verbally threaten another student or adult may or may not be charged with a criminal violation. In a case where charges are notified with the police for verbal threats and the threat of violence is minimal, the appropriate Code of Conduct violation would be Rule 12. • FIGHTING: (RULE 13) Two students actively involved in a mutual fight where there are no injuries incurred and no criminal charges are pursued. For example, a pushing, shoving, hitting or kicking fight that takes place at any location. • SERIOUS THREAT and/or ASSAULT: (RULE 27) An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting). An assault is a law violation and would meet the criteria for criminal charges. The victim's parent may or may not wish to press charges. • VIOLENT PUPILS: (RULE 20) Students deemed "violent pupils" as defined by Education Law § 3214 (2-a). A violent pupil is an elementary or secondary student under the age of 21 who: (1) commits an act of violence upon a teacher, administrator or other school employee; (2) commits, while on school property an act of violence upon another student or any other person lawfully upon said property; (3) possesses, while on school property, a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (4) displays, while on school property, what appears to be a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (5) threatens, while on school property, to use any instrument that appears able to cause physical injury or death; (6) knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school property; or (7) knowingly and intentionally damages or destroys school property. 				
Rule 14.		Levels of Disciplinary Action		
Trespassing:	A student will not enter any school property or school facility without proper authority (includes entering any school during a period of suspension or exclusion).	1 1	(pk-3) (4-12)	4 4
Rule 15.		Levels of Disciplinary Action		
Vehicle Use:	A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health, safety, or a disruption to the educational process. <i>The use of a motor vehicle in driving to school is considered privilege, which may be limited or revoked at any time by the principal of the school.</i>			
A.	Under no circumstance are students to leave school, during their lunch hour, in their vehicle. Written notes to leave will not be accepted unless the principal approves them. Passengers as well as drivers will be addressed.	3 3	(pk-3) (4-12)	4 5
B.	Juniors and Senior students are permitted to park in the main lot. All other areas, including the circle and the east parking lot and bus garage area are off limits. Parking on curbs or any lawn area is also forbidden.	1 1	(pk-3) (4-12)	4 4
Rule 16.				
Vandalism:	A student will not damage or destroy property belonging to another, or participate in a plan with others to damage or destroy property, i.e. school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as per NY State law and CCS policy, for willful or malicious destruction of property.*			
A.	Defacing Walls, Mirrors, Desks, Lockers, Computers, or any Other School Equipment.	2 4	(pk-3) (4-12)	4 5
B.	Damaging Another Person's Property: Including but not limited to clothing, class projects, automobiles, etc.	1 3	(pk-3) (4-12)	4 5
C.	Graffiti: Willful or malicious defacing of public or private property. *Time frame for financial restitution to be set by the principal.	1 3	(pk-3) (4-12)	4 5

Rule 17.				
Gambling:	A student will not play games of skill or chance for money or property.	1 (pk-3) 1 (4-12)	3 3	
Rule 18.		Levels of Disciplinary Action		
		Min	Grade	Max
Theft:	A student will not steal or possess stolen property, or participate in a plan with others to do so.			
A. School property:	Unlawfully taking and/or carrying away property belonging to Cooperstown Central Schools.	1 (pk-3) 2 (4-12)	4 4	
B. Staff Property:	Unlawfully taking and/or carrying away property belonging to a staff member.	1 (pk-3) 2 (4-12)	4 4	
C. Student Property:	Unlawfully taking and/or carrying away property belonging to another student.	1 (pk-3) 2 (4-12)	4 4	
D. Student Locker:	Removing any property from a locker other than the one assigned.	1 (pk-3) 2 (4-12)	4 4	
E. Possession of Stolen Property:	Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.	1 (pk-3) 2 (4-12)	4 4	
Rule 19.				
Sexual Offenses:	A student will not engage in sexual behavior.			
A. Offensive Touching:	Improper touching of an offensive or sexual nature.	2 (pk-3) 2 (4-12)	4 5	
B. Sexual Harassment:	Any unwelcome verbal and/or physical conduct where such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working or educational environment.	2 (pk-3) 2 (4-12)	4 5	
C. Consensual Sex:	Sexual activity involving willing participants.	2 (pk-3) 2 (4-12)	4 5	
D. Indecent Exposure:	Intentional exposure of private parts of one's body (Including "mooning").	2 (pk-3) 2 (4-12)	4 5	
E. Sexual Assault/Rape or Attempted Rape:	Unlawful sexual intercourse or attempted sexual intercourse by force, threat, or fear (age appropriate).	2 (pk-3) 4 (4-12)	4 5	
Rule 20.		Levels of Disciplinary Action		
		Min	Grade	Max
Fights on School Property:				
A. Fights between students:	Behavior of a violent or aggressive nature that generates aggressive actions, verbal and/or physical. The response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.	2 (pk-3) 3 (4-12)	4 5	
B.	Students defined as " Violent Pupils " or refusing to comply with a request to disperse. See page 11 for details. NOTE: Students assigned to any disciplinary consequences following the due process hearing for a Rule 20 Violation will be denied participation in ALL extra-curricular activities for a period of 10 weeks following the date of the decision: <i>school based social restrictions.</i>	2 (pk-3) 3 (4-12)	4 5	
Rule 21.				
Burglary:	A student will not break into school property for the purpose of stealing.	1 (pk-3) 4 (4-12)	4 5	
Rule 22.				
Robbery:	A student will not take another person's property by force or violence.			
A. Attempted:	Attempting to take property from a person by force or violence.	1 (pk-3) 3 (4-12)	4 5	
B. Actual:	Taking property from a person by force or violence.	1 (pk-3) 4 (4-12)	4 5	
Rule 23.				
Extortion:	A student will not take or threaten to take the property of others through intimidation.			
A. Attempted:	Use of threats or intimidation in an attempt to obtain money or property from another.	2 (pk-3) 3 (4-12)	4 5	
B. Actual:	Use of threats or intimidation to obtain money or property from another.	2 (pk-3) 3 (4-12)	4 5	
Rule 24.				
False Alarm:	Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school.	1 (pk-3) 4 (4-12)	4 5	

Rule 25.		Levels of Disciplinary Action		
		Min	Grade	Max
Arson:	A student will neither set fire nor attempt to set fire to anything on school property, or participate in a plan with others to damage or destroy school property with fire.	1 4	(pk-3) (4-12)	4 5
Rule 26.				
Alcohol and Other Drugs:	A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia. This prohibition includes tobacco products sold or distributed to underage students, including vaping.			
Alcohol				
A. Use/Under the Influence:	Drinking any alcoholic beverage or the misuse of any substance containing alcohol, in school, on school grounds, on school bus, at any school function, or coming on school grounds or at any school activities after consumption.	1 4	(pk-3) (4-12)	4 5
B. Possession:	Possessing any alcoholic beverages in school, on school grounds, on school bus, or at any school function.	2 3	(pk-3) (4-12)	4 5
C. Sale/Distribution:	Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, on school bus, or at any school function.	2 4	(pk-3) (4-12)	4 5
Illegal Substances*				
D. Use/Under the Influence:	Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.	2 4	(pk-3) (4-12)	4 5
E. Possession/Attempt:	Possessing, or attempting to possess, any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual.	2 3	(pk-3) (4-12)	4 5
F. Paraphernalia:	Possessing, distributing or using any drug related paraphernalia.	1 3	(pk-3) (4-12)	4 5
G. Inhalants:	Possessing, distributing or inhaling any substance/product (off the-shelf, controlled, or illegal) for mind-altering effects, to include vaping.	2 3	(pk-3) (4-12)	4 5
H. Sale/Distribution (Attempt or Actual):	Distributing or selling any illegal or controlled substance attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s). <i>*The FIRST violation for use under the influence or simple possession of alcohol or illegal substance will result in an immediate referral to the Otsego County Chemical Dependency Clinic. The SECOND and all succeeding Incidents will result in a due process hearing. Violations of this nature, committed by an Individual student, are cumulative, grouped by grades 6-8 and again by grades 9-12.</i>	2 4	(pk-3) (4-12)	4 5
Rule 27.				
Serious Threat, Assault and/or Intimidation:	A student will not assault, seriously threaten or intimidate another individual. <i>NOTE: An assault is viewed as one person physically attacking or intimidating another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault or intimidation (not mutual fighting).</i>			
A. Against Student:	Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike another student, either alone or in combination with another student(s), or making one fearful by intimidation.	2 4	(pk-3) (4-12)	4 5
B. Against staff or other who is not a student, on school property:	Unlawful threatening or any physical force or violence, to include tearing clothes, striking, or threatening to seize or strike any adult, whether alone or in combination with another student(s), or making one fearful by intimidation.	2 4	(pk-3) (4-12)	4 5
Rule 28.		Levels of Disciplinary Action		
		Min	Grade	Max
Weapons and Dangerous Instruments/ Objects:	A student will not possess, handle, transport, or use any weapon, dangerous object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. Under NYS Gun Free Schools Act.			
A. Bomb:	Any device brought to school that contains combustible material.	3 3	(pk-3) (4-12)	4 5

B. Laser Pointer: (Simple Possession/Use)	<ul style="list-style-type: none"> ▪ Simple Possession: First violation will result in confiscation of the laser pointer. Any subsequent incident will result in confiscation and progressive suspension. 	1	(pk-3)	4
		1	(4-12)	4
	<ul style="list-style-type: none"> ▪ Use: A Laser pointer light beam shined on an individual, on school grounds or during school activities. 	1	(pk-3)	4
		1	(4-12)	5
C. Explosive*: Any device containing combustible material and a fuse.		2	(pk-3)	4
		2	(4-12)	5
D. Knife*:	<ul style="list-style-type: none"> ▪ Simple Possession: Blade 2 1/2 inches or smaller: A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive suspension. 	2	(pk-3)	4
		2	(4-12)	5
	<ul style="list-style-type: none"> ▪ Simple Possession: Blade greater than 2 1/2 inches: Possession of any knife longer than 2 ½ inches, regardless of intent. 	2	(pk-3)	4
		4	(4-12)	5
	<ul style="list-style-type: none"> ▪ Camouflaged Weapon: <i>i.e.</i>, knife blades, or other sharp devices. 	2	(pk-3)	4
		4	(4-12)	5
E. Toy Knife*: Possession of any size or shape toy knife.		1	(pk-3)	4
		2	(4-12)	4
F. Razor Blade/Box Cutter*: Possession of a razor blade, box cutter or similar device for cutting.		2	(pk-3)	5
		4	(4-12)	5
G. Ammunition*: Possession of any bullets or shells or any objects that could be considered ammunition or which resemble ammunition.		1	(pk-3)	5
		2	(4-12)	5
H. Fireworks, Small Explosives*: Possession of firecrackers or small explosive devices including caps, and snapper pops.		1	(pk-3)	5
		2	(4-12)	5
I. Antipersonnel Spray*: Possession of chemical (such as Mace) or pepper sprays.		2	(pk-3)	4
		3	(4-12)	5
J. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile*: May include, but not be limited to, a cap pistol, water pistol or any look-alike gun.		1	(pk-3)	4
		2	(4-12)	5
K. Object Thrown From a School Bus: Any object thrown from a school bus will be considered a missile and will be treated as a weapon.		2	(pk-3)	4
		3	(4-12)	5
L. Other*: Possession of any object or substance that could cause injury including, but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. *Special Note: <i>Any student who inadvertently possesses or finds a weapon or substance that may subject a student to a due process hearing may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance. This exemption will not include possession of a firearm or bomb.</i>		3	(pk-3)	4
		3	(4-12)	5
Rule 29.				
Firearm*:	A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosion.			
A. Possession of a pistol, revolver, or any other firearm* (loaded or unloaded).	NOTE: <i>NYS Gun free Schools Act requires the total cessation of all educational services for a period of 365 days unless the superintendent decides otherwise on a case-by-case basis.</i>	5	(pk-3)	
		5	(4-12)	
B. Possession of any other weapon or device other than a firearm*. Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun. *SPECIAL NOTE: <i>A complete psychological and psychiatric evaluation will be suggested to the parents/guardians for any student found to be in possession of a firearm on school grounds, on school bus, or at any school function.</i>		3	(pk-3)	5
		3	(4-12)	5
Rule 30.				
Refusal to Comply with a Reasonable Individual Search:	In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct.			
A. Search of an Individual or his/her Possessions:	A student must cooperate with and may not obstruct or interfere with a reasonable search of the student; his/her book bag, purse or other possessions that are present on school property or at a school activity.	2	(pk-3)	4
		2	(4-12)	5
B. Search of a Vehicle:	A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity. Violation of this rule may result in the student losing his/her parking privilege in addition to other applicable disciplinary action.	2	(9-12)	4

C. Student Lockers and Desks:	Student lockers and desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Lockers and desks shall be used only for storage of those items, which are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk or locker.	2 2	(pk-3) (4-12)	4 4
Rule 31.		Levels of Disciplinary Action		
		Min	Grade	Max
Possession or Distribution of Pornographic and/or Profane Material:	A student must refrain from possessing or distributing or transmitting material which is obscene, child pornography or harmful to minors. This includes computerized pictures, magazines, or similar materials.	1 2	(pk-3) (4-12)	5 5
Rule 32.				
Bomb Threat:	Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity. <i>Section 240.55 of the Penal Law requires a misdemeanor charge for any individual who makes a false report or perpetuates a hoax relating to a bomb.</i>	2 5	(pk-3) (4-12)	5 5
Rule 33.				
Discrimination:	An unfair bias based on gender, color, weight, national origin, ethnic group, religious practice, sexual orientation, or disability in educational programs and activities that the school operates. <i>Any student who feels that they have been harassed or discriminated against is asked to fill out a "Harassment and/or Discrimination Complaint Form." These forms are available in the principal's office. If necessary, a copy of the district's grievance procedure will also be provided to the complainant.</i>	2 2	(pk-3) (4-12)	5 5
Rule 34.				
Chronic Discipline Violations:	Any students who are repeatedly substantially disruptive, show a cycle of insubordination or disorderly conduct that otherwise endangers the health, safety or morals of himself or herself or of others students.	4 4	(pk-3) (4-12)	5 5
Rule 35.		Levels of Disciplinary Action		
		Min	Grade	Max
Prohibition of Retaliation:	The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of hazing. Follow-up inquiries and/or appropriate monitoring of the alleged hazer(s) and victim(s) shall be made to ensure that hazing behavior has not resumed and that all those involved in the investigation of allegations of hazing have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.	2	(7-12)	5
Rule 36.				
Knowingly Makes False Accusations:	Employees and/or students who knowingly make false accusations against another individual as to allegations; of harassment may also face appropriate disciplinary action.	1 1	(pk-3) (4-12)	3 4

Explanation of Disciplinary Levels

School Initiated Consequences

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

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

Superintendent Initiated Consequences

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

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

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

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

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

Disciplinary Action Levels

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

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

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

Level 1 Conference

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

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

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

Discipline and Legal Violations—Level 2 Intervention

ALL INTERVENTIONS WILL BE DEVELOPMENTALLY AND SITUATIONALLY APPROPRIATE

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

Additional Suggestions—School Determines

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

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

- A. When a student is merely or substantially disruptive (infractions involving classroom behavior including but not limited to disorderly conduct, inappropriate dress, insubordination, or public displays of affection), THE TEACHER SHOULD:
- Implement three classroom discipline interventions (listed below) prior to removal.
 - Provide evidence to support teacher removal.
 - Notify the student of the reasons for the removal.

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

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

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

Classroom Discipline Interventions (Merely Disruptive)

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

Discipline and Legal Violations

- Level 3 Suspension (1-3 days)**
School level initiated suspension
- Level 4 Suspension (3-5 days)**
School level initiated suspension
- Level 5 Long Term Suspension with Due Process Hearing/Superintendent’s Hearing**

PROCEDURAL ISSUES

School Personnel Referral of Student:

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

Law Enforcement Notification:

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

Pupil In Need of Supervision (PINS):

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

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

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

Human Services: DSS and Child Abuse Contact

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

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

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

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

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

Stay Put Rule:

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

Preventative Services:

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

DUE PROCESS PROCEDURES SHORT TERM SUSPENSION

School Level Procedures

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

The administrator:

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

TO APPEAL SUSPENSION IMPOSED BY THE PRINCIPAL:

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

1. Parent(s)/guardian must request in writing a review of the suspension.
 2. Parent must make a request within three (3) school days of notice of the principal's decision or the decision is final.
 3. Superintendent of Schools will review the actions taken by the principal within three (3) days of receipt of the notice of appeal.
 4. The Superintendent of Schools will confirm or disapprove such actions based on an examination of the record of the student's behavior.
- Please be aware that any changes in the suspension could change the official attendance coding of school days already served as suspended.

DUE PROCESS PROCEDURES— LONG-TERM SUSPENSION OR EXPULSION

PRINCIPAL'S RECOMMENDATION TO THE SUPERINTENDENT

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

APPEAL TO THE SCHOOL BOARD

- Provides a hearing of any appeal
 - Provides all due process rights to the student
 - Within seven (7) school days after the appeal hearing, provides a written report of its actions to the principal, parent(s)/guardian, and student.
- Special Note: When a student has been suspended for insubordination or disorderly conduct and the student is compulsory attendance age, the district must take immediate steps to provide alternative instruction.

Bus and Bus Stop Rules

Student's Responsibilities

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

Parent's Responsibilities

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

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

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

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

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

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

Important Phone Numbers

Parents should call the following numbers for assistance:

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

Bus and Bus Stop Rules

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

At the Bus Stop

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

When the Bus Arrives

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

On the Bus

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

Leaving the Bus

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

BUS REFERRAL MATRIX FOR SECONDARY STUDENTS

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

School Initiated Consequences:
 Level 1—Conference
 Level 2—Intervention
 Level 3—Suspension (1-3 days)
 Level 4—Suspension (3-5 days)

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

Appendix A

Elementary, Junior-Senior High School Attendance Regulations

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

A. Parent/Guardian Responsibility

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

B. Definitions

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

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

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

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

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

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

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

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

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

C. Written Notes

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

D. Tardiness and Early Departures

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

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

E. Absence from Class:

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

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

F. Extra-curricular Participation

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

G. Range of Penalties

1. Truancy/cut from Class or Study Hall:
One day of detention will be assigned for the student, and parent/guardian notification by the teacher is required. (Teachers should keep documentation of the truancy/cut.)

OR

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

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

Repeat offenses will cause a progression in consequences.

3. Tardiness to School or Class:
If a student is tardy more than three (3) times she/he will be assigned an afterschool detention.

Repeat offenses will result in progressive consequences.

H. PINS (Persons in Need of Supervision)

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

I. Drop from Enrollment

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

If the student and his/her parent/guardian fail to attend the meeting, the student may be dropped from enrollment, provided that the family is notified of the student's right to re-enter at any time.

1. Corridor Pass:

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

Revised 08/20/21

Appendix B

Cooperstown Central School Dress Code

Statement of Purpose

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

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

1. STUDENT DRESS

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

2. OTHER GENERAL REQUIREMENTS

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

Appendix C

Cooperstown Central School District Personal Technology Use

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

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

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

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

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

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

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