

# District Policies and Notifications

## **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 James Rideout, Director of Facilities II at 967-6322.

## **Attendance Information**

*Ref. Board Policy #7006*

### **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

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.

## 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 – 967-6330
- Guilford Nurse – 895-6703

## 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.

## 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 = Dismissed (Early Departure)

I = Present part of class

ISS – In School Suspension

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.

#### 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 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.
- 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.
- 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.
  - 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.

Principals, Teachers and Attendance Officers 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:

- 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;
- 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.

## **Code of Conduct and Discipline Summary**

*~ Ref Board Policy #1005*

### 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, 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 in this category is cyber-bullying.
- 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.

6.

#### 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:

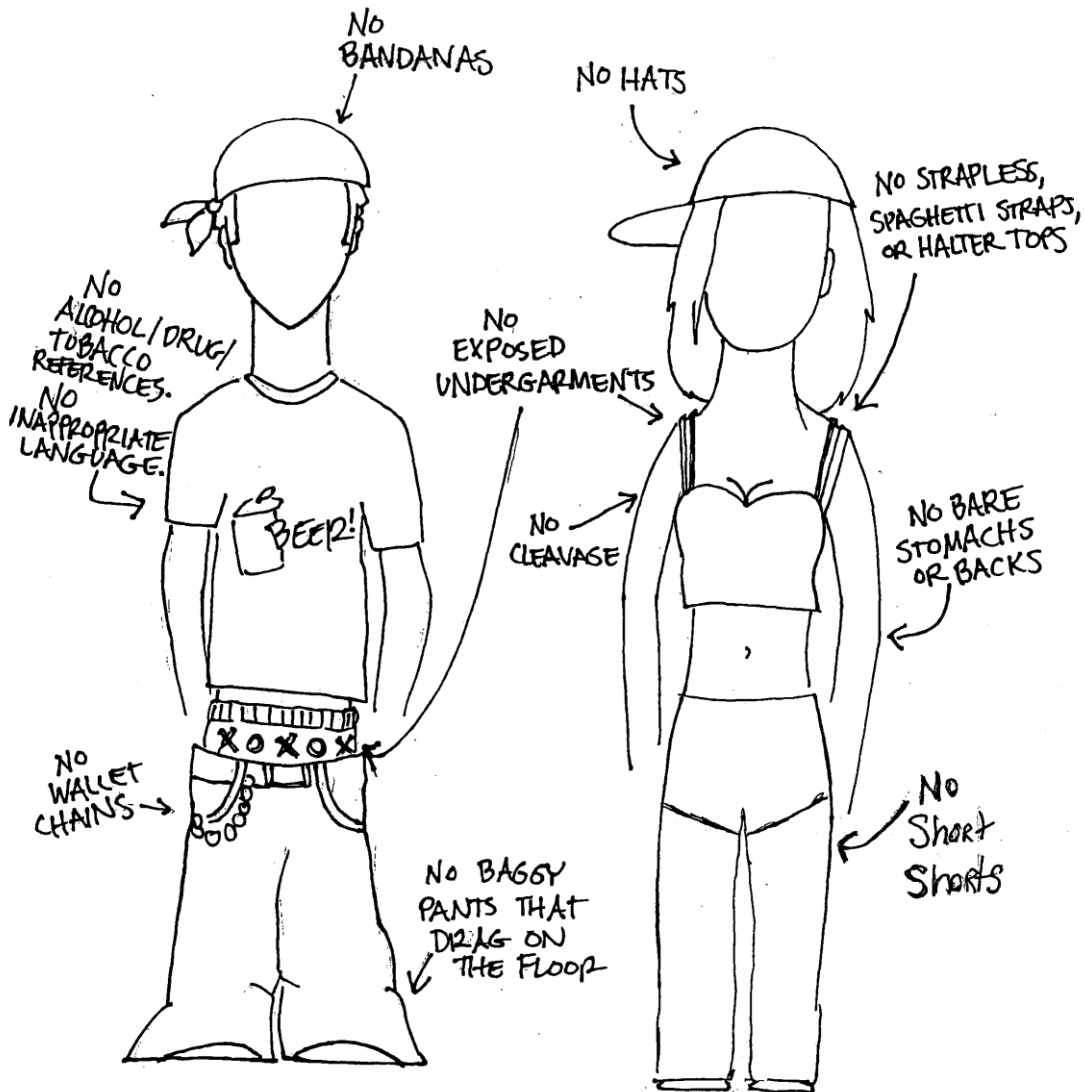
1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments are not appropriate. This includes exposed midriff/back; ex. (spaghetti straps, halter-tops, brief tank tops, short skirts or short shorts).
3. Ensure that underwear is completely 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, hoods), 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 (except totally clear/see through backpacks).
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



## **Disclosure to Military**

*~ Ref. Board Policy - Regulation #7500.5*

Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the District that they do not want their student's information disclosed without prior written consent.

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**

*~ Ref. Board Policy #8203*

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.

## **Drug-Free Workplace**

*~Ref. Board Policy #0020*

The District is committed to maintaining a drug free work environment and adopts this policy to ensure compliance with the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of a "controlled substance" (any substance listed in any schedule of 21 U.S.C. Section 812) is prohibited on District property and at District-sponsored events. The use or possession of a prescribed medication in any manner other than as prescribed is also prohibited on District property and at District-sponsored events. Penalties for violations of this Policy shall be determined by the Superintendent based on all of the facts of a particular case, including the nature of the substance involved. Penalties for violations of this Policy shall be administered in a manner consistent with applicable statutes, collective bargaining agreements that relate to employee discipline and the District's Code of Conduct.

## **Equal Opportunity and Nondiscrimination Prohibition of Discrimination and Harassment (Including Sexual Harassment)**

*SUMMARY ~ Ref. BOARD POLICY #0015*

The Bainbridge-Guilford Central School District provides education programs and services, does business with vendors and the public, provides equal access to the Boy Scouts and other designated groups, and makes decisions regarding employment without consideration of an individual's race, color, creed, religion, national origin (regardless of English language skills), age, sex, sexual orientation, marital status, military or veteran status, disability, genetic information or predisposing genetic characteristics, arrest record, prior criminal convictions, or domestic violence victim status; except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, or when an individual's religion or disability warrants reasonable accommodation

Our commitment to provide education programs and services without discrimination includes participation in nonacademic and extracurricular services such as transportation, counseling services, student clubs, and physical education and athletics.

Our commitment to provide employment without harassment, including sexual harassment, or discrimination includes recruiting, employment decisions, promotion opportunities, compensation, fringe benefits, workplace conditions, workplace discipline, and termination decisions.

No student shall be subjected to harassment or bullying by employees or students on school property or at a school function. No student shall be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, (including gender identity or expression), or sex by another student or a school employee on school property or at a school function. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

The goal is to create a school environment that is free from harassment, bullying, and discrimination. This Policy shall be interpreted and implemented so that the District complies with its obligations under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 201-g of the New York Labor Law, Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law, and the New York State Education Law, as interpreted and enforced by applicable regulations.

Anyone who feels that they have experienced prohibited discrimination or harassment should bring this to the District's attention by contacting the Superintendent, Compliance Coordinator, or District Dignity Act Coordinator. Administrators and other supervisors who observe conduct that might constitute harassment, including sexual harassment, are required to report that conduct to the Compliance Coordinator.

Superintendent of Schools  
Timothy R. Ryan  
Bainbridge-Guilford CSD  
18 Juliand Street  
Bainbridge, NY 13733  
607-967-6321

Compliance Coordinator  
Janice Rideout  
School Business Manager  
Bainbridge-Guilford CSD  
18 Juliand Street  
Bainbridge, NY 13733  
607-967-6335

District Dignity Act Coordinator  
Joanne Moxley, School Social Worker  
Bainbridge-Guilford CSD  
18 Juliard Street  
Bainbridge, NY 13733  
607-967-6320

### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

*~ Ref. Board Policy #7500 and Regulation #7500.1, #7500.2 (Form to Inspect), #7500.4 (Correction form), #7500.5 (Student Privacy Ferpa Notice)*

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents or “eligible students” (students who are over 18 years of age or enter a postsecondary educational institution) certain rights with respect to the student’s education records.

Examples of FERPA rights include:

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. Written requests for such access may be submitted to the Records Access Officer between 9 a.m. and 3 p.m. on any school day. Such requests should be submitted on the District’s Application for Inspection of Student Records form.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District’s Request For Correction of Student Records form. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
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. For example, the District may, without consent, disclose:

Personally identifiable information to school officials with legitimate educational interests.

- A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff;
- A person elected to the School Board;
- A person or company with whom the School has employed by or under contract to perform a special task, such as an attorney, auditor, medical consultant, or therapist, and including entities that host and disseminate student information such as grades, homework and messages from teachers on the Internet;
- A parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is

restricted from re-disclosing the education records except as permitted by FERPA.

- A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement;
  - performing a task related to a student's education;
  - performing a task related to the discipline of a student;
  - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid;
  - maintaining the safety and security of the campus.
- The District receives services from the Broome-Tioga BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.

Appropriately designated "directory information", unless the parent or eligible student has advised the District to the contrary by filling out and returning the Request to Limit Disclosure of Directory Information form found below. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications such as:

- a playbill (showing the student's role in a drama production)
- an annual yearbook
- an honor roll or other recognition list
- a graduation program
- a sports activity sheet

Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the District that they do not want their student's information disclosed without prior written consent.

4. The right to know that the District has designated the following information as directory information:

Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student.

Parents and eligible students may choose not to allow the District to release directory information. If you do not want the District to disclose directory information without your prior written consent, you must complete form Request to Limit Disclosure of Directory Information below and return to the District by September 15th or within 2 weeks of enrollment.



5. The right to file a complaint with the following office if you believe the District has violated your FERPA rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Contact the District's Records Access Officer with any questions or for more information.

District's Records Access Officer

School Business Manager

18 Juliand Street

Bainbridge, NY 13733

607-967-6335

### **Request to Limit Disclosure of Directory Information**

Dear Records Access Officer:

\_\_\_\_\_ Please secure my written consent before releasing my child's name, address, telephone number and directory information to military recruiters.

\_\_\_\_\_ Please secure my written consent before releasing the following directory information to anyone:

STUDENT NAME (please print) \_\_\_\_\_

PARENT NAME (please print) \_\_\_\_\_)

Parent Signature \_\_\_\_\_ Date of Request

For District Use Only

Request Received By: \_\_\_\_\_ Date Request

Received: \_\_\_\_\_

### **Grade Level Placement, Retention and Promotion**

*~Ref Board Policy #8100*

It is the responsibility of the Board to prescribe the course of study by which students shall be graded and classified, and to regulate the admissions of students and their transfer from one class or department to another, as their scholarship shall warrant. It is the responsibility of the Superintendent to supervise and direct the courses of study, and the examination and promotion of pupils. Accordingly, decisions regarding the grade level at which a student is admitted, and whether a student is retained in grade or promoted to the next grade shall be made by the Superintendent in consultation with appropriate administrators, and consistent with this Policy.

#### Evidence for Grade Placement

The decision regarding the grade level placement, retention, or promotion of a student shall be based on multiple measures, including: student performance on written assessments

prepared by District staff or prepared by BOCES staff or vendors; student performance on the State administered standardized English language arts and mathematics assessments, including those for grades three through eight; student performance on other state administered written assessments; student performance on other standardized tests (e.g., Iowa Test of Basic Skills, California Achievement Test); other measures of classroom achievement and attitude; the student's social and emotional development; and teacher recommendations based on observations of student mastery of material and skills.

The selection of assessment instruments shall be consistent with the District's Annual Professional Performance Review Plan approved by the Commissioner.

No promotion or placement decision shall be based solely or primarily on a student's performance on the State administered English language arts or the mathematics elementary assessments administered in grades three through eight.

In accordance with their individualized education programs, students with disabilities instructed in alternate academic achievement standards shall be administered a State alternate assessment to measure their achievement.

#### Recording and Reporting Student Achievement

Parents and persons in parental relation to students shall receive an appropriate report of student achievement at regular intervals. Parents and persons in parental relation to students shall be provided notice of this Policy and an explanation of how the Policy was developed, by the posting of that information on the District's Website and available upon request.

The District shall maintain accurate records of all individual test scores, including those from State administered standardized English language arts and mathematics for grades three through eight. This information shall be available for compliance with State and federal reporting requirements, and for diagnostic purposes.

#### **HOMELESS YOUTH - NOTICE OF RIGHTS RELATING TO HOMELESS YOUTH**

*~Ref Board policy 7002 and 7002.1*

This notice shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.

The term "child" is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, and includes a migratory child as defined in Section 1309(2) of the Every Child Succeeds Act of 2015 and an unaccompanied youth, as that term is defined in the McKinney-Vento Homeless Assistance Act, who is not residing with someone other than a parent or legal guardian for the sole reason of enrolling as a student in the District.

Information about a homeless student's living situation shall not be treated as directory information for purposes of applying the District's Educational Records Policy.

A child is homeless, for purposes of this Policy, if the child:

- lacks a fixed, regular, and adequate night-time residence;
- has a primary night-time location that is either:
  - a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations;
  - a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
- living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- abandoned in hospitals.

Homeless students and their families have rights specifically granted to them under State and federal law in order to assist the education of those students. Those rights include:

- The right to choose to attend either the school district of attendance before the student became homeless, or the school district where the student is currently living, or certain other schools where a regional placement plan exists;
- The right to enroll immediately in school even if immunization, medical records and/or school records are missing or incomplete;
- The homeless child or youth may not generally be required to attend a separate school for the homeless or otherwise segregated solely due to homelessness;
- Homeless children and youths shall be provided services comparable to the services offered to other students in the school selected, including transportation services, educational services for which the child or youth meets eligibility criteria, programs for vocational and technical education, programs for gifted and talented students, and school nutrition programs;
- The right to a written explanation regarding a school district's decision relating to school selection or enrollment and the statement of the right to appeal such decision;

The Superintendent shall designate a local Liaison for Homeless Children. One responsibility of the Liaison for Homeless Children shall be to review the District's policies and procedures, including transportation guidelines, to identify any policy or practice that acts as a barrier to the enrollment, attendance, school success, or retention of homeless children in the District, and to recommend to the Superintendent how a policy or practice may be revised to eliminate such a barrier.

If you have questions, please contact our Homeless Liaison.

Liaison for Homeless Children  
 Joanne Moxley, School Social Worker  
 Bainbridge-Guilford CSD  
 18 Juliand Street  
 Bainbridge, NY 13733  
 607-967-6320

## Request for Pesticide Application Notice

~Ref. Board Policy #5005

October 2019

Dear Parent, Guardian, and School Staff,

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.

Whenever possible, the application of non-exempt pesticides will be conducted when the building will be unoccupied for a continuous 72-hour period following the application.

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:

- This prohibition of the use of pesticides does not apply to indoor use of pesticides or pesticide application to buildings and structures (e.g. school buildings, garages).
- The following types of pesticides and alternatives are allowable on playing fields and playgrounds:
  - Antimicrobial pesticides and products as defined in the Federal Insecticide, Fungicide, and Rodenticide Act;
  - Aerosol products with a directed spray in containers of eighteen (18) fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venous spiders, bees, wasps and hornets;
  - Non-volatile insect or rodent bait in tamper resistant containers;
  - Boric acid and disodium octaborate tetrahydrate;
  - Pesticides classified as exempt material by the U. S. Environmental Protection Agency (EPA) under 40 CFR part 152.25;
  - Horticultural oils and soaps that do not contain synthetic pesticides or synergists.

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 James Rideout who may be reached at 967-6322 or the District Office, 18 Juliand St., Bainbridge, NY 13733.

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### Bainbridge-Guilford Central School District Request for Pesticide Application Notification

\_\_\_\_\_ School Building

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-Mail

Address: \_\_\_\_\_

Please return to James Rideout, 18 Juliand St., Bainbridge, NY 13733

## **No Smoking**

*~Ref. Board Policy #0021*

All forms of tobacco and nicotine use (smoking, inhaling, dipping, chewing, vaporizing, etc.) and sale of tobacco and nicotine or associated paraphernalia by students, staff, volunteers and visitors is prohibited on school grounds (including any vehicle owned or operated by the District), and at school sponsored events, including events off school grounds, at all times including non-school hours.

## **Staff Qualifications**

*~ Ref. Board Policy #8501 and Regulation 8501.1*

Your child attends a school that receives Title I funds from the federal government. The Every Student Succeeds Act allows you to request:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which your child's teacher provides instruction.
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by your child's teacher, and the field of discipline of the certification or degree.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications. If you are interested in receiving any information you are entitled to under the Every Student Succeeds Act, please direct your inquiry to:

Superintendent of Schools  
Timothy Ryan  
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.

