

# **District Policies and Notifications**

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**Anti-Discrimination Policy**

The Bainbridge-Guilford School District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et.seq. known as Americans With Disabilities Act or 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law.

The district further gives notice that it does not discriminate on the basis of handicap in admissions or access to its programs and activities, including vocational educational programs.

Inquiries and grievances regarding these policies may be referred to the Superintendent of Schools, Title IX/VII Section 504 Coordinator at 967-6321.

## **Anti-Harrassment Policy**

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex or sexual orientation, or gender identity which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

- a. Unwelcome sexual advances,
- b. Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship,
- c. Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance or any other condition of employment, academic or career development,
- d. Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
- e. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to an including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and display of sexually offensive materials.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith, or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Inquiries regarding this policy may be referred to the Superintendent of Schools at 967-6321.

**AHERA Notification**

The Bainbridge-Guilford Central School District has completed the inspection of its facilities to determine if asbestos is present and if any action is needed to avoid potential health hazards.

A management plan has been developed in compliance with the Asbestos Hazard Emergency Response Alert (AHERA) to insure that the school district continues to provide and maintain a safe environment for students, employees and visitors.

The plan includes:

- Training of maintenance staff to prevent disturbance of asbestos;
- Provisions for periodic re-inspection and surveillance; provisions for abatement activities performed by trained personnel.
- Annually school districts are required to notify parent, teacher, and employee organizations of the availability of their management plans.

A copy of the management plan is available for inspection at the Main Office of the High School and Guilford as well as at the Director of Facilities Office at Greenlawn. Any questions regarding this matter may be directed to Howard Thompson, Director of Facilities II at 967-6322.

## **ATTENDANCE INFORMATION**

### **Attendance Officer**

The Attendance Officer designated by the Board is responsible for reviewing pupil attendance records and initiating appropriate action to address excused and unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy including parent and district notification.

### **Attendance Office Contact Information:**

- Jr-Sr High School – 967-6368
- Greenlawn Nurse – 967-6702
- Guilford Nurse – 895-6703

### **Student Attendance Policy**

Good student attendance is an integral part of education. Therefore, it is the policy of the Bainbridge-Guilford Central School to promote a sound attendance policy, which in turn will lead to the development of skills, habits, understanding and knowledge necessary to meet State mandated education standards. Since irregular attendance is a frequent cause of school failure, the Bainbridge-Guilford Central School will adhere to the following policy:

1. Attendance must be taken each period. Where a class extends for multiple periods, attendance for that class only must be taken once.
2. Additionally, after attendance is taken, an individual student's late arrival or early departure must be recorded.

The compulsory education law requires the regular attendance of all children until the end of the school year in which they turn 16. Since the school year begins July 1, any child who turns 16 on or after July 1 must finish out that school year.

### **Objectives**

The objectives of the Comprehensive Attendance Policy are:

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

### **Definitions**

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Absent: The pupil is not present for scheduled instruction.
2. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
3. Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse. Such excused nonappearance 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, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education.

4. 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, oversleeping, skipping class, and any other absence that is not excused.
5. Pupil: A child enrolled in any public or nonpublic elementary, middle, or secondary school.
6. Register of Attendance: Any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil.
7. Scheduled instruction: Every period that a pupil is scheduled to attend actual instruction or supervised study activities during the course of a school day during the school year from July 1 through June 30.
8. Teacher: A member of the teaching or supervisory staff of a public or nonpublic elementary, middle or secondary school.
9. Employee other than a teacher: A suitable person other than a teacher employed by a public or nonpublic elementary, middle, or secondary school in a position appropriate for the maintenance of pupil records.

### **Coding System**

A = absent, excused

U = Absent, unexcused

T = Tardy, excused

L = Tardy, unexcused

D = Early departure

I = Present part of class

H = Music Lesson

F = field trip

OSS = Suspended Out of School

OSSI = Suspended Out of School with tutoring

S = Suspended in School - ALC

M = Long Term Medical

MI = Long Term Medical with tutoring

### **Student Absence and Tardy Procedure**

1. The parent/guardian is expected to call the Attendance Office of the school in which your student attends on the morning that the child is absent stating the reason and the length of the absence/tardy. No call to notify B-G of your child's absence will result in such absence(s) being recorded as unexcused. When absences are noted as unexcused, a written excuse signed by parent/guardian must be submitted to change the absence to an excused absence(s).
2. Failure to call the school will result in an automated telephone call to the parent.
3. If a child will be out of school for an extended length of time for any reason, the parent/guardian is expected to call the Attendance Office stating the reason and the projected length of absence/tardy. Family vacations are not excused.

absences and the child is responsible for getting his/her homework before leaving and must complete the Extended Absence Form. You may pick this up in the Main office.

4. Upon returning to school, the student is required by New York State Law to present a signed written note explaining the reason and the actual dates of absences/tardy. A repeated set of 4 or more consecutive absences requires a doctor's note to be documented as excused absences.
5. If a written excuse is not received and investigation does not determine otherwise, the absence/tardy will be recorded as unexcused on the student's record and the student may have to serve after school detention.
6. Students with unexcused absences on their record are not eligible for outstanding attendance awards.
7. Students arriving late need to present a written excuse, signed by a parent/guardian, to the Attendance Officer when signing in to school.

### **Student Procedure for Dismissal During the School Day**

1. The student is required to present a signed, written note to the Attendance Officer stating the time and the reason for dismissal. The note should also state the time the student is expected to return to school.
2. All notes are subject to approval. Telephone contact to the parent/guardian to verify a note may be necessary.
3. The parent/guardian should call the Attendance Officer if a child needs to be excused and did not bring a note. They will also need to fax a note with their signature. If unable to fax permission, the parent/guardian will need to come to school and sign their child out.
4. No student will be released during school hours without proper parental permission.

### **BOCES Attendance**

Attendance in BOCES' Career and Technical Education programs, New Visions programs, Unique Placement programs and Career Academy are privileges that cost our school district substantial amount of funding. To attend these programs, students must annually complete an application and sign a contract for consideration to be approved for attendance. Students displaying poor attendance, poor behavior and/or poor academics thus violating their contract are subject to removal from these programs at any time.

Students enrolled in either morning or afternoon BOCES curriculums are expected to attend every day. BOCES bus schedules are posted as ALL BOCES students MUST ride the school bus to and from BOCES. Students missing the bus to BOCES will be supervised in our Alternate Learning Location room or the Library until the end of the BOCES assignment. BOCES students are NOT to skip BOCES to work on assignments here in the Jr.-Sr. High School Building without prior approval from the Jr.-Sr. High School Principal and the staff involved (BG staff as well as BOCES staff).

Afternoon BOCES students who have school approved early departure, (through completed early dismissal forms) must return to the building to sign out and then may not come back into the building or remain on school property without permission. All other students returning from BOCES must report to their assigned class, study hall, or advisory.

## **Student Attendance Strategies and Incentives**

### **Greenlawn/Guilford Elementary Attendance Incentive and Notifications**

In order to encourage student attendance, the following strategies and incentives shall apply:

- Perfect attendance awards will be presented to students at the end of the school year.
- Attendance will be recorded on a student's report card for each marking period.
- Teachers will encourage daily participation and make connections to the working world.
- Students who maintain 100% attendance rate will increase their success of meeting the state mandated educational standards. Failure to maintain at least a 75% attendance rate may lead to AIS interventions, or retention.

To encourage good attendance practices, the school will send reminder notices when absences become a concern. If absences become excessive or impact student learning a parent conference will be requested. After a total of 40 days absent, a letter will go home indicating that the student may be retained if the student's academic progress has been seriously delayed.

### **Jr-Sr High School Minimum Attendance for Course Credit**

- A. A student must be noted as present at 87% of a course's scheduled classes in order to earn credit for the course and be permitted to take the final examination.
- B. Note: For Sr. High School courses: In a yearlong single period course absences in excess of twenty-four (24), and in a semestered course absences in excess of twelve (12), will result in denial of course credit and the student not being permitted to take the final examination.
- C. Any excused absence for which the student has completed assigned makeup work will not be counted as an absence for the purposes of determining whether the student has attended sufficient class to receive course credit under this provision.
  - For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of a single period class or 20 minutes of a (semestered or blocked) class, whether through tardiness or early departure.
  - 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.
  - 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.

- D. In order to prevent loss of credit for failure to attend, the district will take the following steps:
- When a student has been marked absent for 10% of a course's classes; in a year-long single period course absences in excess of EIGHTEEN (18), and in a semestered course absences in excess of NINE (9), the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
  - Teachers will provide makeup work upon request so those students who are in jeopardy of forfeiting class credits due to excused absences have the opportunity to earn credit for the course.
  - Where a student is in jeopardy of losing credit for excessive absences, the principal shall be responsible for reviewing attendance records and determining eligibility for makeup work for excused absences, including deadlines. Students are responsible for arranging makeup opportunities with their teachers.
- E. Principal, Teachers and Attendance Supervision Officer will collaborate to create and implement classroom-based incentive programs for excellent attendance, including but not limited to special recognition and additional privileges.

### **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 persons 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 three (3) unexcused absences or tardies, 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.

### **Disciplinary Procedures**

The pupil 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.

### **Intervention Strategy Development**

The PPS Committee shall review student attendance records, address identified patterns of pupil absence, tardiness, and early departure, and review current intervention methods. At a minimum of once per year the PPS will make a report to the BOE. Where the PPS determines that existing intervention policies or practices are insufficient, it shall notify the Board of Education prior to its annual review of the programs' attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

### **Counseling**

The district social worker will make counseling available to students with chronic attendance problems.

**B-G Code of Conduct and Discipline Summary****(See Student Agenda and Website for the detailed version of these policies.)****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 on the next pages 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 the following occur:

- a. Being under the influence of any substance that alters behavior in any way ie: any drug, synthetic drug (Including e-cigarettes and other devices designed for inhalation purposes) or controlled substance, an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school property or at a school function or school sponsored function or on a bus going to or coming from a school function or school sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- b. The use, possession, sale or gift of tobacco products, any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe (Including e-cigarettes and other devices designed for inhalation purposes), syringe or other paraphernalia, while on school property or at a school function or school sponsored function or on a bus going to or from a school function or school sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician who is to be taken by the particular student at the time in question and administered through the Health Office.
- c. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- d. Verbal or physical intimidation, harassment or discrimination against any person on the basis of race, color, weight, national origin, creed, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
- e. Fighting or causing physical harm to another.
- f. Disrespect toward a faculty member, administrator, or other school employee.
- g. Possession, use of, or threatening to use a weapon, which constitutes a firearm or destructive device, on school property or at a school function or school sponsored function.
- h. Possession, use of, or threatening to use knives or other weapons not included in section (g) on school property or at a school function or school sponsored function.
- i. Failure to comply with the directions of a teacher, administrator or other school employee.
- j. Engaging in acts of sexual harassment as defined in the district sexual harassment policy.
- k. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
- l. Selling, using or possessing obscene material.

- m. Lateness for, missing or leaving school, school grounds, or class without permission or an excuse given by a faculty member.
- n. Any willful act which disrupts the normal operation of the school community.
- o. Smoking a cigarette, cigar, or pipe, or using chewing or smokeless tobacco on school property or at a school function or school sponsored function or on the bus going to or from a school function or school sponsored event.
- p. Disrupting the educational process.
- q. Interfering with the teacher authority over the classroom.
- r. Acting as a violent pupil.
- s. Vandalizes school property or the property of student or staff member.
- t. Violates the civil rights of another student.
- u. Violates the district's dress code.
- v. Public displays of affection.
- w. Cell phones and other electronic devices may disrupt or interfere with the learning process and are encouraged to be kept in the student's locker and turned off during the hours of 7:55 – 3:05. Cell phones and electronics are prohibited from being on one's person during any testing. When cell phones or electronic devices are a distraction, viewed by staff as inappropriate or against classroom rules, they will be confiscated. The consequence given to a student for violation of this rule may include, among other consequences, requiring a parent/guardian to pick up the device from the building principal.
- x. Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- y. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) on or off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment (c) is harassing or discriminating as defined by this Code. An example of this category is cyberbullying.
- z. 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. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- aa. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- bb. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- cc. Engage in misconduct while on a school bus including but not limited to noise, pushing, shoving and fighting.

### **Disciplinary Penalties, Suspension and Referrals Summary**

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

determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties 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 or others, as appropriate.
6. Other extenuating circumstances.
7. The affect/impact that the offense had upon the individual.

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.

#### 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:

1. verbal warning
2. written warning
3. written notification to parent
4. reprimand
- 5.. detention
6. suspension from transportation
7. suspension from athletic participation
8. suspension from social or extracurricular activities
9. suspension of other privileges
10. exclusion from a particular class
11. involuntary transfer
12. suspension upon instruction- Long Term (more than 5 days)
13. suspension upon instruction- Permanent
14. suspension upon instruction – 5 days or less
15. in school suspension
16. removal from classroom

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

#### Minimum Periods of Suspension

1. Students who bring a weapon to school: Any student, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a

case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- a) The student's age.
- b) The student's grade in school.
- c) The student's prior disciplinary record.
- d) The superintendent's belief that other forms of discipline may be more effective.
- e) Input from parents, teachers or others.
- f) Other extenuating circumstances.
- g) The effect/impact that the offense had upon the individual.
- h) A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school: Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom:

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### Referrals

1. Counseling- The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions- The district may file a PINS (person in need of supervision) 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 and not attending school as required by part one of Article 65 of the Education Law.
  - b) Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
  - c) Knowingly and unlawfully possesses a controlled substance in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

### 3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a) Any student under the age of 16 who is found to have brought a weapon to school, or
- b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### **Cheating Policy**

Integrity matters at Bainbridge-Guilford Central School. Cheating is copying someone else's work and submitting it as your own, or enabling others to do so. Each faculty member will articulate what is considered cheating in his or her class. Not only will cheating be discussed in each class, but information on cheating will also be included in each teacher's course syllabus that is sent home with students at the beginning of each semester.

The procedure taken when a student (or students) is caught cheating will be as follows:

1. All teachers, staff, and administration will confront and question a student suspected of cheating – the student's paper will also be taken away from him or her. If the suspected cheater is not in the class of the teacher who confronted him or her, that teacher must report the incident to the teacher who assigned the work.
2. The teacher(s) will then investigate the incident.
  - If it is concluded that a student was not cheating, the staff member who reported the incident and the student must be informed.
  - If it is concluded that the student was cheating, that student (and any other students involved) will:
    - A. Receive a 0 for the work.
    - B. Be written up on referral turned in to the principal.
    - C. Have their parents called to report the incident that was written up on the referral form.
    - D. Receive, at minimum, a p.m. detention by the principal after due process.
    - E. Be disqualified from Honor Roll and the Principal's List for the marking period.
3. The teacher whose class the student cheated in will provide feedback to whoever reported the cheating incident.
4. All incidents will be shared – in confidence – at grade level meetings.
5. Additional incidents of cheating by the same student will result in the above procedure, a parent-conference, and more severe disciplinary consequences including disqualification from consideration for the Honor Society.

### **Canine Searches**

Periodically there will be searches conducted by a canine in the hallways and classrooms. The purpose of the searches is to create a safe environment for our students. The searches will be conducted to eliminate weapons, including knives, drugs and alcohol and tobacco products in the school building.

### **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 age-appropriate appearance in the school setting.

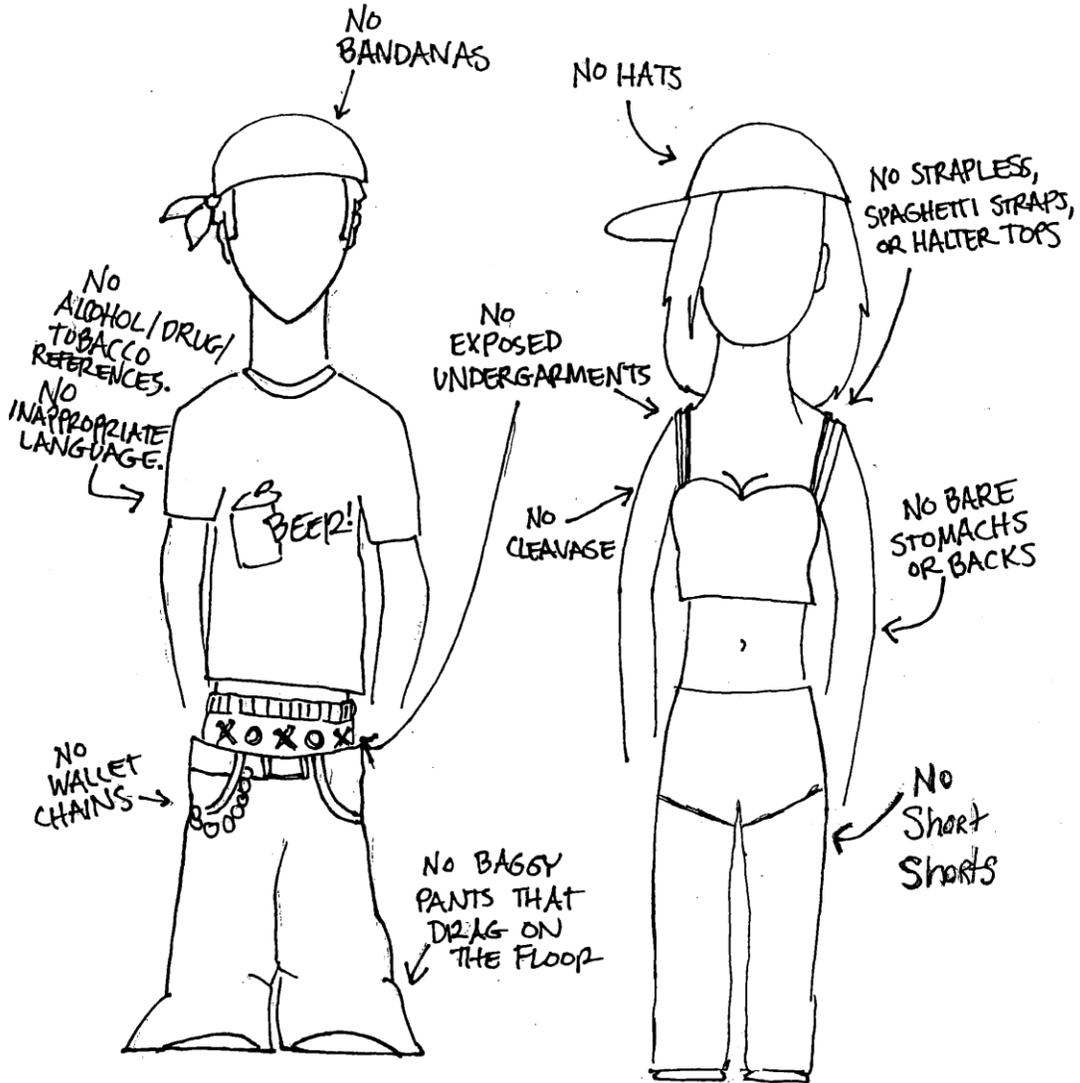
A student's dress, grooming and appearance, including hair style, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments are not appropriate. This includes exposed midriff/back; ex. (spaghetti straps, halter-tops, brief tank tops, short skirts or short shorts).
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Remove headgear-(ex. scarf, hat, headphones), upon entering the building, except for medical or religious purpose. Headgear is to remain in ones locker until dismissal and is not to be worn until out of the building.
6. Not include the carrying of backpacks in the school from 7:55-3:05
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote or endorse the use of alcohol, tobacco or illegal drugs or encourage other illegal or violent activities.

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

## FASHIONS NOT ACCEPTABLE AT B-G



**Dignity for All Students Act (Cyberbullying)**

The Board is committed to providing a school environment that is free from harassment, bullying and discrimination. Harassment, discrimination, intimidation or bullying and acts of cyberbullying, as defined by New York Education Law Article Two and the Regulations of the Commissioner §100.2 by students, staff or visitors toward students are strictly prohibited. Therefore, in accordance with such laws and regulations, conduct of this nature is subject to discipline in accordance with the District’s Code of Conduct and the Internet Safety and Acceptable Use Policies.

Reports of harassment, bullying and discrimination shall be made to the Building Principal, Superintendent or the Principal’s or Superintendent’s designee. Students and parents/guardians may make an oral or written report of harassment, bullying or discrimination to District teachers or administrators.

District employees who witness harassment, bullying or discrimination, or who receive an oral or written report of harassment, bullying or discrimination, shall promptly orally notify the Building Principal, Superintendent or the Principal’s or Superintendent’s designee not later than one school day after such employee witnesses or receives a report of harassment, bullying or discrimination. After oral notification, the District employee shall file a written report with the Building Principal, Superintendent or the Principal’s or Superintendent’s designee not later than two school days after making the oral report.

The Building Principal, Superintendent or the Principal’s or Superintendent’s designee shall lead or supervise a thorough investigation of all reports of harassment, bullying or discrimination, and ensure that said investigation is completed promptly after receipt of any written reports made. In the event an investigation verifies harassment, bullying or discrimination, the District shall take prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying or discrimination, is strictly prohibited.

Individuals whose behavior is found to be in violation of this policy will be subject to discipline or removal from the premises in accordance with school policy, including the Code of Conduct. If appropriate, individuals may also be referred to law enforcement officials. The Building Principal shall make a regular report on data and trends related to harassment, bullying and discrimination to the Superintendent.

**Dignity for All Students Act Coordinators**

Joanne Moxley, School Social  
Worker  
District DASA Coordinator  
High School Building  
Coordinator  
18 Juliard Street  
Bainbridge, NY 13733

Phylcia Dunham-Fleming,  
School Counselor  
Greenlawn DASA Coordinator  
43 Greenlawn Ave.  
Bainbridge, NY 13733

Keren Seiler, School  
Counselor  
Guilford DASA Coordinator  
138 School Street  
Guilford, NY 13780

**Disclosure to Military**

Please be advised that if you do not wish to have your child's name and address released to the military or any other organization, you must contact the Guidance office by September 15 of the current school year.

**Dissection of Animals**

Any student expressing a moral or religious objection to the performance or witnessing of the dissections of an animal, either wholly or in part, shall be provided the opportunity to do an alternative project approved by the student's teacher. The student's objection must be given in writing by the student's parent or legal guardian.

Students who perform alternate projects when opting out of animal dissections will not be penalized.

**Model Notice for Directory Information Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Bainbridge-Guilford Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Bainbridge-Guilford Central School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bainbridge-Guilford Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition—two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Bainbridge-Guilford Central School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 (new enrollees after the first day of school, return within two weeks of enrollment). The Bainbridge-Guilford Central School District has designated the following information as directory information for students:

- Name
- Address
- Telephone listing
- Electronic mail address
- Photograph including video
- Date and place of Birth
- Major Field of study
- Dates of Attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and Height of members of athletic teams
- Degrees, honors, and Awards
- The most recent educational agency or institution attended
- Student ID number, User ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, Password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose)

### **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Grade Promotion Placement Policy**

It is the policy of New York State and the District that:

1. No student promotion or placement decisions for grades three and four shall be based solely on student performance on the ELA or Mathematics State assessments;
2. Student assessment scores may be considered as a measure of student performance only if the decision making process uses multiple measures of assessments and data in addition to the State assessments and the State assessments are only a minor factor in the promotion/placement decision;
3. In making promotion and placement decisions, the school will consider in class performance, teacher observation, homework, input of the parent, social and emotional needs as well as any other applicable measures, other than State assessments;
4. The final decision regarding placement and promotion is the decision of the school;
5. This policy expires December 31, 2018 unless the underlying legislation is renewed by the New York State Legislature.

## **Notice of Rights Relating to Homeless Students and Youth**

### **Identification of Homeless Students**

The Bainbridge-Guilford Central Schools shall determine whether there are homeless students within the Bainbridge-Guilford School District. It shall do so by all means available, including, but not limited to contacting:

- Chenango County Department of Social Services
- Any local runaway and homeless youth shelter (as listed at <http://www.ocfs.state.ny.us/main/Youth/rhydirectory.asp#n>)
- Any other shelters located in the district.

The district will have a student residency questionnaire that asks for a description of the current living arrangements of the child or youth in order to determine whether the child or youth meets the definition of a homeless child under the McKinney-Vento Homeless Education Assistance Act (42 USC § 11434a [2] ) (“McKinney-Vento”) and New York Education Law §3209 (1) (a). This questionnaire will be distributed to every student who registers for school and will also be available in all school buildings for use by the school counseling (guidance) and nursing staff. For immediate enrollment, parents/guardians of homeless students are not required to provide proof of residency or any other documentation ordinarily required.

### **Definition of Homeless Child and Unaccompanied Youth**

Pursuant to McKinney-Vento 42 USC § 11434a [2] and Education Law § 3209 (1) (a), a homeless child is defined as a child who does not have a fixed, regular, and adequate nighttime residence or whose primary nighttime location is in a public or private shelter designated to provide temporary living accommodations, or a place not designed for, or ordinarily used as regular sleeping accommodations for human beings. This definition includes a child who is:

- sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings;
- abandoned in hospitals;
- awaiting foster care placement; or
- a migratory child who qualifies as homeless because he or she is living in circumstances described above.

In addition, an unaccompanied youth is a homeless child for whom no parent or person in parental relation is available (8 NYCRR § 100.2[x] [1] [vi]).

### **DUTIES OF THE MANDATED LOCAL LIAISON FOR HOMELESS CHILDREN AND YOUTH**

Every LEA, regardless of whether it receives a McKinney-Vento subgrant, is required to designate a local liaison for homeless children and youth (“homeless liaison”). The homeless liaison at this LEA serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. The homeless liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

This LEA understands that its homeless liaison must ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- Homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the LEA;
- Homeless children and youth and their families receive educational services for which they are eligible, including Head Start, Even Start, and preschool programs administered by the LEA, and referrals to health, mental health, dental, and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school district of origin, and are assisted in accessing transportation services;
- Disputes regarding school selection, enrollment and/or transportation are mediated in accordance with the requirements of McKinney-Vento;
- Assistance in commencing an appeal pursuant to Education Law §310 of a final determination regarding enrollment, school selection and/or transportation is provided to the homeless child's or youth's parent or guardian or the unaccompanied youth in accordance with the provisions of 8 NYCRR §100.2(x)(7)(iii);
- Public notice of the educational rights of homeless students is posted in locations where such students receive services, such as schools, shelters, and soup kitchens;
- A record is maintained of all appeals of enrollment, school selection and transportation; and
- School personnel, service providers and advocates working with homeless families are informed of the duties of the homeless liaison.

42 USC §11432(g)(6)(A); 8 NYCRR §100.2(x)(7)(iii)

### **Transportation Responsibilities**

- A social services district is responsible for providing transportation to homeless children who are eligible for benefits under Social Services Law §350-j and placed in temporary housing arrangements outside their designated districts.
- To the extent funds are provided for such purpose, the Office of Children and Family Services ("OCFS") must provide transportation for each homeless child who lives in a residential program for runaway youth and homeless youth located outside of the designated school district. The social services district or OCFS may contract with a school district or board of cooperative educational services ("BOCES") to provide such transportation. The costs for transportation will be reimbursed by the Department with the submission of a Runaway and Homeless Youth Act Transportation Program Form, which is available from the Homeless Education Program Office (518-473-0295).
- Any homeless child not entitled to receive transportation from the Department of Social Services or OCFS must be transported by the designated school district. NY Education Law §3209(4); 8 NYCRR §100.2(x)(6)
- When the school district of the current location is designated as the school district the homeless child will attend, that school district must provide transportation to the homeless child on the same basis as it is provided to resident students.
- NY Education Law §3209(4)(d); 8 NYCRR §100.2(x)(6)(iii)
- If the homeless child designates the school district of origin or a school district participating in a regional placement plan, then that school district must provide transportation to and from the homeless child's temporary housing and school. Such transportation cannot exceed 50 miles one

way, unless the Commissioner determines that it is in the best interest of the child.

- NY Education Law §3209(4)(c); 8 NYCRR §100.2(x)(6)(ii)
- Homeless children are entitled to transportation during any disputes regarding school selection and enrollment. 8 NYCRR §100.2(x)(7)(ii)(c)

If you have questions about being homeless, please contact our Homeless Liaison, Joanne Moxley, at 967-6320.

**Pesticide Application Notice**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Bainbridge-Guilford Central School District is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- ◆ A school remains unoccupied for a continuous 72-hour following an application;
- ◆ Anti-microbial products;
- ◆ Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- ◆ Silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- ◆ Boric acid and disodium octaborate tetrahydrate;
- ◆ The application of EPA designated biopesticides;
- ◆ The application of EPA designated exempt materials under 40CFR152.25;
- ◆ The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

The Bainbridge-Guilford Central School will not allow the use of any pesticides that require notification unless an emergency exists. In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the form below and return it to the school. For further information on these requirements the school pesticide representative is Howard Thompson who may be reached at 967-6322 or the District Office, 18 Juliand St., Bainbridge, NY 13733.

<p><b>Bainbridge-Guilford Central School District</b></p> <p><b>Request for Pesticide Application Notification</b></p>		
<p>_____ School Building</p>		
<p>Name: _____ Address: _____</p>		
<p>Day Phone: _____ Evening Phone: _____ E-Mail Address: _____</p>		
<p>Please return to Howard Thompson, 18 Juliand St., Bainbridge, NY 13733</p>		

## **Protection of Pupil Rights**

The Board of Education recognizes that student surveys are a valuable tool in determining student's needs for educational services. Parents have the right to inspect all instructional materials that will be used for a survey analysis or evaluation as part of a US Department of Education-funded program. In addition, no minor student may, without parental consent, take part in a survey analysis or evaluation funded in whole or in part by the United States Department of Education that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or belief of the student or the student's parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents have the right to inspect upon their request any instructional material which is used in part of the educational curriculum. Instructional material is defined by the Board of Education as instructional content that is provided to a student regardless of format including printed or representational materials, audiovisual materials, materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments.

A parent who wishes to inspect and review instructional material shall submit a request in writing to the building principal. Upon receipt of such request, arrangements will be made by the building principal to provide the parent access to instructional materials requested within 30 calendar days after the request has been received by the principal.

It is the policy of the Board of Education not to permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to collection disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services.

Parents shall also have the option upon provision of written notice to the district to opt the student out of any non-emergency, invasive physical examination or screening of their student which is required as a condition of attendance administered by the school or school personnel. The term invasive physical examination means any medical examination that involves exposure of private body parts or any act during such examination that includes incision, insertion or injecting into the body but does not include a hearing, vision or scoliosis screening. Further, It does not include any examination necessary to protect the immediate health or safety of the student or other students.

Parents and eligible students shall be notified of the policy at least annually at the beginning of the school year and when enrolling students for the first time in school.

**Staff Qualifications**

In compliance with provision of the No Child Left Behind Act of 2001 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 qualifications 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 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.

Superintendent of Schools  
Bainbridge-Guilford Central School  
18 Juliand Street  
Bainbridge, NY 13733

Should you have any questions concerning the above, please do not hesitate to call (607) 967-6321.