

TABLE OF CONTENTS

Academic Support Policy	11
Accidental Injury	8
Allergy Policy & Procedures	28
Anti –Discrimination	22
Alternative School	20
Attendance Policy & Procedures	4
Bell Schedule	4
BOCES Program	9
Bus Transportation	20
Cafeteria	20
Care of School Property by Students	23
Changes in your Family	8
Classroom Disruptions	21
Code of Conduct	15
Computer Network & Internet Policy	26
Corporal Punishment	24
Course Drop / Add Procedures (Band & Chorus also)	9
Course Failure	11
Dances, Co-Curricular and Extracurricular Activities	25
Dangerous Weapons in School	22
Dignity for All Students Act	31
Dress Code	13
Due Process Suspensions	19
Eligibility for Participation in Extracurricular Activities	11
Fire Drills	24
Grievance Procedures	22
Guidance Counseling Services	8
Health Services	8
Homebound/Out of School Tutoring	20
Homeroom Attendance Procedures	4
Honors Recognition	10
Ineligibility for School Sponsored Trips & Activities	11
Interscholastic Athletics	25
Leaving the School Building	7
Library	8
Lockers	7
Lost and Found	8
Lunch Time Policy	21
Maintenance of Public Order	20

Marking System	10
Mission Statement	3
Out-of-School Suspension	20
Parent Conferences	20
Parent/Teacher Conferences	11
Parent’s Right to Appeal	20
Pre-Signed Passes	9
Principal’s Message & Parent/Guardian Acceptance	3
Principal Penalties for use of personal electronics devices	17
Procedures Regarding Course Selection & Schedule Changes	9
Promotion and Retention of Students	11
Questions: Frequently Asked, What to Do	24
Report Cards / Grade Reporting	10
School Psychologist	23
Searches	23
Sexual Harassment of Students	22
Staff Qualifications	31
Steps to Follow when Absent	4
Student Awards & Scholarships	10
Student Discipline Code Penalties	19
Student Dress Code	12/13
Student Driving	21
Student Evaluation Procedures	10
Student Records	23
Student Rights and Responsibilities	12
Student’s Responsibilities and Privileges	16
Study Hall Procedures	9
Summer School	11
Teaching About Drugs, Alcohol and Tobacco	24
Telephone	8
Title IX	3
Types of Disciplinary Action	19
Unexcused Absences – Left Building	7
Use of Radios, Beepers, Cell Phones and Other Electronic Devices	18
Valedictorian & Salutatorian - Procedures to Determine	10
Visitors to the School	8
Who Do I Contact?	3

Afton Central Middle/High School Student/Parent Handbook

While every effort has been made to ensure the accuracy of the information contained in this handbook at the time of printing, the district reserves the right to amend or correct its contents as needed. Any changes that are made will be posted on the school website at www.aftoncsd.org.

Mission Statement

Working together within an atmosphere of respect, creativity, and academic challenge, we will use all available resources to produce graduates who are responsible, productive citizens prepared to participate in a changing society.

Title IX

The Department of Education has published an implementing regulation for Title IX of the Education Amendments of 1972 that prohibits sex discrimination in federally assisted education programs. In keeping with the requirements of Title IX, the Afton Central School District announces the following: "The school district does not intend to operate any of its programs or activities on the basis of sex discrimination. The district, further, does not intend to discriminate on the basis of sex in any of its admissions practices.

Principal’s Message and Parental/Guardian Acceptance

Dear Parents/Guardians:

The contents of this Handbook are intended to provide an overview of school policies and rules. It should not be considered a comprehensive document covering every aspect of the school program. Once issued this handbook it is understood that you accept the following statements. If you do not accept them, please call the principal’s office to arrange for a conference.

"I understand and consent to the responsibilities outlined in the Afton Student Handbook. I also understand and agree that my children shall be held responsible for the behavior and consequences included in the school conduct and discipline code while on school property or attending school-sponsored activities. I also understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension from school. I understand that other rules and regulations not listed in this handbook may need to be created and implemented during the school year."

Afton Central Middle/High School

Phone number – 639-8223

Timothy McNamara	Superintendent
Laura Zanruca	Secondary Principal MS/HS
Jilene Nordberg	High School Guidance 9-12
Andrea Maynard	Middle School Guidance 6-8
Corbin Brownell	School Guidance Counselor Pk-12
Stacy Parks	Secretary MS/HS
Ronal Noone	Secretary Guidance MS/HS
Lynn Bradley	Transportation Manager
Kim Corcoran	Cafeteria Manager
Monna Marrongelli	School Nurse
Cindy Bostelman	Athletic Director

Who Do I Contact About:

Absence Excuses:	School Nurse or Aide
Athletics:	Athletic Director
Bus Schedules and Information:	Transportation Manager
Cafeteria:	Cafeteria Manager
Career Information:	Guidance
Courses/Curriculum:	Guidance
Discipline:	Principal
Early Dismissal:	School Nurse or Aide
Health Concerns:	School Nurse
Lockers:	M/H School Office
Lost and Found:	High School Office
Personal Problems:	Guidance
Problems in a particular class:	Teachers
Remaining After School:	Teachers
Reserve Time on Activity Calendar:	MS/HS Office (Mrs. Parks)
Scheduling:	Guidance
Tardy Pass:	Teachers
Use of Buildings:	District Office

Normal Bell Schedule

7:45 - 8:28 : Period A

8:31 - 9:11 : Period B

9:14 - 9:54 : Period C

9:57 - 10:37 : Period D

10:40 - 11:20 : Period E

11:20-11:50 Period F

11:53 - 12:03 : Period G

12:03 - 12:33 : Period H

12:36 - 1:16 : Period I

1:19 - 1:59: Period J

2:02 - 2:22 Period K Student Support Period

Homeroom and Attendance Procedures

There are no homerooms for middle and high school students. Students report directly to Period A at 7:45 AM. Students who wish to eat breakfast should do so and report to Period A at 7:45 AM. Attendance will be taken at this time. Announcements will be read over the PA system and/or broadcast over the television each morning during homeroom. You are expected to sit quietly during the announcements. Any absence or early dismissal excuses may be turned in to the health office before the beginning of Period A. Early dismissals will only be granted with written parental permission. Phone permission will only be accepted in an emergency. Period A begins promptly at 7:45 a.m. Students who are tardy to school must report to the health office as soon as they arrive to school. They will then be issued a pass to class. Absences and Tardies:

***** STUDENTS ARE TO BRING IN NOTES OF ABSENCE TO THE HEALTH OFFICE UPON ARRIVAL TO SCHOOL**

The law requires that upon return to school from an absence, an excuse must be submitted. This is given to the school nurse and should state your name, reason for your absence, days and dates absent from school, and the signature of your parent or guardian. This excuse must be brought in within three (3) school days or the school nurse will send you a letter regarding the overdue excuse. Failing to provide an excuse for the absence(s) could lead to action by the Family Court and will be counted as a truancy.

Steps to Follow When Absent.

- Have your parent or guardian telephone the school at 639-8212 and inform the attendance office between 7:00 a.m. and 10:00 a.m.
- Parent(s) or Guardian(s) should telephone the guidance office at 639-8240 before 10:00 a.m. to arrange for homework assignments if you have an extended absence due to illness. If the absence is due to travel or work, the school should be notified in advance for homework.
- Ask teachers for make-up assignments upon your return to school. Make-up assignments are due two days following the date of the absences.
- The absent student is required to turn in a written excuse from his/her parent/guardian explaining the reasons for the absence. This is due on the day of return. If no note is submitted, the absence may be considered truancy.
- Teachers will take attendance each class period in grades 6-12 according to New York State law.
- The administration reserves the right to require proof of absence upon request. Example: a doctor's note.

Attendance Policy and Procedures

5160 Attendance:

Under New York State Education Law section 3205, parents are responsible for the regular attendance of their children for instruction. All children must remain in attendance until the last day of the school year in which they reach the age of 16 years old (Ed. Law 3205(1)(i)). It is each student's basic responsibility to be on time and attend all classes, except when excused for the following legal absences: Sickiness, serious illness or death in the family, impassable road or weather conditions, religious observance, quarantine, court appearance, attendance at health clinics, approved cooperative work programs, approved college visits, approved educational trips, military obligations.

STATEMENT OF OVERALL OBJECTIVES

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. The School District recognizes that consistent school attendance, academic success and school completion have a positive correlation. Therefore the School District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

A. Objectives: The objectives of the Comprehensive Attendance Policy are:

1. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
2. to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

B. Definitions: When used within the Comprehensive Attendance Policy, the following terms mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.

2. Absent: The pupil is not present for the entire period of the pupil's scheduled instruction.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused non - appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, counseling, disciplinary interventions, field trips, absences approved in advance by the Principal, and other reason as may be approved by the Commissioner of Education.
6. Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include: shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused.

C. Coding System: The following coding system shall be used to indicate the nature and reason for the pupil's missing all or part of scheduled instruction:

P- Present	A- Absent	H- Tutor
E- Absent Excused	U- Absent unexcused	
T- Tardy	TI- Tardy unexcused	
TL- Tardy Excused	DE-Dismissed Excused	
DU- Dismissed Unexcused	I- ISS	
O- OSS no instruction	OI- OSS with instruction	R- Truant
FT- Field Trip	EN- Excused w/ note	
ST- Student Testing	EC- Excused from class	

The time that the pupil arrived or departed will be recorded next to the entry codes.

D. Strategies/Incentives to encourage student attendance:

1. Minimum Attendance for Course Credit

- a. A student must be noted as present at 85% of a course's scheduled classes in order to earn credit for the course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.
 - i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 40 minutes of class, whether through tardiness or early departure.
 - ii. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
 - iii. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence
- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
 - i. when a student is approaching the limit of absences for losing course credit for failure to attend class, the district shall notify the student and his/her parent(s) or persons in parental relation, according to the chart below. The notice will include the current date, the school's attendance for credit policy, the maximum absences allowed, and the actual number of classes the student has missed;

Course Length	Maximum Absences	Parent Phoned by teacher	Warning Letter Sent	Letter Rescinding Credit Sent
40 weeks	28	10	20	29
20 weeks	14	5	10	15
10 weeks	7	3	5	8

- ii. teachers will provide make-up work upon request so that students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course;
- iii. where a student is in jeopardy for losing credit for excessive absences the Building Principal shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines for submission of work.

2. Notice of Absences: The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

- a. where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
- b. for every 5 unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused non - presence.

3. **Disciplinary Procedures:** The student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

4. **Incentives:** District teachers with the support of Building Principals and other administrators shall develop and implement classroom based incentive programs for excellent attendance.

5. **Intervention Strategy Development:** The Building Principal will meet each marking period with the school counselors, school administrators, Home-School Liaison, teachers, and support staff as the Principal determines necessary to review student attendance records, and progress in addressing identified attendance patterns that have the potential to interfere with student learning. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

6. **Counseling:** The District shall provide consistent counseling to students with chronic attendance problems.

E. Attendance Supervision Officer:

The Building Principal shall serve as the Attendance Supervision Officers for the each building. The Attendance Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address excessive non-attendance, unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy. The Building Principal shall then initiate the process in the Code of Conduct Policy.

PART 5:

ATTENDANCE TAKING

Attendance Office

The attendance clerk will record all known excused and unexcused absences. The attendance clerk's entry will take precedence over the teacher's classroom attendance records.

What does this mean?

Teachers only record students as absent, tardy or present. The attendance clerk, as the single point of communication, will review field trip rosters, office schedules (i.e., student visits, suspension roster, etc.), and update the students' absence categories.

Classroom Attendance:

1. Teachers will take attendance daily at the beginning of each class on Power School or Power Grade and send it to the attendance officer. The teacher will mark students as Absent, Tardy or Present.
2. Teachers will review the school attendance list daily to determine if students were truant from class. For example, a student is not on the attendance list (an indication that he or she was present at school) but does not arrive at class.
3. A notation must be made in the teacher's record book and a discipline referral must be completed when students are truant (e.g., cut class, absent without notice/pass to teacher).
4. Students who are absent are expected to make-up all work missed. The classroom teacher will determine the nature of the make-up. Make-up deadlines may be assigned by the teacher (meaning specific dates and times). It is the student's responsibility to fulfill all deadlines.

PART 6:

MAKE-UP POLICY AND PROCEDURES

NOTE: Prior to grading any work made-up due to absence(s), the student's absence must be confirmed as excused or unexcused. It is not legal to remove graded work from a student's record as a disciplinary consequence. Students who have an unexcused absence (truant, cut class) must receive feedback on the work missed, but work should be left ungraded and zeros entered into the gradebook.

- A. Students with excused absences will be given an opportunity to make up work missed provided arrangements are made when the student returns to school. There will be no academic penalty for excused absences provided that any work missed will be made up.
- B. Students may make up or reduce previous class absences through the following make-up options:
 1. Do subject work with the subject teacher for 40 minutes / 1 hour after school during the teacher's availability after school hours.
- C. Stipulations for make-ups include:
 1. Class make-ups cannot be done during the regular school day.
 2. Make-up assignments are to be completed within one calendar week of the student's return to class.
 3. Classes missed due to in school or out-of-school suspension must be made up through the make-up options.

D. Students who abuse the make-up policy will be subject to appropriate disciplinary actions which may include denial of future make-up options.

REFERRALS:

1. Counseling:

The Guidance Office shall handle all referrals to counseling.

2. PINS Petitions:

The district may file a PINS (Person In Need of Supervising) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant by not attending school as required by part one of Article 65 of the Education Law.
3. Child Protective Services:

If students of mandatory school age have continued absences/tardies, a call will be made to CPS for educational neglect may warranted.

**PART 10:
DENIAL OF CREDIT**

When a student is denied credit due to attendance (as defined in this policy):

1. A grade of N (No Credit) will entered for the course and will appear on both the report card and the official school transcript.
2. The student is expected to continue in the course, as continuity of learning is stressed and it is not appropriate to remove students from class as a result of attendance.
3. Students who are denied credit must continue with the class (academically and attendance) to be eligible to attend summer school. Students with less than a 50% grade point average for the course are ineligible to repeat the course in summer school.

Students with less than 85% attendance OR four or more UNEXCUSED absences are ineligible to repeat the course in summer school. These restrictions are on a class-by- class basis.

4. If a student becomes a disruption (per the Student Code of Conduct), then appropriate disciplinary responses will occur. If the disruption is persistent or volatile, then the student will be removed from class per Project Save requirements. Students may be permanently removed per a Superintendent's Hearing. Students who are removed from class will be ineligible to repeat the course in summer school.

**PART 11:
APPEAL OF DENIAL OF CREDIT**

When to appeal?

- 1) Prior to the denial of credit, parents/guardians may appeal absences deemed as unexcused. And
- 2) Any parent or guardian of a student who has been denied credit as a result of this Comprehensive Attendance Policy has the right to appeal such a decision. The appeals process is as follows:
5. Notice of Appeal: A written letter requesting an appeal of the decision to deny credit must be received in the Middle/High School Principal's office within five days of receipt of the notice of the denial of credit. Notices will be either personally delivered by a school employee or sent by registered mail.

The letter must include, in addition to the student's name, the specific dates of absence that are in question and mitigating circumstances that exist leading to the appeal.

b. Conference: A conference will be held within five days of receipt of the appeals letter with the Middle/High School Principal and the Attendance Committee. The parent/guardian and student may provide information related to the attendance record and denial of credit to the committee.

c. Building Decision: A decision will be made by the committee to either uphold the original decision to deny credit or grant a conditional exception based on mitigating circumstances provided.

d. Appeal to the Superintendent: If the decision at the building level is to maintain the denial of credit, then the parent/guardian may appeal the decision to the Superintendent of Schools. Such an appeal must be made within three days of receipt of the building level decision. The appeal must be in writing.

6. Appeal to the Board of Education: If the Superintendent upholds the Building level decision, then an appeal can be made to the Board of Education. Such an appeal must be made within three days of receipt of the Superintendent's decision.

7. Appeal to the Commissioner: Parents/guardians have the right to appeal decisions made by local districts to the Commissioner of Education. To conduct such an appeal, the parent/guardian must contact the New York State Department of Education located in Albany, New York.

Leaving the School Building

A student who must leave school because of illness must report to the nurse and sign out in the office. If a student must be excused for part of the school day, he/she must present a written request to the health office upon arrival at school. The request should specify name, date, time to be excused, destination and the reason for leaving, and means of travel from school. Please make appointments, if at all possible, on school holidays or after school hours. Because of the school's legal responsibility for the welfare of students, we cannot honor requests for students to leave school to run errands during school hours. Leaving school without permission is considered truancy. The principal is required to telephone the police.

Unexcused Absences – Left Building

Cutting: Unexcused absence from a class or other assigned activity. Every reasonable attempt will be made to locate a student who cuts a class and/or study halls in the building; however, if the student has been determined to have left the building during the day the principal will telephone the police who will attempt to locate the student. If a student is missing more than two times in the school year the principal will recommend a Superintendent's hearing to remediate the situation.

Lockers

Each student is assigned a locker and will receive a combination lock to place on it. Both are the property of the school district and should be treated with care and respect by students. You may not switch lockers once one has been assigned to you without permission from the office. The MS/HS Office, the principal, and the student are the only ones who know the combination of your lock. It is the responsibility of each student to keep the combination confidential. The combination should be memorized and not disclosed

to ANYONE. By doing this, the security of possessions kept in the locker will be insured. Please keep in mind that the school assumes no responsibility for losses. If you have a particularly valuable item or large sum of money that you absolutely must bring to school, bring it to the office where it will be placed in a safe until it is needed. Otherwise, books, hats, coats, book bags and other such items should be placed in your locker. Please note: **(I) students will be required to keep their hats, coats and book bags in their lockers,** (2) Lockers are school property and subject to search.

Visitors to the School

Parents are encouraged to visit the school during the school year. All visitors MUST report immediately to the receptionist upon entering the school building. Student visitors from other schools are NOT permitted to enter the school building. Visitors to the school shall be governed by the following rules:

- Sign in with the receptionist.
- Wear a nametag for the duration of their stay.
- Report to the office.
- Building principal gives approval to the person or group wishing to visit. Groups must have prior approval before the visit.**

Parents are encouraged to visit teachers, the school nurse, school psychologist, and other support personnel by appointment (do not go directly to the classroom), follow the above procedure.

Changes In Your Family

Please inform the school when there are changes in your family; i.e., birth, death, change in marital status, place of residence, phone number, person to contact in case of emergency, or place of employment for parent and phone number there. It is essential that the school records be kept up to date. This enables the school to contact the parents quickly in case of an emergency and to have messages, which are sent home addressed in the proper manner.

Telephone

Students may use a telephone in the main office for emergency phone calls or school business with the permission of the office personnel.

The Library

The library is a quiet place for students to work and read. It is not a study hall or place for students to meet with friends. All school rules will be enforced in the library. The library is open until 2:30 PM each day unless otherwise posted. Students may use the library during their study halls and after school. A pass is required when coming from a study hall or class. The librarian may remove a student for up to five days for disrupting the library.

Guidance and Counseling Services

A school counselor assists students, teachers, parents, and administrators. The role of the counselor is to help students as they seek to identify and achieve personal goals and assume rights and responsibilities in various life roles at each developmental stage. The guidance office is open every school day for parents and students who may wish to schedule a meeting or browse through the college and occupational-related materials available there. Students sent to the office by a teacher should report to the Guidance Office and talk to a counselor before coming to the office.

Lost and Found

All articles found should be taken to the main office immediately where they may be claimed during the school day. Anyone who has lost an item should notify the office immediately and check the lost and found collection. Articles of clothing left unsecured in physical education locker rooms will be held for two weeks before being turned over for redistribution purposes.

Health Services

One of the most important functions of the school is to assist students in maintaining good health. This translates into good attendance that ultimately can payoff in the classroom with maximized achievement. Toward this end, the health office is staffed by a nurse practitioner that oversees and/or performs a variety of health-related responsibilities, which include: (1) A complete physical screening of all students in their seventh, tenth, and twelfth grade years. (2) A vision examination of all students each year. (3) A hearing examination of all students each year. (4) A scoliosis examination of all students each year. (5) A complete physical screening of all students who wish to participate on a sports team. (6) A complete physical for all students who need such an examination in order to qualify for work, college, or camp. (7) A record of required immunizations is required of each student. In addition to being called to the health office for one or more of the aforementioned examinations, students may avail themselves of the nurse practitioners services if:

- They should become ill or injured at some point during the course of the school day.
- They are returning from an illness or injury that necessitates a doctor's request being kept on file to temporarily excuse the student from physical education or pool class.
- They have a doctor's release that permits the student to again participate in physical education, pool, or a sport following the individuals having recovered from an injury.
- They must be administered medication during the school day which will only be done when (a) the parent submits a written request, (b) the prescribing individual indicates the frequency and dosage of the medication, and (c) the medication is brought to school in the original container.

Accidental Injury

Students must report all accidents and/or injuries that occur on school grounds to the School Nurse as soon as possible. The School Nurse will require you to fill out an accident report. If the student sees a doctor in regards to the accident, the school nurse should be notified in order to fill out insurance papers. School insurance is secondary to family insurance; therefore, the claim must be reported to your private insurance company first.

Pre-Signed Passes

All students are required to have a pre-signed pass in order to leave a class for another location. The student should obtain this pass prior to arriving at the class in which he/she wishes to submit the pass. Ample time throughout the day is available for students to make these arrangements without being late for assigned classes to do so. Teachers should not issue passes for students to leave class for computer lab, library, or other classrooms without permission of the teacher at that location. It is necessary that everyone consistently follow this procedure. There are no other passes. Students in hallways without passes will be subject to disciplinary action.

Study Hall Procedures

Students will not be permitted to leave study hall for any reason until after attendance has been taken. Study hall monitors may require students to sit in assigned seats. Students must have a pre-signed pass to leave study hall for any location other than the library. Students who are on the Level 1 or Level 2 of Academic Support List will only be allowed to leave study hall with a pre-signed pass from the teacher(s) that they are on the list for. All students leaving with a pre-signed pass should return to the study hall before the end of the period with a signed pass, indicating the time of return. Students may be issued a pass to the bathroom from study hall. Only one student at a time will be issued a pass to the bathroom. Only three students per study hall may go to the library unless the librarian specifies otherwise. Students must stay in the library for the entire period. Students being asked to leave the library will be sent to the office with a disciplinary slip and will not be able to go to the library from study hall for one week. A study hall should be a quiet place for study. Students are not to sleep or play games in study hall. Students are expected to have work to do in these classes. They may work quietly together with the permission of the study hall monitor. A pass will be issued to students allowing them to go to the nurse. If the student does not return to study hall, the monitor will follow-up with the nurse's office to verify the student's presence in the nurse's office for that period. Students may drink water with the monitor's permission. Food and sugary drinks are not allowed.

BOCES Programs

Board of Cooperative Educational Services (BOCES) offers job training in a number of career opportunities such as auto body, auto repair, nursing, carpentry, building trades, child care, computers (Cisco Certification), diesel and hydraulics mechanics, welding, cosmetology and others. Normally, the student will visit BOCES in 10th grade to select a BOCES Vocational – Technical Program for the following school year. All students are welcome to take these programs. The school provides transportation to BOCES. Morning BOCES students will be assigned a homeroom and class for attendance purposes until the bus arrives to take them to BOCES.

Procedures Regarding Course Selection & Schedule Changes

Selection of courses at the high school level is a serious matter requiring thought and planning. Students must consider graduation requirements, sequence completions, occupational and career interests as well as personal interests. For that reason, we wish to emphasize the importance of the annual scheduling/planning process and provide you with the following information.

PLANNING: Each year the guidance department will schedule an individual conference with each student in grades 8-11. At that meeting, a tentative annual schedule will be developed.

OBSERVATION/VISITATION: Students may make arrangements through the guidance office to "sit in" on any of the classes listed on the tentative schedule, or any other classes that may be of interest. A visitation could include classes at BOCES. Students will also be provided opportunities to discuss classes and homework requirements with teacher(s) involved. Based on these observations and discussions, students, following consultation with the guidance counselor, may make schedule changes. A schedule change is a change that involves a change of courses.

FINAL SCHEDULE: After the Observation/Visitation period ends students are required to return their approved schedules to the guidance office. These schedules must be approved and signed by a parent or guardian.

SCHEDULE CHANGES FOLLOWING FINAL APPROVAL: Students may initiate course changes with parent approval at any time up until August 1, preceding the upcoming school year. Following the August 1 date, from the third day to the tenth day following the beginning of the semester for which the schedule change is being requested, a petition must be approved by all parties listed on the petition form in order to effect a schedule change. Petition forms are available in the guidance office and can be initiated by parents, teachers or students. All course changes following the August 1 date mentioned above are subject to the petition process and the time lines listed above except: 1) When special education students have a change in their individualized education plan (IEP) which necessarily results in schedule changes. 2) When students wish to take additional courses. 3) When there is a physical/medical reason that prevents a student from taking scheduled courses. This information is being provided to students so that the schedule planning process is clear and also to emphasize the importance of careful consideration of the courses students plan to take.

Course Drop/Add Procedure:

Students are not allowed to drop classes after two weeks. The Secondary Principal must approve all classes being dropped.

Drop/Add Procedures for Band and Chorus

Performing groups like band and chorus require a firm commitment from each student who has chosen to become a member. It is highly desirable that this commitment be made for the entire school year because of the dropping out of even a single member in the middle of the year can have a negative effect on not only the program itself but also the students still involved. For these reasons we have the following procedures governing situations when a student may want to drop as well as add band or chorus: **1) Students may add band or chorus to their schedules only during the first two weeks of the school year and/or the beginning of the third quarter.** 2) Students entering from another school district may enter the program at such time as they begin the rest of their schedule as an Afton student. 3) Students may elect to leave the program during the first week of the school year with a note from the student's parent. After the first one week of school, students considering dropping out of band or chorus must first participate in a conference that will first seek to identify what problem(s) may be contributing to their desire to cease being a member of the group and then seek an acceptable

solution(s) short of their leaving. The student, a parent(s), the teacher of the group, and either a guidance counselor or the principal, will attend this meeting. 4) While students who are ultimately given permission to drop either band or chorus may be required to complete the remainder of the ten week marking period then in progress, a student whose individual circumstances do warrant a drop in the middle of a marking period will receive the grade earned for that marking period which will be calculated based upon grades accumulated up to the point of his/her departure from the class as well as deductions for any missed classes from that point through the end of the quarter. In the following marking period, the course will appear as a "withdrawal" on their records.

Report Cards and Grade Reporting

Report cards are distributed at approximately ten-week intervals over the course of the forty-week school year in grades 7-12. The report "card" is a computer printout. The report cards do not have to be returned by the students.

Students failing individual subjects must be given written notification (parents also) with sufficient time so that any problem may be corrected. No student may be assigned a failing grade unless parents have been notified.

Every course must have a final school mark. Regent's course grades are determined by the formula under Administrative Regulation "Regents Policy".

It is required for all high school courses to have a midterm and final exam mark grade. Physical education and pool are the exceptions. Marking period grades equal 80% and mid-term and final exam grades equal 20% of the final grade for a course. For middle school courses marking period grades equal 25% of the final grade for a course.

Incompletes shall be assigned when a student has a legitimate reason for not completing the course work. A maximum of two weeks make-up time from the marking period end date will be given for changing an incomplete to a number grade. After that time zeroes (0) will be placed in the students record.

Student Evaluation Procedures

Marking System

70% is passing for a course over a ten-week marking period for grades 6-12. In order to pass a course, it is necessary to have a final average of 70% or above. In order not to inhibit students from passing who may start the year slowly but do show sufficient and/or marked improvement over the course of the school year, students will be given a minimum grade according to the following schedule:

1 st marking period:	Not less than 60%
2 nd marking period:	Not less than 50%
3 rd marking period:	Actual Grade
4 th marking period:	Actual Grade
Final Examination:	Actual grade

Honor Recognition

To be eligible for the High Honor Roll, students must earn an average of 92% for the marking period. For the Honor Roll, an average of 87.5% is required. Grades are not rounded; for example, a 91.9% cumulative average does not become a 92% and thus make a student eligible for the High Honor Roll. All credit-bearing courses with numerical grades are counted. Honor roll will be figured every ten weeks.

Procedure for Determining Valedictorian and Salutatorian

Halfway through the senior year (after seven semesters) an update is done. All courses a student takes, including physical education, are figured when determining the students GPA (Grade Point Average). This process usually takes place at the end of February. This affords ample time for grades to be entered and for any incompletes to be made up (which is two weeks from the marking period end date). Once this update is complete, the valedictorian and salutatorian are determined based on their career grade point averages from high school. The senior with the highest GPA is deemed valedictorian and the second ranked senior is the salutatorian. GPAs are calculated to the hundredth decimal percentage, ie: 96.21%. Grades at Afton are not weighted. Students must live in the Afton Central School District or pay tuition for at least two full school semesters in order to be eligible. Students must be enrolled for the second semester of their junior year and the first semester of their senior year.

All students who transfer to Afton are also included if they meet the above criteria to be eligible. When a student enters, we check with the previous school to find out what the passing score was. If the previous school was a 65% passing score, we then use a conversion chart to convert the grades from the 65% pass scale to a 70% pass scale. Once all the conversions are done, including all of their high school years prior to Afton, the student is then ranked in with all students of that grade level. If a student is going to accelerate and graduate early, on a three year plan instead of four, this determination needs to be made prior to the start of the school year. The student would be promoted to grade 12 and would be ranked in with the grade 12 students according to his/her career GPA. When the seven semester mid-year update is done, this particular senior will be updated and ranked based on a five semester mid-year senior update as he/she will have only completed five semesters as opposed to a traditional senior on a four year plan who will have completed seven semesters. This student is eligible to be the valedictorian or salutatorian.

Student Awards and Scholarships

The Board of Education mandates that all students regardless of race, color, creed, sex and national origin, religion, age, economic status, marital status or disability shall be eligible for all awards and scholarships given or disseminated by the school district. Students must live in the Afton Central School District or pay tuition for at least two full school semesters in order to be eligible. Students must be enrolled for the second semester of their junior year and the first semester of their senior year. Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards shall be selected by the Building Principal from a list of eligible candidates prepared in consultation with appropriate school staff. Scholarships to high school graduates will be awarded on the basis of the student's academic achievement, his/her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship. The Board of Education shall select the recipient(s) of scholarship(s) awarded by the district from a list furnished by the High School Principal after consultation with appropriate school staff.

Course Failure

Students are expected to maintain an average above 70% in high school courses. High school students who fail do not receive credit for the course.

Promotion and Retention of Students

Parents and students shall always be notified of any potential failure with sufficient time to correct the problem via one or more of the following Special Reports to Parents, Deficiency Lists and Ineligibility Notices, phone calls or other means.

Middle School

- Students passing all their subjects will automatically be promoted.
- Students failing one subject will have the failure evaluated and a determination made as to the reason for the failure. The student may be promoted with recommendation for summer school. The decision shall be arrived at by consensus from a case conference approach involving teachers, principal, guidance counselor and parent.
- Students who fail two subjects shall have their cases considered on an individual basis through a case conference approach as in #2 above.

High School

In general, promotion from one class to the next shall be contingent upon the passing of all required subjects and the accumulation of credits at each year. In order to be promoted, the following number of units shall be needed: 5.50 units to be a sophomore, 11 units to be a junior, 16.50 units to be a senior.

Summer School

Summer school is offered to all students who have failed one or more courses. Students must have been in regular school attendance for 135 days during the school year and have at least a 55% average in the course(s) they wish to make up in order to qualify for summer school. Enrollment forms are available in the guidance office and must be returned to the school the last Monday of June. Students must take at least two summer school courses. Transportation is provided to the summer school program. All Regent Exams, including students who are retaking the Regents Exam(s) in August, will be administered at the summer school site. Students retaking Regents Examination(s) must also complete the Summer School Registration Form. Some courses may be taken for the first time in summer school, see your guidance counselor.

Parent Teacher Conferences

Parent-teacher conferences are an important element in reporting student progress to parents. Time permits only a limited number of conferences on days that are set-aside for this purpose. Therefore, parents and teachers should schedule these appointments meetings in advance. Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor, or Secondary Principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

HIGH SCHOOL/MIDDLE SCHOOL ACADEMIC SUPPORT POLICY

Eligibility for Participation in Extracurricular Activities

Extracurricular activities are recognized as an integral part of the total school program. It is further recognized, however, that the basic mission of Afton Central School is scholastic achievement. In light of this relationship, it shall be the policy of the school to encourage student participation in extracurricular activities. However, such participation should not come at the expense of continuing scholastic achievement. It is to be governed by the following Academic Support Policy.

High School/Middle School Academic Support Policy

DEFINITIONS

Deficiency: Having a cumulative average under 70% within a given marking period in any subject.

Cumulative: From the first day of the current marking period.

Level 1: A list of students deficient in one or more subjects.

Level 2: A list of students deficient in one or more subjects that have not made adequate progress and the grade is still failing after being on level 1 for a two-week period. **(When a student is on level 2 they can still attend practice and participate in after school club meetings but may NOT participate in games/competitions or attend field trip/activities related to clubs. Students are required to attend the games/competitions. If a student is released from level 2 they must show their card to the coach.)**

Academic Individual Student Report to Parents: A notice that the child has been placed on the Academic Support list in one or more subject area(s). These notices are handed out in class to students to take home to parents notifying them that their child has been put on Level 1 or 2. Provide the office with a copy of the report to be mailed home.

Extracurricular Activities: Any activities sponsored by Afton Central School.

PROCEDURE

Level 1 (Probationary)

- Student is either failing or in jeopardy of failing because of:
 - Poor test and/or quiz grades
 - Poor attendance
 - Missing assignment(s)

1. The student's name is placed on the academic support list.
2. The student and teacher meet to develop a plan specifically detailing how the student will improve skills and abilities in the class. This plan includes providing the student with a progress report and discussing what the student can do to improve. The teacher will provide the office a copy of the report to be mailed home.
3. Parents will receive an academic individual student report, via their child, informing them of academic problems. This will include which course/s the student is in jeopardy of not passing. A Global Connect call will also go out to parents notifying them that their student has been placed on Level 1 or Level 2. The individual progress report will also be mailed home by the office.
4. The student may work with the teacher, the coach or advisor, or independently to remedy the problem.
5. The student will be able to continue to practice, play and participate in extracurricular activities as long as the student is making adequate progress on the academic support plan as determined by the teacher.

Level 2 (Ineligible for participation in games, competitions, or club field trips/activities)

1. The student has not made adequate progress on the academic support plan as determined by the teacher. The student will not be able to participate in games, competitions or club field trips/activities but may participate in practice and after school meetings for club related activities. Athletes must attend all games/competitions but will be asked to sit out by the coach. Students must remain in study hall unless they have a pre-signed pass from the teacher(s) they are on level 2 for.
2. As with level 1, the teacher and student will develop a plan for improvement.
3. The student may remain on the Level 2 list until the grade is passing. The teacher may use professional judgement when removing students from level 2 if the students have shown effort/achievement. The earliest a student can be removed from level 2 is one week (7 days), pending teacher(s) approval.
4. If a student is on for more than one subject, all teachers have to remove them from the level 2 list in order to participate in games, competitions, and club activities.

To Remove a Student from Level 1 or Level 2

A student may be removed from Level 2 after one week of the two week period. To remove a student the teacher must email Ms. Zanrucha at (lzanrucha@aftoncsd.org) AND Mrs. Wilson (cwilson@aftoncsd.org) and indicate who they are removing, and the subject they are removing them from and why they are being removed.

If the teacher removes the student from Level 2, Mrs. Parks or Mrs. Wilson will issue the student a card if the student is off Level 2 for all subjects. The card indicates that the student has been removed from Level 2 and is clear to participate in extracurricular activities. It is the student's responsibility to show the card to the coach or the advisor as proof that they are no longer on Level 2.

Student Rights and Responsibilities

5300.20 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 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:

1. Be safe, appropriate and not disrupt or interfere with the educational process. An example would be excessive chains.
2. 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. No midriffs may be showing. Shoulder straps must be at least one inch wide. Shorts must be "around mid-thigh" or longer.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Athletic shoes – **sneakers are to be worn in every physical education class No sandals, flip flops, etc., will be allowed in physical education class.** Footwear that is a safety hazard will not be allowed. An example of unsafe shoes are ones with soles or heels that are higher than 3 inches.
5. Not include the wearing of hats in the classroom except for medical or religious purpose. **Hats must be kept in lockers.**
6. Not include items that are vulgar, obscene, lewd, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. This includes words or pictures on clothing. This also includes Hooters shirts.

7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. This includes words or pictures.

8. Bandanas of any sort are not permitted to be worn on school property.

9. **Leggings/yoga pants may only be worn with a shirt that is mid-thigh length or longer.**

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

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 out-of-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 additional out-of-school suspension.

Student Dress Code:
Fashions Not Acceptable at Afton

Acceptable

Unacceptable

Shorts:

- * Need to be fingertip length
- * No short shorts

Jeans:

- * No rips, shreds, or tares that fall below finger tips

Shirts:

- * No plunging necklines
- * At least 1" strap
- * No bare midriff

Accessories:

- * no face paint (exception of school spirit days)
- * no pointy or dangerous, belts or jewelry
- * no baggy pants

Shoes:

- * safe
- * no high heels, nothing with rollers
- * less than 3"

Code Of Conduct

5300.25 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 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 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.

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

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public sexual contact.
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

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

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
8. Selling, using, distributing or possessing obscene material.

9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

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

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering Records
5. Assisting another student in any of the above.

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention).

It shall be the responsibility of each student.

To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;

To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;

When participating in or attending school-sponsored extracurricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;

To seek help in solving problems that might lead to disciplinary procedures;

To be in regular attendance at school and in class;

To contribute to an orderly, learning-centered environment, and to show respect for other persons and for property;

To dress in accordance with standards promulgated by the Board of Education and the Superintendent; and

To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

Student's Responsibilities and Privileges

I. **I. STUDENT RESPONSIBILITIES** - "Responsibility is an obligation one has because it is right"

PROTECT THE RIGHTS OF OTHERS TO STUDY AND LEARN

Parents send their children to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.

ATTEND SCHOOL DAILY UNLESS LEGALLY ABSENT

In New York a student is required by law to attend school until the end of the school year in which they turn 16. Schools cannot educate students who do not attend class; students will not be promoted or allowed to graduate with poor attendance.

BE ON TIME FOR ALL CLASSES

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit. Future employers are not going to take the time to teach it.

OBEY SCHOOL RULES

Rules are designed to allow a school to meet its obligation to educate students. The schools cannot achieve this if they must spend much of their time maintaining order.

VOLUNTEER INFORMATION AND COOPERATE WITH STAFF IN DISCIPLINARY CASES

There is a difference between being a "squealer" and a responsible person. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. It is wrong to expect help when your rights have been violated, but refuse to help others protect theirs.

COMPLETE ALL TASKS AND HOMEWORK ASSIGNMENTS AND MEET DEADLINES

The responsibility for learning belongs to the student. An effective education requires students to be actively engaged in in-class and out

of class academic work. Students are not free to choose whether they will do or not do the assigned work. Graded homework is to be completed and returned to the teacher on the due date. **Late homework will lose ten percent of its value the first day it is late. Ten additional percent of its value will be lost the second day it is late. No late homework will be accepted after the second school day. Individual teacher policies may require a tighter deadline as outlined in the syllabus given out at the beginning of the semester or school year.**

There is clear evidence (in Classroom Instruction That Works, pp. 61-66) that homework enhances student skill and ability in academic work. Homework accomplishes two notable goals:(1) practice and (2) preparation or elaboration. Practice implies that the student should have learned a task and needs to repeat it several times in order to perfect the skill, while preparation or elaboration expands on what they have learned by looking up more information or new information. This would include reading ahead in a chapter, looking up information in the library, or even adding or clarifying notes with additional information.

Many parents see the value in sending their child to dance lessons, music lessons, or athletic practice, but they see little value in homework. Why do we send our children to basketball practice? So they will increase their skill and get better at the game of basketball. Why do we ask our children to increase the complexity (or elaboration) of their game or performance? Because, practice, is preparation for the harder stuff that comes along later. Therefore, if practice is important in sports and music, then it is also important in the academic setting. We want your child to be a winner. We need your help and support to make this happen.

RESPECT SCHOOL PROPERTY AND EQUIPMENT YOU USE AND RETURN ALL MATERIALS AND EQUIPMENT

Schools are a community's investment to its young people. It is wrong to abuse that investment. It forces the people to spend additional money in order to provide the same opportunities for those students who come after you.

BRING ALL NECESSARY BOOKS AND MATERIALS TO CLASS

A teacher should not have to delay starting because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work.

CORRESPONDENCE TO PARENTS REACHES HOME

Education requires a partnership between the home and the school. For a partnership to work, everybody must know what is happening...good and bad. Sometimes students are asked to be the messenger. More often, students are merely asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report cards. One requires a little effort, the other a little integrity.

II. STUDENT RIGHTS - "A right is a privilege to which one is justly entitled"

All students have the right to:

EQUAL EDUCATION OPPORTUNITY

The school must provide all students a chance to get an education. This means admission to the school and the right to attend school until the age of 16 or graduation from high school. Students have the right to equal educational opportunity without interference from other students and people who do not belong on the campus.

NOTICE OF COMPLIANCE

The Afton Central School District Board of Education hereby advises students, parents, employees and the general public that it offers employment and educational opportunities including vocational education without regard to sex, race, color, national origin, handicap, age, marital status, sexual orientation or religion. Inquiries regarding this non-discrimination may be directed to Title IX and Section 504. Coordinator: Ms. Elizabeth Briggs, Superintendent, Afton Central School District, 18 Sand Street, Afton, NY 13730, (607) 639-8229. **EXERCISE FREE EXPRESSION-FREEDOM OF SPEECH**

Students are entitled to express verbally their personal opinions in a reasonable and responsible manner.

WRITTEN EXPRESSION AND CIRCULATION OF PETITIONS

Students are entitled to express in writing their personal opinions and to circulate petitions. Students are entitled to use specific bulletin boards for the posting of notices concerning school activities. Students writing for the school newspaper have the right to express opinions. The author must meet the standards prohibiting libel, pornography, and intentional distortion or reckless disregard of facts and must sign _____ these _____ opinions.

OTHER FORMS OF EXPRESSION

Students are entitled to express themselves by wearing or displaying symbols of ethnic, cultural or political values, provided it does not violate the school dress code. No form of expression shall interfere with the right of others to express themselves or with the conduct of school and classroom activities.

FREEDOM OF ASSEMBLY

Students are entitled to hold meetings at a time, place, and in a manner which does not disrupt or disturb classroom instruction or their planned activities.

DUE PROCESS

Students facing major disciplinary action are entitled to fair procedures to determine if they are at fault. Students are entitled to appeal decisions resulting in major disciplinary action such as suspensions, expulsion, exclusion, or transfers to another school.

5695

STUDENTS AND PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that there are personal electronic devices that have educational applications such as tablets, e-readers,

calculators, voice recorders, digital cameras and music listening devices. In some instances a “smart phone” may include applications that permit these functions. These devices shall be allowed to be used in classrooms if the following criteria are met:

- The teacher has authorized use of personal devices either in their classroom generally or for a particular exercise.
- The student uses the personal device to access the Internet or authorized applications through the district’s network, under the terms of policy 4526, Computer Use in Instruction.

The Board acknowledges that cellular phones, pagers, and 2-way communication systems can be a positive means to facilitate communication; however, the display and/or use of such devices can cause disruption to the educational process.

Therefore, to prevent such disruption, the display and/or use by students of cellular phones (including “smart phones”), pagers, and 2-way communication systems and/or other electronic devices shall be prohibited during class time, unless specifically permitted to be used by a teacher or administrator. Such devices must be turned off and stored out of sight during this time period. The district is not responsible for stolen, lost or damaged personal electronic devices.

In emergency situations, exceptions to the prohibition of the use of cellular phones, pagers, and 2-way communication systems may be granted by teachers or administrators.

Misuse of any of these electronic devices will be dealt with as outlined in the code of conduct. Some uses of personal electronic devices may constitute a violation of the school district code of conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

Cellular Telephones and Testing

In order to ensure the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during testing. The exception to this policy is if a teacher gives specific permission for a cell phone or other electronic device to be used during a classroom, non-state assessment.

Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the admission to their exam location and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

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Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

Adoption date: April 9, 2015

Principal Penalties for use of personal electronic devices

1st offense- Devices get turned into office

2nd offense- Parent picks up device

3rd offense- ISS (In School Suspension)

4th offense- Administrative discretion

5300.40

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

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

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

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

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

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

A. Penalties

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

1. **Oral warning** – any member of the district staff
2. **Written warning** – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. **Written notification to parent** – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. **Detention** – teachers, Principal, Superintendent
5. **Suspension from transportation** – Director of Transportation, Principal, Superintendent
6. **Suspension from athletic participation** – coaches, Principal, Superintendent
7. **Suspension from social or extracurricular activities** – activity director, Principal, Superintendent
8. **Suspension of other privileges** – Principal, Superintendent
9. **In-school suspension** – Principal, Superintendent
10. **Removal from classroom by teacher** – teachers, Principal
11. **Short-term (five days or less) suspension from school** – Principal, Superintendent, Board
12. **Long-term (more than five days) suspension from school** – Superintendent, Board
13. **Permanent suspension from school** – Superintendent, Board.

Due Process Suspensions

A suspension is a temporary removal from school for violation of school rules. The principal may not suspend a student for more than five (5) consecutive days. Students may be suspended for disorderly conduct, insubordination, smoking, or other legal statutes. Students who are suspended may not participate in any regular school or after school activities for the duration of the suspension period. A suspended student shall be allowed to complete long-term assignments and major tests missed during the suspension. If the student is 16 years old or younger during the school year and being suspended for being insubordinate or disorderly the student is offered the opportunity to attend daily middle/high school instructional session held in the after-school detention room from 2:30 to 5:30 Tuesday and Thursday to make up work.

Due Process: No student may be punished for alleged misconduct without due process.

Students are entitled to:

- Oral or written notice of the charges.
- An explanation of the evidence.
- To know who the witnesses are.
- An opportunity to present his/her side of the story.
- A parent conference may be arranged.

Parent Conference

When a student is suspended, the principal or designee will make a reasonable effort to contact and inform the parent or guardian. In no case shall a student be sent home during the school day without first notifying the parent or guardian for a conference. In accordance with State Law, the student must be released in the custody of the parent or guardian. In addition, within one school day, the principal or designee will send a note to the parent or guardian containing the following information: A statement related to the decision to suspend, the date and time when the student should return to school, and a statement advising the parents or students regarding the due process procedure. The parent (or guardian) is expected to respond without delay to attend a conference regarding their child's behavior if asked.

Parent's Right of Appeal

If the parent (or guardian) desires a further review of the case, the school shall arrange for a committee review at the building level. A final review may be requested of the Superintendent and the Board of Education. It is the school's responsibility to inform the parents of their right of appeal. This notice will include the date, time, place of the hearing, and the specific charges. The student and his parents or guardian have the right to call witnesses, question school officials, and present information in behalf of the student. If the Board of Education decides to expel the student, its decision may be appealed.

Out-Of-school Suspension (OSS)

Students may be removed from school for up to five days by the principal for fights, continued negative behaviors, threats of violence, weapons and/or weapon look-alikes, extortion and other offenses. A letter will notify parents that their child is being suspended. Students who have been assigned OSS may not participate in extracurricular activities of any kind in the school. Students assigned to out-of-school suspension are not allowed on school property without principal's permission except to attend alternate instruction after school from 2:30 to 5:30 on Tuesday and Thursday in the After-school Detention Room.

Homebound/Out of School Tutoring

Students assigned Homebound/Out of School Tutoring will be tutored in the Afton Community Center, or a location of the instructors' choice. The tutor assigns the tutoring schedules. Attendance will be kept. Students are expected to attend every scheduled session. Students who have been assigned Homebound/Out of School Tutoring may not participate in extracurricular activities in school. Students assigned to tutoring are not allowed on school property without the principal's written permission.

Alternative School

Alternative School is not a punishment. It is for students who are not performing well in the regular school setting. Class size is reduced and students get more individual attention. In this setting, students will continue working toward their high school diploma or, if they choose, a General Educational Diploma (GED). Transportation is provided by the school district. Students going to the Alternative School must report to homeroom for attendance purposes until the bus arrives to take them to the Alternative School at BOCES in Masonville.

Upon their return, students should stay in the main entryway foyer. Students at the Alternative school may participate in extracurricular activities. Assignments to the Alternative School are the sole responsibility of the Secondary Principal and should not be considered a right. Students may be transferred either voluntarily or involuntarily to the Alternative School at the Principal's discretion. Students may be removed from the Alternative School for misbehavior, attendance problems or other reasons.

Maintenance of Public Order

It is the principal's responsibility to maintain public order on district property and provide a program for the enforcement thereof in accordance with section 2801 of the Education Law. A copy of the Student Code of Conduct is available for review in the Middle/High School Office.

Prohibited Student Conduct Types of Disciplinary Action

The goal of the disciplinary program at Afton is to effect positive change in students' behavior. It is an attempt to modify behaviors from unacceptable to acceptable levels. Consequently, there are several 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:

Student Conference

Held with appropriate individuals who may include teacher, counselor, administrators and parents.

Parent Conference

Held with appropriate individuals that may include teacher, counselor, administrators and student.

Teacher Detention

Teachers have the responsibility of dealing with student discipline in the classroom and may keep students after school for additional instruction without informing the principal. The office does not keep records on these events.

Office Detention

This is held after school with the detention monitor. The student is obligated to attend as scheduled. The student is required to be in detention by 2:30 PM. Students arriving late will not be admitted and it will be counted as a cut. 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 with the Dean of Students or the Principal.

Extended Instructional Program (EIP)

This is held from 2:30 PM to 5:30 PM on Tuesdays and Thursdays. This program replaces in-school suspension and allows students to remain in their classes for instruction. Additionally, the teacher in E.I.P will provide academic assistance for them. Transportation home will be provided as needed.

EIP and Student Suspensions

- The student is suspended from the building and all classes for a definite period of time
- Maximum of five days per suspension.
- A parent conference may be required before re- admittance to school.
- A student suspended from school may not appear or loiter on school property or at attend any school- sponsored event at or away from school.
- To ensure that suspended students do not lose out on their educational opportunities students are offered to report to Office Detention and/or EIP at 2:30 on Tuesdays and Thursdays of the suspension. The student will have to make arrangements with their teachers for class assignments to be delivered to EIP.
- Parents are to assume complete responsibility for the student during the period of suspension.
- Suspended students will not be allowed to participate in extracurricular activities.

Lunch Time Policy

The following regulations are in effect and govern all Afton Middle/High School students during their lunch periods. Permission forms are available in the main office for students who wish to go home for lunch. Permission to go home for lunch will be granted for students who live within the village limits and not cross over the bridge on Rte 41 to go home.

Students do not have driving privileges at lunchtime.

Students whose parents wish them to eat lunch at home the majority of the time must submit a permission form signed by a parent or guardian.

Wooded areas around the school have and will continue to be off-limits to students before school and during lunchtime. Students may not leave school grounds to run errands

downtown for parents or for themselves' or go downtown for lunch. Students who abuse this privilege will have their lunchtime pass revoked.

Student Driving

In the interest of promoting the greatest possible safety for all students and staff members, the following rules and regulations will apply to

student-driven motor vehicles:

- Students driving to school are not allowed to park on school property. They may park on the street. Cars found in the teachers' parking lot will be subject to towing at the owners expense.
- Motor vehicles may not be driven at speeds in excess of 10 miles per hour in the parking areas or roadways of the school.
- Students are not permitted to loiter in or about parked cars during the school day.
- If a student has a vehicular accident on school property, the student should report it to the principal and the police.
- The consequences for violating the motor vehicle rules and regulations may include: detention, suspension, a parent conference, and/or the suspension of driving privileges on school property.
- Students are expected to respect parking areas by keeping them clean.

Cafeteria

Rules and Regulations

All students will line up in the hall outside of the cafeteria doors, or at the counter in the cafeteria in order to purchase lunch. Students should not "cut" in line but remain orderly and wait for their turn to purchase lunch. All students will return food containers and/or trays to the lunchroom collection window. All students will clean the area where they have eaten. No food will be thrown in the cafeteria.

Classroom Disruptions

Students who are defiant, disruptive, or disrespectful will be sent to the office. It is expected that the time spent in the office will provide students sufficient time to meet with a counselor, the Dean, or the Principal to reflect upon the behavior that led to being sent to the office. Students sent to the office will: Meet with the above mentioned to discuss the behavior. The staff member will take the appropriate action to address the referral. A student who has been sent to the office more than one time a day or more than two days in a row may be suspended and a parent conference arranged with the Principal and Dean of Students. BOCES students are to go to BOCES if they have met with staff before it is time to leave for BOCES.

Bus Transportation

The Afton Central School District maintains a fleet of buses to accommodate the transportation needs of pupils who do not live within walking distance of the school. However, **please keep in mind that riding these buses is a privilege. This privilege can be withdrawn if a student fails to exhibit the type of behavior and conduct necessary to insure that the ride to and from school is safe and pleasant for all parties concerned.** All riders are asked to keep in mind the following:

Rules and Regulations

School buses will pick up and return students only at designated stops. Any bus student who has been suspended out of school forfeits his/her transportation privileges for the duration of the suspension. The school bus is considered an extension of the school and as such any and all school rules and regulations are in effect and applicable to students' conduct while they are riding the bus. The bus driver is in charge of the group, just as a teacher is in charge of the classroom. A student who desires to get off the bus at a stop other than his/her regular one should bring written permission to this effect from his/her parent or guardian. If this stop is another student's house, he/she also needs written permission from that student's parent or guardian. These requests should be brought to the office where they will be reviewed and either approved or disapproved by the principal. Then a bus pass will be issued to the students. If approval is granted, then the bus pass should be given to the bus driver for the day when the alternate stop is to be used. A request in advance is preferred, and the approval is good only for the date for which approval was given.

A student who is not an eligible bus rider but wishes to ride the bus in the company of a regular rider in order to go to the friend's house must submit to the principal a written parental or guardian request both from their parent or guardian and the friend's parent or guardian. If approved, a bus pass will be issued to the student to be presented to the bus driver by the student on the date for which approval was given. If a middle or high school student remains after school for an extracurricular activity, detention, or help from a teacher, then the student must obtain a bus pass from whomever they stayed after school with in order to ride the elementary bus home at 3:20 PM.

In order to avoid confusion as to what constitutes proper and acceptable behavior while riding a school bus, whether it be on a regular run or for an extracurricular event, the following standard applies:

Respect

Pupils will enter and leave the bus in an orderly manner. Pupils will remain seated when the bus is in motion. There will be no yelling, whistling, profane language, or display of obscene gestures on the bus. Pupils will not throw food, paper, or other refuse either on the floor of the bus or out of the windows. Pupils will keep arms, heads, and hands inside of the bus at all times. Upon disembarking from the bus at school, students should refrain from walking behind and/or in between the idling vehicles because they are in the driver's blind spot. Fights and other disturbances will not be tolerated on the bus.

Dangerous Weapons in School

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

No student shall have in his or her possession upon school premises any weapon as defined above. A student found guilty of bringing a firearm, as defined in federal law, onto school property shall be subject to a superintendent's hearing pursuant to section 3214 of the Education law, and will be subject to at least a one-year suspension from school.* However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis. If the Superintendent believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on criteria including but not limited to:

- The age of the student
- The student's grade in school

- The student's prior disciplinary record
- The Superintendent's belief that other forms of discipline may be more effective
- Input from parents, teachers, and/or others
- Other extenuating circumstances.

New York State Peace Officers and Police Officers are the only people permitted on school property to have a weapon in their possession.

*Ref: Goals: 2000, Educate America Act P.L. 103-227 (Gun- Free Schools Act of 1994) 18 USC S921. * Federal law requires at least a one-year suspension from school for any student who is found to have brought a firearm to school. However, the law permits and the Association strongly recommends that the Superintendent of Schools review each such case to determine if the penalty should be modified. This determination must be made on a case-by-case basis.

Sexual Harassment of Students

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees, board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action. The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advance, which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment or which has the purpose or effect of substantially interfering with an individual's academic performance. The Board also prohibits any retaliatory behavior against complainants or any witnesses. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 5020.1-R, so that appropriate, corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that appropriate individuals commence an investigation. The Superintendent of Schools has developed and implemented specific procedures on reporting, investigating and remedying all allegations of sexual harassment.

Anti-Discrimination

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race or handicap in violation of Title IX of the Educational Amendment Act of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act.

Grievance Procedure

Section I

If any person believes that the school district or any of the district's staff has inadequately applied the principles or regulations of (1) Title VI of the Civil Act of 1964, or (2) Title IX of the Educational Amendment Act of 1972, or (3) Section 504 of the rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the District's Compliance Office.

Section 2

The complainant shall discuss the grievance informally and on a verbal basis with the compliance officer, who shall, in turn, investigate the complaint and respond to the complaint.

Step A:

A written statement of the grievance signed by the complainant shall be submitted to the compliance officer within seven days of receipt of the response to the informal complaint. The compliance officer shall further investigate the matters contained in the grievance and shall reply in writing to the complaint within seven days

Step B:

If the complainant wishes to appeal the decision of the compliance office, the complainant may submit a statement of appeal to the superintendent within seven days after receipt of the compliance officer's response. The superintendent shall meet with the complainant, and any representative, and make such other inquiries which the superintendent deems appropriate. Thereafter, the superintendent shall formulate a conclusion and respond in writing to the complainant within 14 days.

Step C:

If the complainant remains unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within seven days of receipt of the superintendent's response in Step B. In an attempt to resolve the grievance, the Board of Education shall meet with the complainant and any representative within 30 days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to the complainant within ten days of this meeting.

Step D:

If the grievance has not been satisfactorily settled at Step C, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, DC, 20201.

School Lockers and Searches

School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such, may be opened and subject to inspection at anytime by school officials. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Care of School Property by Students

The Board of Education requires that all students respect and care for school property. Any damage to property should be reported to the main office or the appropriate teacher. The

Board recognizes that acts of vandalism are crimes against the school district and the community that supports the school. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, as well as prosecution to the fullest extent possible under the law. Students who damage school property, and/or their parents or guardians, shall reimburse the district for the value of the damaged property up to the limit of the law.

Student Records

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

To Parent(s)/Guardian(s)/Eligible Student(s):

This section is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

A parent of a student under 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received. When parents, guardians, or students are granted access to student records, they may do so in the presence of school personnel who will assist in the interpretation of information.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimated educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcripts.

School Psychologist

Along with the guidance staff, students are afforded the opportunity to meet with a school psychologist to assist students with learning problems or personal matters that might interfere with their potential for success in school. Students may make appointments to see the school psychologist on their own. A member of the school staff, their parents, or another agency with whom the student may be in contact also may refer them. All referrals and contacts are kept in complete confidence. Our school psychologist is Jennifer Karnyski jkarnyski@aftoncsd.org

5300.50 CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

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

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

Fire Drills

The Building Principal is responsible for conducting twelve fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures. All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

Teaching About Drugs, Alcohol & Tobacco

Afton Central School believes that education is an important preventive measure against student involvement with drugs, tobacco and alcohol. Instruction will include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs. Parents and students who want more information on substance abuse, or would like to ask questions about a specific problem, may call and/or visit the Guidance Office. Afton Central believes that individuals with problems should feel comfortable to seek help without fear of punishment. The Guidance Office encourages students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible.

Frequently Asked Questions (FAQ)

What To Do If You Have Been Absent

When you are returning from an absence, you are expected to bring a note from your parent/guardian explaining why you were absent and giving the date(s) of the absence(s). Your excuse is due the first day you return to school. You can bring the note to the health office before 7:47 AM, or give it to your homeroom teacher to be sent to the health office with the homeroom attendance sheet.

When You Forget Your Excuse

When you are returning to school from an absence and have forgotten your parental excuse, you will be allowed a grace period of two (2) more days to bring one in before being assigned to detention. Students who do not bring in an excuse will have the absence listed as truancy. Late excuses should be brought to the health office.

If You Feel Sick In School

Get permission to see the school nurse. If she is not available, go to the principal's office. If you are too ill to remain in school, the nurse will contact a parent/guardian. Transportation home should be provided by your parent/guardian. Never leave school without permission.

If You Have To Take Medication

School health personnel are frequently asked to administer medications to students. Ideally, all medications should be given at home, however, we recognize that this is not always possible. New York State Law on medication given in school includes the following requirements:

- When your child needs medication from a doctor's prescription, the bottle must have the pharmacy label with the child's name, medication and dosage, date and medical physician who prescribed the medication.
- For over-the-counter drugs (such as cough syrup or decongestants) the medication must be accompanied by a written parental request stating the child's name, medication to be given, at what time it is to be given, and for how long it is to be given. Medication brought in by a child without a pharmacy labeled bottle or written parental request will not be given in school.
- Tylenol and Ibuprofen must be accompanied by a doctor's note indicating the dose and frequency.
- Students with asthma should carry their aspirators during gym, especially outside. Pick up the aspirator from the nurse before gym and return it to the nurse after gym. All other times it should be left in the nurse's office.

If You Have An Appointment

You should bring your parental excuse to the health office before 7:47 AM. Your name will appear on the excused list of the absentee sheet so that your teachers know the time that you are to be excused. You will quietly and without interruption excuse yourself from class at the time you are to be excused and sign yourself out on the sign-in/out sheet in the middle/high school office. When you return from the appointment, you need to sign back in at the office.

If You Arrive Late to School

Homeroom begins promptly at 7:45 AM. If you should arrive late, you must report to the health office as soon as you arrive in school. You should have a note from your parent/guardian explaining why you were late. Repeated illegal tardiness will result in a parental conference. You will be required to make up any work missed due to tardiness.

If You Are Late For Class

If you are delayed in passing to your next class, get a pass from that teacher. However, if you are tardy for class with no pass or sufficient reason, then your teacher may require the work to be made up by having you do such things as: 1) do extra problems, 2) do extra readings, 3) come in during lunch, or 4) come in after school. The teacher may use this additional work to derive a grade that is used as a part of your average. Students should not be in the halls during class time without a pass.

If You Need To Stay After School And Then Ride A Bus

If you are staying after school for an activity or program, a teacher will give you a pass to ride the elementary bus home at 3:30 PM. You may not get on the bus without a late bus pass. Do not stay after school unless you are participating in an activity.

If You Want To Leave School Property

In order to leave school property, you must receive permission from the principal before you leave the building. A written request or phone call from your parent/guardian will normally be required for approval. Furthermore, if your car is parked off school property, you may not go to it without first obtaining permission from the principal.

If You Lose a Lock or Book

Check with the office and your teacher to see if someone has turned in the missing item. If available, a new lock or textbook will be issued. However, students must fulfill financial obligations for lost locks, lost or damaged books, library fines, lost physical education and sports equipment, etc. Report cards will be withheld in July until all charges are paid. Any students owing for repairs of replacement will have their names placed on an "Obligations List" and will not be issued new books or allowed to participate in all activities until their debts are paid. This list is maintained over the years so that a graduating senior will not receive his/her diploma until all obligations are met.

If A Regents Exam Is Offered

As of September 1998, all students will take the corresponding Regents exam at the conclusion of a course for which a Regents is offered. Students who must pass the Regents exam under New York State guidelines will not be eligible to take the RCT exam. A passing grade on the Regents Examination DOES NOT automatically give you a passing grade for the course. Please ask your teacher for more information regarding this policy if you need further clarification.

If You Are Transferring or Withdrawing

A form must be obtained at the middle/high school office. All books must be returned and a teacher checkout accomplished. The student's locker must be cleaned out. All outstanding school-related debts must be paid before credits will be transferred to another school.

If You Want A Guest To Accompany You To Class

Generally, approval will not be permitted because the potential distraction to a given class offsets the benefits derived; however, students may still make such a request to the principal and each case will be weighed on its own merits and the circumstances involved. In no cases should a guest be brought to school without prior permission from the principal. The principal will have the student removed as required by law.

Dances, Co-Curricular and Extracurricular Activities

Afton Central School has a closed dance policy. Visitors (including dates) from other schools are not permitted at dances. **Middle School Students may not attend High School Dances even if they participate in varsity sports including prom. High School Students may not attend Middle School Dances.** Students may only enter the dance during the first half hour, and may not leave until the end of the dance unless prior arrangements were made between the student's parent or guardian and the chaperones at the dance.

The Afton Central School District recognizes the educational values inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in the academic area, and gaining an understanding of the responsibilities of good citizenship. Check with High School office for the current list of student clubs/organizations available at ACS. If a student is interested in joining any of these clubs or organizations, he/she should ask the advisor for information.

Interscholastic Athletics

Student interscholastic athletics are an integral and desirable part of the district's secondary school educational program. Student eligibility for participation on interscholastic teams at Afton Central School shall include:

- Authorization by the school physician
- Written parent or guardian's consent
- Endorsement by the building principal based on established rules and various League and State Education Department regulations

The Athletic Department also has their own handbook and contract for athletes. Please refer to that document for additional information, expectations and guidelines.

Computer Network and Internet Acceptable Use Policy for Students

The Board of Education is pleased to offer students of the Afton Central School District the privilege of access to computer networks. Access to the Internet will enable students to explore thousands of libraries, databases, websites, and bulletin boards throughout the world. Users are warned that some materials found on the Internet are illegal, defamatory, inaccurate, and/or potentially offensive to certain people. While our intent is to further educational goals and objectives, Internet users may find ways to gain entry to objectionable materials as well. We believe, however, that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Afton Central School (also referred to as ACS) supports and respects each family's right to decide whether or not to apply for access.

Statement of Purpose

The efficient, legal, and safe operation of computer network and Internet resources (hereinafter referred to as computer resources) depends on all users agreeing to and adhering to certain standards of proper conduct.

The use of these resources is a privilege, not a right. If any Afton Central School user (student, staff, or volunteer) violates any of the following guidelines, he/she will be held responsible for the violation and may face disciplinary action and/or loss of access to these resources. Violations will be reviewed on a case-by-case basis.

Computer Resource Etiquette, Responsibility, and Usage Guidelines

- The use of computer services must be supportive of the educational standards of Afton Central School, and will be consistent with and enhance the overall educational mission.
- Students may have e-mail accounts but are prohibited from using chat rooms, social networking sites, or similar resources unless part of a directed assignment.
- All users who access computer resources will abide by local, state and federal regulations, including copyright laws, licensing laws, privacy laws, school board policies, and local and school district guidelines.
- Use of computer resources and accepted social networks will be made in accordance with generally accepted rules of etiquette and law. Violations include, but are NOT limited to, accessing, downloading, uploading, receiving, or sending abusive, obscene, libelous, plagiarized, commercial promotions, defamatory, vulgar, sexually explicit, racist, sexist, violent, or threatening content.
- Computers not owned or managed by Afton Central School are ONLY allowed to connect to the ACS Public Network.

- Users will be held responsible for malicious or intentional damage done to computer resources, software, data, user accounts, or hardware. Users are not allowed to make changes to the hardware and software configurations and settings.
- Attempts to gain access to restricted-use computers, user accounts, software applications, or computer services by guessing at user names and passwords, or using software or hardware tools to reveal account and password information is prohibited.
- Any ACS user who becomes aware of a computer security violation (access by an unauthorized user, sharing of passwords, software problems, etc.) is obligated to report it to their teacher or supervisor.
- Do not give out personal information, such as your home address, home telephone number, social security number, credit card number, etc. or those of another person.
- Do not arrange a face-to-face meeting with a person or persons you only know from the online contact.
- All users should acknowledge that there is **no expectation of privacy** with respect to any component of network resources.
- All internet and web-based materials created by ACS staff and students using Afton resources (software, hardware, websites, and network) remain the intellectual property of Afton Central School.

This list is not intended to be comprehensive. Instead, it is intended as an illustration of the rules that should govern good conduct while using the network resources of Afton Central School. Regardless of whether a rule is specifically listed herein, **if the user's conduct while using the resources is unacceptable, appropriate disciplinary action will be taken against the violator.**

The Afton Central School District will ultimately determine whether conduct is unacceptable and what disciplinary action should be taken (including involving federal, state and/or local law enforcement agencies), within the boundaries of all applicable laws and collective bargaining provisions.

LIABILITY

- No supervisor is responsible for students who inadvertently, or purposely, access wrongful material.
- Student data files will be treated like school lockers. Any student files, whether they are on the computer or on removable media, are subject to inspection with reasonable suspicion. The computer coordinator, administrator, teacher, or supervisor has the right to inspect any files at their own discretion. The aforementioned people have the right to view any system components (i.e. web browser history, printer history) of any computer as needed.
- Afton Central School accepts no liability or responsibility for cost related to commercial services accessible on the Internet, or any other costs that may be related to on-line computer access.
- Afton Central School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Afton Central School will not be responsible for damages. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user error or omission. The Afton Central School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Understand that a violation of these terms is unethical and may constitute criminal offense. Any violation may result in access privilege being revoked, and school disciplinary and/or legal action may be taken. Network access is designed for educational purposes. Afton Central School District has taken precautions to minimize exposure to unacceptable and/or inappropriate materials and uses federally mandated filtering software. Recognize that it is impossible to restrict access to all unacceptable and/or inappropriate materials. The district is not responsible for materials acquired via the Afton Central School computer network or Internet. Further, parents/guardians must accept full responsibility for supervision if and when their child's use is not in a school setting.

Decline the Use of Computer Resources for Individual Students

If a parent/guardian of a student attending Afton ACS wishes to deny their child access to computer resources, the parent/guardian must submit written notification to the Main Office. Upon notification, computer access for that student will be terminated. *This request will remain in effect throughout your child's educational career at Afton Central School.* If a parent/guardian wishes to re-instate access to computer resources, the parent/guardian must submit written notification to the Main Office.



Food/ Latex Allergy Policy and Procedures

September 2012

Intent

Afton Central School District is committed to the safety and health of all students and employees. In accordance with this and pursuant to the New York State General Laws, the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
- Protect the rights of food allergic students to participate in all school activities.

Rationale:

The prevalence of food allergies may be increasing, affecting as many as 8% of children nationwide. Food allergies result in about 30,000 emergency room visits and claim about 150 lives every year, with children and young adults being at the greatest risk for having a fatal reaction. Nearly every school has students who have this severe, sometimes life-threatening condition, some of them undiagnosed. Schools are considered high risk areas for students with food allergies, with most incidents of accidental exposure occurring in schools. While schools may not be able to totally prevent allergic reactions, they can dramatically reduce both the likelihood of such reactions occurring and the severity of the consequences if they do occur. Effective prevention and treatment plans, proper procedures, well-trained staff and clear communication can save lives.

The level of sensitivity and the types and severity of reactions vary considerably among individuals with food allergies. Therefore the school's approach to preventing and treating food allergies must be tailored to those individual needs. At the same time, an undiagnosed student may experience an allergic reaction to food for the first time while at school and any allergic reaction can turn life-threatening. Therefore the school's approach must also be comprehensive.

Lunch:

The food allergic child will only eat food brought in from home or if a student is buying a lunch it will be the parent's responsibility to make decisions on whether the lunch menu is safe for their child. Most parents of food-allergic children may prefer to have them bring lunch from home. In the cafeteria, attempts will be made so that the food-allergic child will only eat or touch only the foods sent in by his parents. It is the parent who must make the determination as to the safety of a cafeteria school lunch for their food-allergic child. They should discuss this with the Director of Food Service, Connie Latham, (607) 639-8232.

Cafeteria:

When parents and their physicians inform the District of a nut/anaphylactic child and request lunchroom accommodations, the District will institute lunchroom procedures to help protect the nut-allergic child. "Nuts" can mean peanuts or tree-nuts (e.g. cashews, hazel nuts or filberts, walnuts, Brazil nuts, almonds, macadamias, pecans, pine nuts and pistachios.) The school will designate and clearly mark certain tables as "nut controlled". "Nut – controlled" tables will be supervised by a designated trained monitor. Prior to and after each lunch period, the designated table and benches or seats will be cleaned by the monitor with Fulsan and wiped with disposable towels. Each day at the end of the lunch periods, after cleaning, the designated and marked table and benches or seats will be closed by the custodian and isolated from any use during any other programs.

At the designated tables there will be no sharing or trading of food, utensils, or containers and no touching of the allergic-child's food. The children at these tables should not put food directly on the table but rather on disposable trays or napkins. Children with "safe lunches", checked by the school nurse, may sit at the nut-controlled tables. A letter will be sent home to all families in the school seeking voluntary support for limiting nut products brought in from home. The classroom teacher will also inform the class about the rules and explain the seriousness in an age appropriate way.

After consultation with the parents and their physician, arrangements may also be made for serious food allergies other than nuts. While the school and the family will work cooperatively, an allergen-free environment can never be guaranteed.

Food Service:

When a food-allergic child has been identified by his parents and physician, a form with his name, picture and food allergies will be shared with the food service staff. This should be posted in an area visible to the food service staff, but not visible to the students.

The School Lunch Director will continue to check ingredient labels for food products used in the School Lunch Program, including vending machine products. School food service will make efforts to eliminate nut containing products.

Classrooms and Parties:

When the parent and family physician have informed the school of a child with a serious food allergy, a letter will be sent home to the class asking them not to bring in foods that contain nuts (or, where appropriate, other food allergens.) A letter will also be sent home regarding other non-food life threatening allergies. The child may be identified by name only with the written permission of the parents. Home baked goods and other foods prepared at home should not be sent into school. Food brought in for birthdays and special events in the classroom should be purchased from the cafeteria or in stores commercially prepared, and contain complete ingredient lists with no nuts or nut products. Foods that are made in a factory with shared equipment with nut products are also not allowable. Food must be brought to the office to be checked by the school nurse to ensure it is allergen free. Food-allergic children will eat only goodies brought in from their home. They will not be permitted to eat or touch food brought in by others for birthdays or holidays and celebrations unless approved by the school nurse. A parent of a food-allergic child may choose to send in their own "goodies" for occasions such as these.

The teacher will educate children, in an age appropriate manner, about the seriousness of food allergies and the importance of enforcing the rule never to share or trade party food with a food allergic classmate. Teasing of any kid is unacceptable and will not be tolerated. After birthday parties and special celebrations, tables and seats will be cleaned with Fulsan. Food allergic students should keep the same desk and locker all school year.

School:

When the parents and their family physician notify the school about a food- allergic/anaphylactic child, the student’s teachers, including “special area” teachers, and other staff such as paraprofessionals, monitors, clericals, will be informed. Teachers will avoid using food in lesson plans. Teachers will not use food in art projects or class projects unless cleared with the child’s parent and administration. Also, cooking in the classroom will be restricted to room 152 or the school cafeterias and will need approval from administration.

The District is also concerned about avoiding “hidden” and non-food allergy sources of food allergies. Gym equipment, in particular stuffed toys and bean bags; art and crafts supplies such as play dough, paint, and crayons; and cleaning supplies such as soaps should be checked for the presence of nut products and other allergens. No staff member will use peanut butter, nuts or any extracts or derivatives in any school activity.

In music, we will not allow the sharing of musical instruments that go in the mouth with a food-allergic/anaphylactic child. Other musical instruments should be wiped clean before being touched by the child. When using computers, the keyboard should be wiped before being touched by the food-allergic/anaphylactic child.

Hallways:

Staff and Administration will make every effort to ensure that hallways remain food free, though an allergy free environment can never be guaranteed.

Field Trips:

Field trip permission forms should include a separate “serious medical condition” section. It should be taken on the trip along with any needed medicines. When a child identified with a “serious medical condition”, such as food allergies/anaphylaxis, seizures or diabetes has a field trip his parent will be requested and encouraged to accompany the child on all such trips. Teachers will give these parents lead time on upcoming special events so that they have time to plan ahead to attend. If it is part of their doctor’s treatment protocol, parents must provide an epi- pen for field trips. If a parent will not attend, a designated person trained in their use will take the epi-pen and keep the child in their group. Staff and chaperones will be briefed on the identity of the child, the specific allergies, and the symptoms to be aware of. On every field trip there will be access to a telephone, cell phone or radio communication in case of emergency.

There will be no eating on the school bus during a field trip. If the children bring their own lunches, all parents will be asked to carefully avoid certain allergens. Children will be reminded not to share or trade any food.

School Buses:

Unless required by a medical condition, there will be no eating of food on school buses going to and from school. All food is to remain in backpacks. Eating on the bus presents both a choking hazard and an allergy danger. The bus driver will be informed about any food allergic/anaphylactic child. A form with the name, address, phone number, picture, allergies, symptoms to be aware of, and emergency phone numbers will be kept on the bus. There will be designated seats up front for younger children with life-threatening allergies. These designated seats will be cleaned each day with Fulsan. All buses will be equipped with a reliable communication device, a radio and/or cell phone. An Emergency Response Plan for the school bus shall be given to the bus driver by the school nurse.

Substitute Teachers:

The regular teacher will keep information about food-allergic/anaphylactic children with his/ her sub plans. The substitute teacher will be informed of the child’s allergies. A copy of the child’s health plan will be provided to the substitute teachers who have a student with an allergy.

Parent Responsibilities: Nurse to send letter to parents

When a food-allergic/ anaphylactic child has been identified by his parents and physician, the school district will require that the parents:

1. Inform the school of the child’s allergies and condition and provide written medical documentation and update regularly.
2. Provide the school with medical instructions from their physician
3. Provide the school with epi-pens (or epi-pens jrs. If less than 60 pounds) and other medication, if appropriate, as prescribed by the family physician.
4. Be encouraged to provide the child with a medical information bracelet or necklace to be worn at school and that lists allergies
5. Assist in the school’s communications plan
6. Participate in the development of a Health Plan
7. Provide safe foods for lunches, snacks and special occasions
8. Help plan for field trips and attend if possible
9. Teach their allergic child to recognize first symptoms, to communicate these to staff, to not share snacks, lunches, drinks and utensils, and to report any teasing.
10. Maintain up- to- date emergency contacts and phone numbers

In Service:

Staff that interact with the food allergic/anaphylactic students- teachers, psychologists, cafeteria workers, monitors, bus drivers, coaches and other appropriate staff- will be in-serviced in how to protect the child from exposure. About cross- contamination and labeling issues,

how to recognize an allergic symptom, and how to respond to emergencies. Any Health Plan will be shared with these individuals. The school nurse will provide training and keep a list of the staff trained. The training regarding foods which contain specific allergens, symptoms of anaphylaxis, and administration of epi-pens in the case of an emergency may involve the parents of the child.

Letters:

When a food allergic/ anaphylactic child has been identified to the school by his parent and family physician, a general letter will be sent to the entire elementary/middle school and high school explaining the presence and the life-threatening seriousness of the condition and requesting cooperation in reducing risk to the child. A letter will also be sent to the parents of the classes in elementary school asking help in making the child safer. Letters will be sent home prior to the start of the school year or when the school is notified. The child will be identified in the letter only with written permission of the parents.

Forms:

The District should reference Policy and Regulation Number on the Emergency Health Cards that students must complete each year. The health cards should ask for information about asthma and allergies and the need for parents to report this information to the schools. The nurse will compile a list of students with parent and physician reported food-allergies/anaphylaxis. The nurse shall obtain medical documentation and emergency action plan from the family and their doctor for each child.

Consents and Waivers:

1. A standardized form for the consent to release (share) information or consent for the release of personal information to internal school staff.
2. A standardized form for consent for trained individuals to administer medication in the event of an emergency.
3. Waiver: School District and staff will be exempt from liability if emergency treatment is provided.

Privacy Issues and Sharing Information:

It is the responsibility of parents to report a child's food allergy/anaphylactic condition to the child's school. Parents must consent in writing to the release of personal medical information to the school staff. The following guidelines should be implemented in order to protect the privacy of the child while education students, staff and parents.

1. Food Allergy Policy and Regulations will be put in faculty and on the school's web site.
2. At the beginning of the school year each of the child's teachers will be given an allergy alert form with a photo, description, treatment, etc.
3. With permission of the parents, other students may be told and cooperation enlisted, in age appropriate ways.
4. At the high school level, identification to peers should be done only after consultation with the student in addition to permission of the parents.
5. Informational articles about food allergies/anaphylaxis can be written in newsletters.
6. Food allergies/anaphylaxis may be explained in health classes or first aid classes.

Health Plan:

When parents and their physicians identify a food allergic/anaphylactic child to the school, the parents will communicate with the school nurse. The parent will fill out a Health Plan form each year that provides up-to date medical information and treatment protocol from the family's physician. Parents will supply medicines and epi-pens to schools as prescribed by their physician.

The Health Plan form should include information from the physician as to symptoms to look for, recognizing warning signs of reactions, administering medical and emergency treatment for the child, and any other pertinent information. Pictures of the child will be included on each copy of the form. The Health Plan will be shared with teachers, nurses, administrators, food service workers, cafeteria monitors, bus drivers, coaches, and others responsible for the student. The Plan will go with the child on all field trips.

The Health Plan will also include phone numbers: child's home, mother's work, mother's cell, dad's work, dad's cell, emergency contact numbers and the child's doctor.

If exposure to an allergen occurs despite avoidance efforts, the school will follow the prescribing doctor's protocol as consented by the parents. Parents will be notified if any medication has been administered. The school will attend to the child and administer the epi-pen if that is the treatment protocol. The Fire Department/ rescue squad will be called specifying the need for paramedics. A staff member will wait outside the school and direct them to the child.

Any child given an epi-pen injection will be transported immediately to the hospital or nearest emergency department, even if the symptoms resolve. An adult will stay with the child until a parent arrives. After the call to the Fire Department/Rescue Squad, the parents and or emergency contacts will be called.

Epi-Pens:

Emergency medical kits, with appropriate medications including epi-pens will be supplied by the parents from their doctor's prescription for their food-allergic/anaphylactic child. Kits will be put in places agreed upon by the school and the parents. The child's Health Plan form will list where the epi-pens are kept. The school nurse should periodically check the epi-pen supplies and expiration dates. Students should be allowed to carry their own epi-pens if age appropriate, have a medical information bracelet or necklace and written approval has been given by the physician and parent/guardian, and the school nurse is made aware.

The Health Plan relies on having a trained adult on hand. The nurse will train specified staff to recognize anaphylactic reactions and to administer an epi-pen. She will keep a log of the training. A sheet showing how to administer an epi-pen will be distributed along with the health plan form.

Athletics and Extracurricular Activities:

All food allergic/anaphylactic children who are involved in athletic and extracurricular activities will be provided a Health Plan and the coach or supervisor will be trained to administer an epi-pen by the school nurse.

Guidelines for Fundraiser Involving Food:

All fundraisers must be approved by administration so that arrangements can be made to keep students safe.

Food in Classrooms: Teachers who have a student with a food allergy will not be permitted to eat in their classroom. In other classrooms where faculty/staff do eat, table washing will be required before students return to the classroom.

Concessions:

Administration will provide a list of approved concessions. Only items on that list can be sold. Please remember to check labels as they do change from time to time. If there are any questions, please check with administration.

Latex Allergy:

Students with latex allergies will also have an individual Health Plan. The health plan will be shared with all the individuals involved with the student. Some common items that contain latex are listed below:

Classrooms: erasers, rubber bands, art supplies, and science and lab equipment.

Playground/Gym: rubber mats, flooring, balls, and racquet handles.

Custodial Supplies: latex gloves

Latex Balloons will not be permitted in school.

Please check with manufacturers to make sure you have latex free products if you have a student with a latex allergy in your classroom. If there are any questions, please see the school nurse.

Staff Qualifications

In compliance with provisions of the No Child Left Behind Act of 2001 I wish to inform you that, because your child's school receives Title 1 federal funding, you have the right to request information regarding the professional qualification of your child's classroom teacher(s). Specifically included is your right to know the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and field of discipline of the certification or degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualification.

Should you have any questions concerning the above, please do not hesitate to call the middle/high school office.

Should you wish to exercise your right to obtain the above information about your child's teacher please contact the office of the Superintendent of Schools in writing at the following address to make your request.

Timothy McNamara
Afton Central School
PO Box 5, 29 Academy St.
Afton, NY 13730

Afton Central School District Dignity for All Students Act (DASA) Plain Language Code of Conduct Summary

In accordance with the mission and vision, adopted by the Afton Central School Board of Education and the Dignity for All Students Act, effective July 1, 2012, the Afton Central School District Board of Education believes that safe, nurturing, and well-managed learning environments allow students to achieve their full potential in school and in life. A well-managed learning environment is one that includes student instruction in civility, citizenship, and character education; one that raises staff awareness of the individual and diverse needs of the student population; and one that trains school staff to respond sensitively and consistently to all incidents of discrimination, harassment, and bullying/cyber-bullying that may result from perceived differences. Otherwise, the failure to respond to acts of discrimination, harassment, cyber-bullying and bullying may interfere with the student's ability to learn and with the school district's ability to educate the students. In order for each student to reach their full academic potential, Afton Central School District is committed to creating and providing a positive school climate that is free from discrimination, harassment, and bullying/cyber-bullying.

School District Responsibilities:

The Afton Central School District prohibits all forms of discrimination and harassment by school employees or other students based on actual or perceived race, color, weight, national origin, ethnic affiliation, religion or religious practice, disability, sexual orientation, or gender on school property and at school sponsored functions and activities that take place off school property. This is not an exhaustive list. For example, students with acne or short stature, who are subjected to discrimination, harassment/bullying/cyber-bullying, are also covered by the Dignity Act effective this school year.

The Afton Central School District Administrators will investigate every reported incident of discrimination and harassment that occurs on school property or at school sponsored events. Incidents may be reported to a building administrator or the Dignity Act Coordinator by students, parents, school employees, or concerned community members. The building administrator and/or the Dignity Act Coordinator will interview the alleged targets of discrimination, harassment, or bullying/cyber-bullying, the witnesses, and other relevant individuals. Disciplinary consequences will be assigned as outlined in the student code of conduct for those who have been determined to be in violation of the Code of Conduct/Dignity for All Students Act and safety measures will be provided to the target of such discrimination, harassment, or bullying/cyber-bullying as outlined in Afton Central School District's Code of Conduct.

Student Rights:

The Afton Central School District is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly, supportive school environment, all students have the right to:

1. Students have the right to take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic affiliation, religion or religious practice, disability, sexual orientation, or gender.
2. Students have the right to be protected from harassment/bullying/cyber-bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic affiliation, religion or religious practice, disability, sexual orientation, or gender.
 - This is not an exhaustive list. Afton Central School District may add to the list of protected classes based on their own regional or specialized needs (for example, students of incarcerated parents).

Student Responsibilities:

1. Students have the responsibility to work with school staff and their peers to promote a safe school environment that is free from bullying, harassment, and discrimination.
2. Students are expected to treat one another fairly, civilly, and with dignity as outlined in the Student Code of Conduct, the AFTON WAY/AFTON ROCKS, and the Dignity for All Students Act.
3. Students are expected to report incidents of discrimination, harassment, and bullying/cyber-bullying of students on school property/school district sponsored functions by any student and/or school employee that they see, experience, or hear about as soon as reasonably possible to their teacher, building administrator and/or the Dignity Act Coordinator.. The suggested reporting order is to the teacher first, the Dignity Act Coordinator second, and lastly to a school administrator. Students may also use the digital form located on the Afton Central School District website to report incidents of discrimination, harassment, and bullying/cyber-bullying.

Parent/Caregiver Responsibilities:

1. Parents /Caregivers have the responsibility to teach their children respect and dignity for all people regardless of actual or perceived race, color, weight, national origin, ethnic affiliation, religion or religious practice, disability, sexual orientation, or gender.
2. Parents/Caregivers are expected to report incidents of discrimination, harassment, and bullying/cyber-bullying of students on school property/school district sponsored functions by any student and/or school employee that they see, experience, or hear about, as soon as reasonably possible to their child's teacher, building administrator and/or the Dignity Act Coordinator. Parents/Caregivers may also use the digital form located on Afton Central School District website to report incidents of discrimination, and harassment/bullying/cyber-bullying.

Dignity Act Coordinator:

According to the Dignity for All Students Act, at least one school member, the Dignity Act Coordinator, is required to be trained in human relations regarding race, color, weight, national origin, ethnic affiliation, religion or religious practice, disability, sexual

orientation, and gender. The Dignity Act Coordinator will be accessible to all students, parents/caregivers, and staff for consultation regarding the expectations of the Dignity for All Students Act.

The Dignity Act Coordinator for the Afton Central Middle/High School is Laura Zanruha. The coordinator for the Elementary School is Tracy Caezza. Ms. Zanruha may be contacted by phone at 639-8201 or by email at lzanruha@aftoncsd.org. Mrs. Caezza may be contacted by phone at 639-8234 or by email at tcaezza@aftoncsd.org

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