



Windham-Ashland-Jewett  
Central School  
Student Handbook  
2016-2017

available online at [www.wajcs.org](http://www.wajcs.org)

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# **Alma Mater**

Nestled in the Cozy Catskills

In Among The Hills

Stands Our Dear Old Windham High School

Sheltered From All Ills.

Shout The Name 'Tis Windham High School

Loud Her Praises Sing

With Her Glories All Unnumbered,

Let The Dear Hills Ring.

When Our High School Days Have Ended

Armed With Precepts True,

May We Give The World Such Service

As We Honor You.

Shout The Name 'Tis Windham High School

Loud Her Praises Sing

With Her Glories All Unnumbered,

Let The Dear Hills Ring.

## **Mission Statement**

Windham-Ashland-Jewett Central School will provide the resources and environment that maximizes the opportunity for each and every student to reach his or her academic, creative, and athletic potential.

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## I. Introduction to Code of Conduct

The Windham-Ashland-Jewett Central School District believes that order and discipline are essential to effective education. It also believes that everyone in the school community, students, staff, and all visitors, are responsible for contributing to an orderly environment, and that the standards for behavior extend to the school grounds, property, and school-sponsored trips and activities. A safe and orderly school environment requires a Code of Conduct that clearly defines individual rights and responsibilities, categorizes unacceptable behavior, and provides for disciplinary options and responses for all members of the community, not just the students. The district has adopted a zero tolerance for violent behavior of any kind for the safety of all individuals and in recognition that a safe environment is a prerequisite for learning. It is our belief that a successful Code of Conduct must:

- A. Identify and recognize acceptable behavior.
- B. Be preventive in nature.
- C. Promote self-discipline.
- D. Promote a close-working relationship between home and school.
- E. Be conscious of the importance of the balance between the welfare of the individual and that of the school community.
- F. Encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
- G. Discriminate between minor and serious offenses and first time and repeat offenders.
- H. Provide consequences that are appropriate to the behavior.
- I. Be administered in a fair, firm, and consistent manner.

This Code of Conduct was developed in adherence to WAJ Board Policy #3410 and #7310.

## II. Definitions: For the purposes of this *Code of Conduct*, the following definitions apply:

- A. *Activity* – a general function of a group (e.g. yearbook committee)
- B. *Disruptive student* - an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom
- C. *Parent* - the adult (e.g. parent, guardian) who is legally responsible for the student in question
- D. *School property* - in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142
- E. *School function* – any school-sponsored extra-curricular event or activity, or any event approved by the BOE and sponsored by an outside group
- F. *Violent pupil* – an elementary or secondary school student under age 21 who:
  - 1. Commits an act of violence upon a teacher, administrator, or other school employee; or who while on school property does so upon another student or any other person lawfully there;

2. While on school property possesses a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death, or displays what appears to be the same;
3. While on school property threatens to use any instrument that appears capable of causing physical injury or death
4. Knowingly and intentionally damages or destroys district property or the personal property of a teacher, administrator, other school district employee or any person lawfully on school property

G. *Weapon* – Under the Guns-Free Schools Act, a weapon means any device, instrument, material or substance that is used for or is readily capable of causing death or serious bodily injury. WAJ Board Policy #7360 defines *weapon* as “a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or bodily injury.”

H. *Firearm* – For the purposes of compliance with the Gun-Free Schools Act, a firearm means the same as that term is defined in section 921 of Title 18 of the United States Code. The following are included within the definition:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. The frame or receiver of any weapon described above
3. Any firearm muffler or firearm silencer
4. Any destructive device, which is defined as any explosive, incendiary, or poison gas, such as a bomb, grenade, rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or other similar device
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

I. *Harassment* – the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing. It also includes conduct, verbal threats, intimidation or abuse that reasonably cause or would reasonably be expected to cause a student to fear for his or her physical safety. WAJ Board Policy #3420 defines harassment as “communication (verbal, written or graphic) and/or physical conduct based on an individual’s actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital, military or veteran status, or disability that “has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student’s access to an educational opportunity or benefit.”

J. *Sexual Harassment* – unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or communication of sexual nature when:

1. Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
2. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, request for sexual favors or other harassing activities of a sexual nature; and
3. Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

K. *Bullying* – when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. (Olweus definition)

L. *Tobacco* –any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco (smokeless, dip, chew, and/or snuff) in any form (WAJ Board Policy #5640).

### III. Student Rights and Responsibilities

The district is committed to safeguarding the rights given to all students under state and federal law. Additionally, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- A. A free and appropriate education with equal opportunities regardless of race, color, gender, national origin, ethnic group, religion, disability, or sexual orientation.
- B. Be informed of charges against them. Unless the well-being of the student or others may be jeopardized, in all disciplinary matters, students shall have an opportunity to present their version of the facts and circumstances before discipline is imposed.
- C. An expectation of privacy from other students regarding their lockers, desks, or other storage area; however, under law items that are school property such as lockers, desks, computers, and their technological equipment are subject to searches by school authorities at any time. School authorities may also search students and / or their belongings where reasonable suspicion of a violation of the Code of Conduct or a violation of the law exists.
- D. Learn in an environment which promotes healthy, intellectual, emotional, physical and moral development.
- E. Pursue their education without fear of harassment and / or discrimination.
- F. Participate in educational programs that prepare students for jobs, for college, for responsible family life, and for citizenship in a self-governing society.



**All students have a responsibility to:**

- A. Contribute to maintaining a safe and orderly school environment that is conducive to learning.
- B. Show respect to other persons and to property.
- C. Be familiar with and abide by all district policies, rules, and regulations concerning student conduct.
- D. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
- E. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- F. Accept direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- G. Dress appropriately for school and school functions.
- H. Accept responsibility for their actions.
- I. Conduct themselves as representatives of the district when participating in or attending school-sponsored, extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **Code of Conduct**

### **IV. Roles and Responsibilities of Essential Partners**

- A. Parents: All parents are expected to:
  - 1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
  - 2. Ensure that their students attend school regularly and on time.
  - 3. Send their children to school ready to participate and learn.
  - 4. Know school rules and help their students understand and comply with them.
  - 5. Provide a place for study and ensure homework assignments are completed.
- B. Support Staff (e.g. clerical staff, bus drivers, custodians, and food service members): All support staff are expected to:
  - 1. Contribute to a positive and orderly environment.
  - 2. Understand and support the Code of Conduct.
  - 3. Report any violations to the building principal or other administrator.
- C. Teachers (including teaching aides and assistants): All teachers are expected to:
  - 1. Maintain a climate of mutual respect and dignity.
  - 2. Be prepared to teach.
  - 3. Know school policies and rules, and enforce them in a fair and consistent manner.
  - 4. Communicate regularly with students and parents concerning behavior, progress, and achievement.

5. Communicate to parents and students course objectives and requirements, marking/grading procedures, assignment deadlines, expectations for students, and classroom discipline plans.
- D. School Counselors and Support Personnel: All counselors and support personnel are expected to:
1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
  2. Regularly review with students their educational progress and career plans.
  3. Provide information to assist students with career planning.
- E. Principals: The principal is expected to:
1. Provide a safe and orderly school environment.
  2. Enforce the Code of Conduct in a fair and consistent manner.
  3. Report crimes to the police.
  4. Support the development of and student participation in appropriate extracurricular activities.
- F. Assistant Superintendent: The assistant superintendent is expected to:
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
  2. Communicate with other district administrators and instructional staff regarding state and federal laws and mandates relating to curriculum and instruction.
  3. Monitor data related to teacher and student performance and modify curriculum and instructional programs when needed.
- G. Superintendent: The superintendent is expected to:
1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
  2. Provide effective leadership for the school district.
  3. Develop staff leadership capabilities.
  4. Enforce board policies and regulations in a fair and consistent manner.
  5. Review with district administrators the policies of the Board of Education and state and federal laws and mandates related to school operations and management.
- H. Board of Education: Members of the Board of Education are expected to:
1. Monitor the operations and achievements of the district.
  2. Provide appropriate resources.
  3. Review board policies and the Code of Conduct regularly.
- I. Visitors: All visitors are expected to:
1. Exhibit behaviors that support the Code of Conduct.
  2. Model behaviors expected of our students.
  3. Sign in at the office when entering the building. (Note: While on district premises or at school activities, visitors are subject to the authority of the building principal or his/her designee. Failure to comply with school rules or regulations may result in removal from the building. If a visitor refuses to leave the campus when asked by the

building principal or his/her designee, that visitor may be subject to immediate referral to law enforcement support.)

## V. 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; however, student dress and appearance must be in accordance with the District Code of Conduct. The administration is authorized to take action in instances where individual dress does not meet these stated requirements (WAJ Board Policy #7312). Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Dress code requirements include the following:

- A. A student's dress and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. This includes make-up, nails, costumes, jewelry and accoutrements such as hanging chains and tattoos.
- B. Students shall wear clothing and footwear that is safe and appropriate for school and school-related activities. Flip flops may not be worn on the playground or in physical education.
- C. Appropriate protective gear may be required for instructional activities in some classes. (e.g. science lab, Family and Consumer Science, and Physical Education)
- D. Headwear may not be worn in the building during school hours. Only at the discretion of the building principal may it be allowed in school (e.g. religious purposes).
- E. Underwear must be completely covered with outer clothing. All clothing shall be fastened appropriately.
- F. Garments that are extremely brief, revealing or see-through or that otherwise potentially expose private parts of the body or skin (e.g. midriff, buttocks, bare shoulders and/or backs) are not permitted. This includes tube tops, halters, spaghetti straps, backless shirts, shirts with plunging necklines, and extremely short skirts or shorts).
- G. A student's dress shall not include items that are vulgar, obscene, libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- H. A student's dress shall not promote and / or endorse sexual activity of any kind, the use of alcohol, tobacco or illegal drugs and / or encourage other illegal, violent or gang activities. This includes depictions of guns, knives, and other weapons.
- I. Appropriate attire that adheres to the dress code must be worn at all school events. This includes dances, concerts, athletic practices and contests, inductions, and graduations. Exceptions may be made by the building principal for formal events like the prom.
- J. Students may not conceal their identity with hoods or masks at any time during the school day.

## **VI. Alcohol, Tobacco, and Other Substances**

- A. The consumption, sharing, and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times (WAJ Board Policy #7320). The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Students in violation of this policy will be suspended (ISS / OSS) and law enforcement will be notified if it is determined that a crime has been committed.
- B. Any student caught with tobacco products on school property, or found using tobacco products, will be suspended (ISS / OSS) in accordance with the Student Code of Conduct. (WAJ Board Policy #5640)
- C. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances (WAJ Board Policy #7320).

## **VII. Weapons**

The possession of a weapon on school property, in District vehicles, in school buildings, or at school-sponsored activities or settings under the control and supervision of the District, regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his/her designee. (WAJ Board Policy #7360)

It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston, or CO<sub>2</sub> cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee. (WAJ Board Policy #3411)

For a detailed definition of "weapon" or "firearm," see Section II, (g), (h) above.

Authorized law enforcement officers are the only people permitted on school property to have a weapon in their possession. Prior approval from the building principal must be granted before a prop resembling a weapon can be used in a drama production or classroom presentation, or before a weapon, without ammunition, can be used in a demonstration of school property. See also WAJ Board Policy #7361, "Gun-Free Schools."

## **VIII. Freedom from Harassment and Discrimination**

The Board of Education is committed to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to district policy (WAJ Board Policy #3420). Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation (WAJ Board Policy #7551), age, marital (WAJ Board Policy #7150), military, or veteran status, or disability.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

Any student who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the district, as well as any individual who is aware of and/or who has knowledge or, or witnesses any possible occurrence of harassment, should report these incidents immediately to the building principal or any other district administrator.

In compliance with *The Dignity for All Students Act* (effective July 1, 2012), WAJ prohibits student harassment by school employees or students on school property or at a school function. This prohibition extends to cyberbullying: verbal or written threats through an internet service such as e-mail, chat room, discussion group, instant messaging, or social networking sites on or off school property.

Any person having reasonable cause to suspect that a student has been subjected to discrimination or harassment, who acts reasonably and in good faith in reporting such information or initiates informal or formal proceedings, has immunity from any civil liability that may arise. No school district or employee may take, request or cause retaliatory action against a person who, acting reasonably and in good faith, makes a report or initiates informal or formal proceedings.

#### **IX. Sexual Harassment of Students** (WAJ Board Policy #7551)

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors, vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at location off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
2. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
3. Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an

educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

## **X. Student Safety: Prevention of School Violence and Bullying**

The Windham-Ashland-Jewett Central School District is committed to the prevention of violence against any individual or property in the schools or at the school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day. (WAJ Board Policy #3412)

The Windham-Ashland-Jewett Central School also complies with *The Dignity for All Students Act (effective July 1, 2012)* which outlines procedures for the creation of school environments free of discrimination and harassment. To assure compliance with this law, the district has implemented the Olweus Bullying Prevention Program. According to Olweus, "bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." This can be done directly or indirectly and can be physical, social, emotional, or through electronics (cyber bullying). The district is committed to educating students about bullying and ensuring compliance among all students, staff, and parents. To achieve this goal, it has developed a district-level Bullying Prevention Committee that includes members from all stakeholder groups: administrators, parents, community members, bus drivers, custodians, counselors, school psychologists, Green County Mental Health Staff, teachers, and teaching assistants.

## **XI. Disruptive Student**

For the purpose of this Code of Conduct, a disruptive student is any elementary or secondary student under the age of 21 who is substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a staff member's authority occurs when a student demonstrates a persistent unwillingness to comply with instruction or the respective school activity, or repeatedly violates the rules for behavior.

## **XII. Student Conduct on School Buses**

The Board of Education believes it is crucial for students to behave appropriately on district school buses. (WAJ Board Policy #5750, #7340). Appropriate behavior is to ensure the safety of all passengers and not to distract the bus driver. In accordance with district guidelines and educational law, transportation is provided to district residents. While the law requires the district to furnish transportation for such students, it does not relieve parents(s) or guardian(s) of the responsibility of supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

The student who is granted the privilege of riding a school bus will be held accountable for their actions while on the school bus. All of the rules delineated in the student Code of Conduct apply to the student as well as those specific to district transportation outlined below:

1. Student will be ready when the bus arrives at the stop.
2. Students will enter and leave a bus only when it has come to a complete stop.
3. Students must obey the instructions of the bus drivers at all times.
4. When exiting the bus, the students must pass in front of the bus. In crossing the street to board a bus, or after disembarking a stopped bus, students must cross at least 10 feet in front of the bus, in full view of the driver.
5. Students must conduct themselves in a manner that will not interfere with the safe operation of the bus and, subsequently, the safety and well-being of the passengers.
6. Leaving a seat while the bus is in motion, extending any part of one's body out of the school bus window, occupying a position on the bus that interferes with the driver's vision or operation of the bus, throwing anything on the bus or out of its doors or window is not acceptable.
7. No student will be allowed to ride a school bus from school to a destination other than his/her home without written permission from his/her parent(s) or guardian(s). This destination would be for long-term placements such as a babysitter, a relative's house, etc. Trips to birthday parties, scout meetings, or any other short-term one-time event will be the parent's responsibility. The form for the bus note / change in transportation request can be found in Appendix M.
8. Students will not have in their possession any of the following:
  - a. Animals
  - b. Glass containers
  - c. Bulky or unsafe items such as snowboards and skateboards.

Within the limits of the philosophy of these regulations regarding the safety and conduct of students on school buses, the bus driver will have the authority to give directions, arrange seating, and implement rules for the safe and orderly conduct of students. Parents are reminded that riding the bus is a privilege extended by the school district and that behavior that is prohibited by this regulation is subject to the school Code of Conduct and could result in the revocation of bus privileges. (WAJ Board Policy #7340)

### **XIII. Discipline of Students on School Buses**

If a student's conduct on a school bus, according to the bus driver, is disruptive and jeopardizes the safety and orderly transportation of passengers, the driver will first make an attempt to correct any discipline problems by asking the student to behave and, if necessary, assigning seats to certain students. If this is not successful in improving the student's behavior, the district may impose disciplinary actions as follows:

1. The student and/or his/her parent(s) are given the opportunity to appear informally before the building principal to discuss the factual situation underlying the impending discipline.
2. Depending on the severity and/or number of the infractions committed by a student, a variety of corrective measures may be imposed. Consequences may include, but are not limited to, verbal reprimand/parent conference, detention, extended detention, In-school suspension, and out-of-school suspension and/or suspension or total exclusion from school-provided transportation.
3. In the event a suspension from transportation amounts to a suspension from school, the school district will make appropriate arrangements to provide for the student's education. Any such suspension will be in accordance with district policy and education law.

#### **XIV. Electronic Devices (WAJ Board Policy #7314, #8271)**

- A. Electronic devices are instruments that can be used to transmit images, sound or information from one source to another. Cell phones, iPods, and MP3 players fall in this category. Such devices shall not be used during the school day from the official start time of the school day until school is dismissed, except when part of classroom instruction or as authorized by the building principal or a technology administrator.
- B. Laptop computers, notebooks, PADs or any other hand-held computing devices brought from home may be used during school hours with the following restrictions:
  1. The device can only be used for academic purposes under the direct supervision of a classroom teacher during the instructional period.
  2. The device can be used during lunch under the following conditions:
    - a. The student has permission from the building principal or a technology administrator.
    - b. The device is used in a location other than the cafeteria under the supervision of a classroom teacher.
  3. The device can be used in study hall under the following conditions:
    - a. The student has permission from the building principal or a technology administrator.
    - b. The building principal or technology administrator has notified the study hall teacher in advance that the student will be using the device in study hall.
    - c. The study hall teacher monitors the student's use of the device for academic purposes only.
  4. In order to bring a laptop, notebook, or IPAD to school for classroom use, a student must receive permission from the building principal or a technology administrator. The classroom teacher must also agree to supervise its use for academic purposes only. If a student's Individual Education Plan (IEP) makes provisions for an electronic device, it must still be used for academic purposes only under the direct supervision of a general or special education teacher or teaching assistant.



5. WIFI is not available to students at WAJ. Accessing personal WIFI connections on any electronic device during the school hours is prohibited. If a student's Individual Education Plan (IEP) requires this resource, arrangements can be made through the Technology Department.

6. Windham-Ashland-Jewett Central School is not responsible for the loss or damage to any personal electronic device brought to school.

For a copy of WAJ's Technology / Acceptable Use Policy, see Appendix G.

## **XV. Student Behavior and Attendance at Extracurricular Activities**

### **A. Expected Behavior / Conditions**

Attending and experiencing extracurricular activities is a very important component of an educational experience. Students are reminded that while at these events, they are to behave in a manner that is representative of the high standards that are set at WAJ. Students are also expected to follow and are held accountable to the stipulations set forth in the Windham-Ashland-Jewett Central School Code of Conduct. (WAJ Board Policy # 7410).

**B. Attendance:** In order to attend an extracurricular event, a student must be in good standing.

1. Students who are suspended from school on a day of an athletic game or practice session, party, school dance, other school affair scheduled after regular school hours are not eligible for participation or attendance at such events. (WAJ Board Policy #7410)

2. In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one half (1/2) of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half (1/2) of the school day is defined as follows: from 8:30 a.m. until noon or from noon until the end of the school day. (WAJ Board Policy #7410)

3. Students listed on the Academic Ineligibility list may not attend extracurricular events.

4. If a student fails to attend an assigned detention on the day of an event, he or she forfeits his ability to attend the event.

### **C. Dances: Attendance**

Only Windham-Ashland-Jewett Central School students are allowed to attend school dances; however, pre-approved guests may attend ONLY if the Dance Guest Approval form has been completed and signed by students, parents, and principals in both school districts (if applicable). This form must be turned into the main office no later than two days prior to the event.

### **D. Dances: Procedures / Expectations**

Upon arrival to a school-sponsored dance, students must sign in and out with the advisor or his/her designee. Once a student/person leaves the building, he/she may not return. Parents have a reasonable expectation that their son/daughter will attend the dance until the end time listed; therefore, if a student wishes to leave a dance early, he/she must have a parent make verbal contact (via cell phone) to the building principal or advisor or his/her designee before leaving the dance.

## **X. Loitering/Trespassing/Supervision of Students**

Loitering is remaining in or near the school building and grounds with no reason for being there and with no authority or written permission to remain.

A person is suspected of loitering/trespassing when he/she remains in or about the school building or grounds, buses, or at a school sponsored event; not having any reason or relationship involving custody or, or responsibility for, a student or any other specific legitimate reason for being there and not having written permission from an authorized school official for being there. (Section 240.35 of the State Penal Law)

District personnel will be fully responsible for the supervision of all students in either their class or their after school activities. (WAJ Board Policy #7570)

Students working on any activity must be supervised by the teacher or staff member in charge of the activity. This applies to all school and extracurricular activities as well as sports activities and events. Permission to hold practices or meeting must not be granted unless a teacher or staff member is definitely in charge. (WAJ Board Policy #7570).

Students are only authorized to be in locker rooms immediately before or after their assigned physical education class. In addition, students may access locker rooms to change for sports practices and games. If a student needs to access a locker room at any other time, written permission must be obtained from a staff member. Unauthorized access to locker rooms shall be considered trespassing. Students *must keep their lockers locked at all times*. This is especially important during the time that they are attending physical education class. The school is not responsible for items that are lost or stolen as a result of a student's failure to properly secure personal property.

Coaches will maintain supervision over the dressing rooms by personally being present during the dressing periods. Coaches are responsible for the supervision of their athletes at the end of practice. This may entail bus duty, or making sure the students have transportation home. (WAJ Board Policy #7570)

## **XVI. 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 consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below

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

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

A. **Engage in conduct that is disorderly.** Examples of disorderly conduct include, but are not limited to:

1. Using language or gestures that are profane, lewd, vulgar or abusive.
2. Running in the hallways.
3. Making unreasonable noise.
4. Engaging in any willful act, which disrupts the normal operation of the school community.
5. Trespassing. Students are not permitted in the school building without permission from the administrator in charge of the building.
6. Computer/electronic communication misuse, including any unauthorized use of computers, software, internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use technology policy.
7. Using cellular phones, headphones, iPods, MP3 players, notebooks, iPads, or laptop computers (excluding necessary educational tools required by classroom teacher) without the permission of building principal or technology administrator.
8. Public displays of affection such as kissing, holding hands, or inappropriate touching.

B. **Engage in conduct that is insubordinate.** Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness to school, missing or leaving school without permission.
3. Skipping detention.
4. Wearing headphones during the school day.
5. Using cell phones, iPods, MP3 Players, or any other electronic device—especially after a warning has already been given.
6. Continuing behavior that has been indicated as inappropriate in the past.

C. **Engage in conduct that is disruptive.** Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Causing a public scene, which distracts students or undermines the learning environment.

D. **Engage in conduct that is violent.** Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.

2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property. (WAJ Board Policy # 7311)
8. Hazing, which includes any intentional or reckless act directed against another or the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
9. Threatening verbally or in writing to harm a school employee.

***E. Engage in any conduct that endangers the safety, morals, health or welfare of others.***

Examples of such conduct include, but are not limited to:

1. Lying to or attempting to deceive school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements of representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a bias for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern or actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Selling, using or possessing obscene material.
8. Using vulgar or abusive language, cursing or swearing.
9. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco., steroids, look-alike drugs, and any substances commonly referred to as "designer
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin drugs."
11. Inappropriately using or sharing prescription and over-the counter drugs.
12. Gambling

13. Exposure to sight of the private parts of the body. This includes sexting, participation and/or possession as a recipient of sexting.

14. Initiating a report warning of fire, bomb, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

15. Possessing, consuming or distributing vitamins or energy supplements. This includes, but is not limited to, sports supplements, creatine, or caffeine tablets.

16. Attending or participating in an unofficial senior skip day. Students who attend or participate in an unofficial senior skip day will be issued consequences at the discretion of the high school principal. Such an absence will be marked unexcused and parents/guardians will not be afforded the option to write a note stating that the student has permission to attend an activity of this nature.

17. Attending or participating in a disruptive senior prank. The district will not tolerate any potentially dangerous or disruptive senior pranks. Consequences will be given by the high school principal to students who attend or participate in any such behavior. Law Enforcement officials will also be notified if necessary.

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

G. **Engage in any form of academic misconduct.** Examples of academic misconduct include, but are not limited to:

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

H. **Engage in any conduct that violates the Windham-Ashland-Jewett Central School's Anti-Harassment in the School District policy** (WAJ Board Policy #3420). The Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital, military, or veteran status, or disability. The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes.

I. **Engage in use of tobacco or drugs.** Windham-Ashland-Jewett Central School is a Drug-Free School Zone. The school district works with the community and law enforcement officials to protect all public areas (not just school property) where children are known to congregate. The Drug-free zone designates an area around our school where students should be able to play and talk without being threatened by drug activity. State and federal law increases the penalties for drug-related activities in a drug-free school zone.

For a more detailed explanation of the district's policy on alcohol, tobacco and other substances, see section VI above.

## **XVII. Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student

possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information to a teacher, the building principal, assistant principal, guidance counselor or the superintendent.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The principal must notify the appropriate law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical.

The district may file a PINS (persons 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:

1. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
2. 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.
3. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be sufficient basis for filing a PINS petition.

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 Procedures Law §1.20 (42).

## **XVIII. Disciplinary Infractions, Penalties, Procedures, and Referrals**

### **A. Procedures and Referrals**

Disciplinary action 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. Other extenuating circumstances.

Except in cases of gross misconduct, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. A student identified as having a disability may be subject to a "Nexus" hearing prior to proceeding to the penalty phase.

The classroom teacher is required to handle discipline matters in his/her classroom. When all attempts by the classroom teacher to resolve the situation have failed, the teacher will notify the principal's office that he/she is sending a student for disciplinary reasons. In the case of serious

disciplinary situations, the teacher will notify the main office. If needed, the principal will report to the classroom to escort the student to the office.

**Due Process:** 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. Decisions will be based upon a preponderance of evidence.

A copy of each referral and resulting administrative action is sent to the parent(s), referring faculty member, and the student's discipline file.

## B. Penalties: Definitions

- REPRIMAND /WARNING ▶ Means warning given by staff member or principal (Written or Verbal)
- DETENTION ▶ Means students may be detained after school by teachers or at the discretion of an administrator. (Failure to report as assigned may result in an added penalty, E.g. reassignment of detention PLUS Extended Detention.) Main Office detention will be held Tuesdays, Wednesdays, and Thursdays 3:00-4:00.
- EXTENDED DETENTION ▶ Means students may be detained by an administrator into the evening hours. (Failure to report as assigned may result in out-of-school suspension **and** reassignment of extended detention.) Transportation from extended detention is the parent's responsibility. Detention will be held on Tuesdays and Thursdays from 3:00-5:00.
- SUSPENSION FROM TRANSPORTATION ▶ Means student may have their riding privileges suspended by an administrator or Director of Transportation. Parents will have the responsibility of transporting student to school.
- SUSPENSION FROM ATHLETIC PARTICIPATION ▶ Means students may have their athletic privileges suspended by an administrator, athletic director or coach.
- SUSPENSION FROM EXTRACURRICULAR ACTIVITIES ▶ Means students may have their extracurricular privileges suspended by an administrator or activity advisor.
- REMOVAL FROM CLASSROOM BY TEACHER ▶ Means the student is removed from the classroom environment by the teacher with notice given to the administrator. The student will then be under the supervision of the administrator or support services personnel.
- IN-SCHOOL SUSPENSION ▶ Means a quiet supervised learning environment in which the student suspended by an administrator is not in contact with other students within the school setting. **Students are prohibited from participating in any activities related to school or from appearing on school property at any time during the period of suspension.**
- OUT-OF SCHOOL SUSPENSION ▶ Means removal from school by an administrator with the cooperation of parents and/or person in a parental relationship. A parent conference may be required when a student returns to school after a suspension. **Alternative education** (tutoring) for a suspended student less than 16 years of age will be arranged by the school district if the parents agree. The principal can suspend a student from one to five days. The superintendent can suspend for more than five days. Students are responsible for making up work missed as a result of a suspension. **Students are prohibited from participating in any activities related to school or from appearing on school property at any time during the period of suspension.**
- SUPERINTENDENT'S HEARING ▶ Means a hearing before the superintendent or his appointed hearing officer. This is invoked as needed following flagrant or repeated violations of the Code of Conduct. The student has the right to be represented by an attorney or designee; the right to present witnesses and other evidence in his/her behalf, and the right to cross-examine opposing witnesses.
- EXPULSION / PERMANENT REMOVAL ▶ Means the student is permanently removed from school by the superintendent.



<b>C. INFRACTIONS / PENALTIES</b>	<b>1st Offense</b>	<b>2nd Offense</b>
Being in any school area without an appropriate pass	1-7	2,3,4,6,8,12,13
Tardiness	1-7	2, 3, 4, 6, 8, 9, 12, 13
Unexcused absence from class	2-4, 6,	4, 6-9, 12, 13
Bus Offenses	5, 9, 11, 12, 13, 17,	6-14, 17
Motorized Vehicle Offense	5, 6, 8, 9, 11,	6, 8, 9, 14,
Disrespectful language / gesture	1-3, 6, 8, 9, 12, 13,	5-9, 11, 12, 13,
Inappropriate attire	5,	6, 7, 8, 9,
Refusal to follow reasonable requests	5, 6-10, 12, 13,	6-10,11-13
Disorderly conduct	1-3, 5, 6, 8, 9,	5-14
Tardiness to school	5, 6,	7, 8, 9, 12, 13,
Unexcused absences from school	6, 7, 8, 9,	7-13
Throwing food / objects in cafeteria	5-13	6-13
Theft	6-14	8-14
Extortion	7, 9-14	7, 9-14
Destruction of property	6-14	7-14
Harassment / Bullying (includes cyberbullying)	6-14	7-15
Forgery	6-14	6-14
Gambling	8-13	9-14
Academic misconduct	3-13	6-13
Blatant defiance of authority	6-14	7-14
Use or possession of tobacco products	7, 9, 11-13	7, 9, 11-13,
Leaving school without permission	6-9	6-13
Verbal threat to staff	6-14	6-14
Fighting - willing participant	7-14	7-14
Physical assault	9-15	9-15
False fire alarm / bomb threat	7, 11-15	7, 11-15
Weapons	7, 11-14	7, 11-15
Arson	7, 11-14	7, 11-15
Explosives	7, 11-14	7, 11-15
Drugs including alcohol possession, use and or sale of over the counter and prescription drugs	7, 11-14	7, 11-15
Personal Electronic equipment	6	8-13
Attending / participating in an unofficial senior skip day	7-9, 11-14, 16	7-9, 11-14, 16
Participating in a potentially dangerous or disruptive senior prank	7-9, 11-14, 16	7-9, 11-14, 16
Sexting (participation or possession)	7-11, 14,	7-11, 14,
Use/Possession of fireworks, stink bomb, incendiary device	7, 9, 11-13	7, 9, 11-13

- |  |   |
|--|---|
| 1. Verbal reprimand by teacher               | 9. In-school suspension                                   |
| 2. Teacher-selected alternative to detention | 10. Removal from class                                    |
| 3. Teacher-given detention                   | 11. Out-of-school suspension                              |
| 4. In-class restriction – no passes          | 12. Loss of some specified class privileges               |
| 5. Administrative reprimand                  | 13. Loss of all school/class privileges                   |
| 6. Administrative-issued detention           | 14. Police involvement                                    |
| 7. Parent conference                         | 15. Referral to Response to Intervention Team             |
| 8. Extended detention                        | 16. Prohibited from attending/participating in graduation |
|  | 17. Loss of transportation privileges                     |

**KEY**

D. Suspensions (WAI Board Policy #7313)

1. **Suspension from transportation:** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or child gets to and from school safely.

2. **Suspension from athletic participation, extracurricular activities, and other privileges:** A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

3. **In-school suspension:** In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with his/her classwork while attempting to reinforce acceptable behavior, attitudes and personal interaction. (WAI Board Policy #7313)

4. **Out-of-school suspension: - Five days or less:** The principal shall have the power to suspend a student for a period not to exceed (5) school days. When the principal ("suspending authority") proposes to suspend a student for five (5) school days or less, the suspending authority shall provide the student with the notice of the charged misconduct. If the student denies the misconduct, the suspending authority shall provide an explanation of the basis for the suspension. When suspension of a student for a period of five (5) days or less is proposed, administration shall also immediately notify the parent/person in parental relation in writing that the student may be suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within twenty-four (24) hours of the decision to propose suspension at the last known address or addresses of the parents/persons in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/persons in parental relation. The notice shall provide a description of the incident(s) for which the suspension is proposed and shall inform the student and the parent/person in parental relation of their right to request an immediate informal conference with the principal in accordance with the provisions of Education Law Section 3214(3)(b). Both the notice and the informal conference shall be in the dominant language or mode of communication used by the parent/persons in parental relation. At the informal conference, the student and /or parent/person in parental relation shall be authorized to present the student's version of the event and to ask questions of the complaining witnesses. The notice and opportunity for informal conference shall take place prior to suspension of the student unless the student's presence in the school poses a

continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place soon after the suspension as is reasonable practical. (WAJ Board Policy # 7313)

**5. Out-of-school suspension: More than five school days:** In situations where the Superintendent determines that a suspension in excess of five (5) school days may be warranted, the student and parent/person in parental relation, upon reasonable notice, shall have had an opportunity for a fair hearing. At the hearing, the student shall have the right of representation by counsel, with the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf. Where the basis for the suspension is, in whole or in part, the possession on school grounds or school property by the student of any firearm, rifle, shotgun, dagger, dangerous knife, dirk, razor, stiletto or any of the weapons, instruments or appliances specified in Penal Law Section 265.01, the hearing officer or Superintendent shall not be barred from considering the admissibility of such weapon, instrument or appliance as evidence, notwithstanding a determination by a court in a criminal or juvenile delinquency proceeding that the recovery of such weapon, instrument or appliance was the result of an unlawful search or seizure. (WAJ Board Policy # 7313)

**6. Minimum periods of suspension:** Pursuant to law, Commissioner's Regulations and the *District's Code of Conduct*, minimum periods of suspension shall be provided for the following prohibited conduct, subject to the requirements of federal and state law and regulations:

- a.) Consistent with federal Gun-Free School Act, any student who is determined to have brought a weapon to school or possessed a weapon on school premises shall be suspended for a period of not less than one (1) calendar year. However, the Superintendent has the authority to modify this suspension requirement on a case-by-case basis.
- b.) A minimum suspension period for students who repeatedly are substantially disruptive of the education process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. The definition of "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority" shall be determined in accordance with the Regulations of the Commissioner.
- c.) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a), provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. (WAJ Board Policy #7313)

## **7. Appeals**

The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the

superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

**8. Exhaustion of Administrative Remedies:** If a parent/person in parental relation wishes to appeal the decision of the principal, assistant superintendent, or superintendent to suspend a student from school, regardless of the length or the student's suspension, the parent/person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education.

#### E. Teacher Removal from Class

A student's behavior can affect the teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

1. Short-term "time out" in another classroom or in an administrator's office.
2. Sending the student to the principal's office for the remainder of the period.
3. Sending the student to a guidance counselor or other district staff member for counseling.

Standard classroom management techniques such as these do not constitute disciplinary removals for the purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

1. A teacher removing a disruptive student from the classroom must inform the student and the principal or the principal's designee of the reasons for removal. The student must be given an opportunity to informally present the student's version of relevant events prior to the removal; however, if the teacher finds that the student's presence in the classroom poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the teacher has 24 hours from the student's removal

to provide the student the requisite explanation of the basis for removal and informal opportunity to be heard. The teacher must also meet with the principal as soon as possible to discuss the removal, but no later than the end of the school day. If the principal is not available by the end of the school day, the teacher must meet with the principal prior to the beginning of classes on the next school day.

2. The principal, or the principal's designee, must inform the student's parents of the removal and the reasons therefore within 24 hours of the removal and, on request, give the student and the student's parents an opportunity for an informal conference with the principal or principal's designee to discuss the reason for the removal. The principal may require the teacher who ordered the removal to attend the informal conference. If the student denies the charges, the principal or the principal's designee must provide an explanation of the basis for the removal and an opportunity for the student and or the student's parents to present the student's version at an informal hearing to be held within 48 hours of the student's removal.
3. The principal or the principal's designee may set aside the teacher's disciplinary action upon a finding that the charges against the student are unsupported by unsubstantial evidence; or that the removal constitutes a violation of law; or that the conduct warrants suspension from school and a suspension will be imposed. The principal must make this determination by the close of business on the day after the 48 hour period for an informal hearing.
4. Students removed from a classroom by their teacher can return to the classroom only after the principal or the principal's designee determines whether or not to set aside the removal or the period of removal expires, whichever is less.
5. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.
6. Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that a removal will not violate the student's rights under state or federal law or regulation.

#### **XIX. Alternative Instruction**

When a student of any age is removed from class by a teacher or when a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

#### **XX. Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to invoke procedural protection prior to suspending, removing or otherwise disciplining students with disabilities to address disruptive or problem behavior. The board is committed to ensuring that the procedures followed for

suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

The code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law regulations.

**A. Authorized Suspensions or Removals of Students with Disabilities**

1. For purposes of this section of the code of conduct, the following definitions apply.
  - a. A "suspension" means a suspension pursuant to Education Law § 3214.
  - b. A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.
  - c. An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.
2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
  - a. The board, the district (BOCES) superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
  - b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
  - c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
  - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special

education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

- 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 ½ inches in length."
- 2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substance Act specified in both federal and state law and regulations applicable to this policy.
- 3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or to others.

#### B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:

- a. For more than 10 consecutive days; or
- b. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal. However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

#### C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
  - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year of imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.
  - b. If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.
  - c. If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.
2. A conduct manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
  - a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
  - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
    - 1) Conducted an individual evaluation and determined that the student is not a student with a disability, or



- 2) Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

4. The district shall provide parents with notice of disciplinary removal no later than the date in which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

5. The parents of a student with disabilities subjected to a suspension of five consecutive school days or less shall be provided with the same opportunity for and informal conference available to parents of non-disabled students under the Education Law.

6. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

7. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

8. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

#### D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

- a. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substance, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
  - b. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

#### E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to which a crime is reported.

## **XXI. Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden; however, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.

3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts. (WJ Board Policy #7350)

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

## **XXII. Comprehensive Attendance Policy**

The Windham-Ashland-Jewett Central School Board of Education recognizes that student attendance is an important component of students' success. Numerous studies have shown the importance of the relationship between student attendance at school and academic achievement. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter. Daily attendance creates an environment, which fosters subject competency, continuity of learning, and responsibility, all of which are integral to the education process. It also fosters and helps to build a positive work ethic and attitude, which will serve the student well in future careers.

For these reasons, the Windham-Ashland-Jewett Central School Attendance Policy takes into consideration class participation as a crucial component of student's grade. Active participation is an integral part of every course offered in school. Class participation shall be evaluated according to guidelines that will be clearly stated to students by their teachers at the beginning of each course. It should be clearly understood that excessive absences might result in the loss of course credit.

### **Comprehensive Attendance Policy (WJ Board Policy #7110)**

#### **A. Objectives of the WJ 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.

#### **B. Definitions: Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:**

1. *Scheduled instruction:* Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. *Absent:* The pupil is not present for the entire day/period of the pupil's scheduled instruction.
3. *Tardy:* The pupil arrives later than the starting time of the pupil's scheduled instruction.

4. *Early departure*: The pupil leaves prior to the end of the pupil's scheduled instruction.

5. *Excused*: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse on file at the school within five (5) days. Such excused, non-appearance shall include:

- a) *Personal illness*
- b) *Illness or death in the family*
- c) *Religious observance*
- d) *Quarantine*
- e) *Required court appearance*
- f) *Attendance at health clinics or other medical visits*
- g) *Approved college visits*
- h) *Approved school-sponsored trips*
- i) *Military obligations*
- j) *Absences approved in advance by the building principal*
- k) *Other reasons approved by the Commissioner of Education*

An [excused] absence for which makeup work has been completed will not prevent loss of credit.

6. *Unexcused*: Any absence, tardiness, or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips, family vacation, oversleeping, skipping class, and any other absence that is not excused.

7. If a note for absences/tardiness is not received within five (5) [school] days of the occurrence, it will be recorded as unexcused. If an absence is recorded as unexcused, the student may not be permitted to make up work missed and credit for the day's work may be denied. Telephone excuses by law are NOT considered legal and must be confirmed by a written excuse. A template for a written absence excuse can be found in Appendix N.

8. While absences due to vacations and non-school-related athletic competitions are unexcused, missed work will be accepted if the parent provides written permission to the building principal no less than five school days in advance. If the principal approves the request, the student may then get the missed work in advance from the teacher. The absence, however, will still be considered unexcused. The missed work must be submitted / made up immediately upon the return of the student to school, but no later than five days after the student's return to school.

### C. Attendance Requirements

#### 1. Attendance for Course Credit

a. In order to earn course credit, a student may not miss more than (10) ten days in a semester course or twenty (20) days in a two-semester course.

- 1.) For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses any part of class, whether through tardiness or early departure.

- 2.) Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education sessions.
  - 3.) Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have requested and been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
- 1.) The district shall notify the student and his/her parent(s) or persons in parental relation when the student accumulates unexcused absences at a rate that if continued will result in a loss of credit. Notification will be made at the 3<sup>rd</sup>, 6<sup>th</sup>, and 10<sup>th</sup> unexcused absence for a semester course and at the 3<sup>rd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, 14<sup>th</sup>, and 20<sup>th</sup> unexcused absence for a full year course. The notice will include the school's attendance for credit policy and the number of unexcused absences a student may accumulate before losing the right to earn credit, and the number of unexcused absences to date.
  - 2.) An excused student absence, for which a student has performed any assigned make-up work, should not be counted as an absence for the purpose of determining a student's eligibility for course credit;
  - 3.) Where a student is in jeopardy of losing credit for excessive absences, the principal or his or her designee shall be responsible for reviewing attendance records and determining eligibility for makeup work for excused absences. This review will occur only upon request by the student. The student will be responsible for arranging makeup opportunities with their teachers.
- c. The pupil's parent or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:
- 1.) Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
  - 2.) For every three unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused nonpresence.
- d. Disciplinary Procedures
- The pupil may be subject to disciplinary procedure for unexcused absence, tardiness, or early departure. This may include verbal and written warnings,

detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

e. Incentives

District teachers shall work with the building principal and attendance clerk to create and implement classroom-based and school-wide based programs for excellent attendance.

f. Intervention Strategy Development

The building principal shall meet at each marking period with the attendance clerk and teachers as he or she determines necessary to review student attendance records; address identified patterns of unexcused pupil absence, tardiness, and early departure; and review current intervention methods. Where the building principal determines that existing intervention policies or practices are insufficient, the building principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

g. Counseling

The District shall provide school counseling to students with chronic attendance problems.

h. Appeal Process

In the event there are unforeseen circumstances that reach beyond the scope of this policy, a process of appeal is available to evaluate each situation and determine impact on instruction as it relates to credit promotion.

A written request, including an explanation of the circumstances requiring an appeal must be received by the building principal no later than two (2) weeks prior to the end of each marking period. A committee consisting of the building principal, Director of Guidance, the school nurse, and a teacher representative will meet to discuss and evaluate the information provided. Parents may represent information provided from the written request in person at the meeting. A determination will be rendered and written notice provided within (5) five business days.

The Superintendent, CSE Chairperson, or other school official may sit in on an appeal or provide information or input when appropriate.

- i. The Board shall designate the Building Principal as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

**XXIII. Released Time of Students** (WAJ Board Policy # 7111)

A. Parents are urged to make appointments with physicians, dentist, special tutors, etc., *after school hours*. If a request is necessary, parents should make note of the date, time and reason

for the release. **Children cannot be excused without advanced written request by parent/guardian, and must be released in care of parent/guardian, unless otherwise noted.** Written requests from the parent/guardian for the release of students generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The building principal shall assume this responsibility or shall designate an individual to review and approve all requests.

B. Released Time for Religious Instruction: A student will be released for religious instruction for a maximum of one hour each week upon the presentation to his/her administrator of a parental request in writing.

C. Student Dismissal Precautions:

1. No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian, or by verbal consent by custodial parent.
2. A student may be released to either parent unless a custodial parent supplies the Superintendent of Schools with a certified copy of a court order or divorce decree to the contrary.
3. The Superintendent shall develop procedures to enable parents and guardians to amend the list of persons authorized to obtain the release of their children.

#### XXIV. **Student Searches and Interrogations** (WAJ Board Policy #7330)

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned and will inform parents, as soon as reasonable, when a student is the subject of an investigation.

In addition, the Board authorized the superintendent, building principal, school nurse or any district security official to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the school violated the law or the district code of conduct.

Searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched, unless safety concerns require otherwise.

A. **Student lockers, desks, and other school storage places:** The rules of this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to

these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

**B. *Documentation of searches:*** The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched
2. Reasons for the search
3. Name of any informant(s)
4. Purpose of search (that is, what item(s) were being sought)
5. Type and scope of search
6. Person conducting search and his or her title or position
7. Witness, if any, to the search
8. Time and location of search
9. Results of search (that is, what item(s) were found)
10. Disposition of items found
11. Time, manner, and results of parental notification

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

**C. *Police involvement in searches and interrogations of students:*** District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. There are limitations to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students when they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.



3. They may request the presence of an attorney.

The District will refer all conduct issues, which may involve drug testing or body searches to the police and will not conduct such investigative procedures.

**D. Child Protective Services Investigations:** Consistent with the district's commitment to keep students safe from harm and obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. A school official will be present during all interviews. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel will conduct the exam and will inform the agent of the results.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent. Child Protective Services must inform a parent within 24 hours of an interview.

## **XXV. Visitors to School**

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's pass which must be worn at all times while in the building. The visitor must return to the main office to sign out before leaving. (WAJ Board Policy #3210)
3. Visitors attending school functions that are open to the public, such as parent-teacher conferences, organization meetings, or public gatherings are not required to register at the main office.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class

disruption is kept to a minimum. Individuals must ask the principal in advance to observe classes.

5. Parents are encouraged to make “drop-offs” and “pick-ups” at the main entrance lobby before and after school. Unless they have an appointment and have signed in at the front desk, parents are not permitted in the hallways or classrooms prior to the start of school, during the school day or after the school day. Elementary teachers will escort their students to the main lobby where they can take the bus home or be released to the parent or his/her designee.

6. Teachers are expected not to take class time to discuss individual matters with visitors. Individuals wishing to speak with a teacher should make an appointment in advance. When a visitor shows up without an appointment, the principal will determine if the teacher is available to see the visitor.

## **XXVI. Volunteers**

The Board recognizes the value of using school volunteers to support District instructional programs and extracurricular activities. The purpose of these volunteers will be to:

- A. Assist employees in providing more individualization and enrichment of instruction;
- B. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- C. Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist superintendents, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District’s insurance program.

All volunteers must be cleared by administration prior to working with students. (WAJ Board Policy #3150) This does not apply to parent members of school-approved organizations (E.g. PTA, Booster Club, etc.) or classroom activities or extracurricular activities or organizations that utilize parent volunteers (E.g. Classroom parent, parents who assist class advisors, etc.).

## **XXVII. Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers, and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

#### A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed. Any unauthorized person on school property will be considered an intruder and will be asked to leave school premises immediately and will be subject to arrest and prosecution if he or she refuses. The Superintendent will be notified in such cases.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property or at school functions.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

#### B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

### C. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal action against any person violating the code.

## **XXVIII. Pets and Other Animals on School Property**

In order to maintain a safe and healthy environment for students, staff, and visitors, permission to allow dogs and other animals on campus during the school day is prohibited unless permission is granted by the building principal and/or superintendent. Permission forms are located in the main office and must be submitted to the building principal. Proof of rabies shots and up to date vaccination records must be submitted with the request. Additionally, the school nurse will need to rule out any allergy or other medical concerns for any students who will be in contact with the animal.

A service animal that has been trained to work with an individual with a disability will be permitted (per American with Disabilities Act, 28 C.F.R. Part 36); however, this allowance must be approved by the CSE Chairperson and the superintendent.

## **XXIX. Dissemination and Review of Code of Conduct**

- A. The Board will work to ensure that the community is aware of the code of conduct by:
1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
  2. Making copies of the code available to all parents at the beginning of the school year.
  3. Making a copy of the code available on the school website: [www.wajcs.org](http://www.wajcs.org)
  4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
  5. Providing all new employees with a copy of the current code of conduct when they are first hired.
  6. Making copies of the code available for review by students, parents, and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding service programs pertaining to the management and discipline of students.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to the code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students, and any other interested party may participate. The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after its adoption.

## EMERGENCY SCHOOL CLOSINGS

During inclement weather, listen for the Global Connect automated phone call from the building principal. You may also listen to radio and television stations WRIP, WCKL, WGY, and WRGB for school closings. There may also be times when it is necessary to close school before the normal dismissal times. For the protection and safety of your children, it is necessary that your child knows, and can get to, an alternate residence if a responsible individual is not home during the day. These arrangements should be clear to both your child and the people expecting your child. PLEASE NOTE: When school is delayed, there is no BOCES transportation in the morning.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day or evening. (WAJ School Policy #3510)

## PARKING

On-campus parking is available to juniors and seniors in designated areas. To obtain a parking permit, students must complete the parking application, provide proof of insurance, provide a copy of a valid driver's license, and obtain parent and administrative permission. Students who have lost on-campus driving privileges may use the municipal parking lots which are located within the town, subject to the approval of controlling authorities. *Students are not permitted to return to or operate the vehicle until after the school day has ended.*

Students driving to and from school and parking on school grounds should note that this is a privilege, not a right, and can be lost if this policy or the Disciplinary Code is violated. (WAJ Board Policy #7341)

The Student Parking Permit Application / Vehicle Registration and WAJ Student Parking Regulations can be found in Appendix A.

(See also WAJ Board Policy #3290)

## WORKING PAPERS

Working papers are needed by students between the ages of 14 and 18 in order to obtain employment. Working paper applications may be picked up in the main office.

- A physical examination is necessary in order to obtain working papers. The school nurse can help you arrange this examination.
- After parent/guardians complete the application form and a doctor completes the physical form, both forms are to be returned to the main office. Once the paperwork is complete, the Working Card will be issued.

## WAJ COMMUNITY PLAYGROUND

The Creative Play Area is available for use with the following regulations:

- Hours of use-sunrise to sunset when school is not in session.
- A supervising adult must accompany children age 12 and younger. The use of the playground area by children is the responsibility of the supervising adult and not the school district.
- Throwing gravel and wood chips is prohibited.
- Climbing over handrails is prohibited.

- Alcoholic beverages and illegal drugs are prohibited.
  - Glass containers are prohibited.
  - Open-toed shoes are prohibited.
- By observing these rules we help to ensure our children a safe and healthy play environment.

Please see Appendix K for playground rules used during the school day.

reporting to the study hall teacher for permission to do so and properly signing out with the study hall teacher. Failure to follow this process will result in a disciplinary referral and loss of pass privileges.

- Students who abuse pass privileges will lose pass privileges and may be subject to additional disciplinary action.
- All students in the halls during school, except between periods and at dismissal, must have a pass stating the reasons for their being there.

## **PASSES**

Once the school day begins, except for the time between classes, students must use a pass when going from one place to another within the building. Passes will be issued, dated and signed by a teacher supervising the student. Study hall teachers have complete authority over whether or not to honor a pre-signed pass.

- If a student leaves a class or study hall, a pre-signed pass from an academic teacher is required in order for the student to leave study hall. Study hall teachers may NOT issue passes to any location in the building other than the restroom, nurse, guidance office, or main office.
- Students will not be excused from any classroom unless an emergency arises.
- Permission to go to the library will be granted by the classroom teacher, who will furnish the student with a pre-signed pass to use during a study hall. No student will go from the study hall to the library or from the study hall to another destination without first

## **STUDENT GUESTS AND VISITORS**

Students' guests are not permitted on school grounds during the school day. All visitors must enter at the end of the school day unless previously approved by the principal or his/her designee. All visitors must sign in at the office upon entering the building.

## **NATIONAL HONOR SOCIETY**

The National Honor Society and The Junior National Honor Society promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Schools are chartered and their chapters follow the national constitution. (WJ Board Policy #7430)

For information concerning requirement for membership in NHS or JNHS, see Appendix C.

## **ATHLETE'S CODE OF CONDUCT**

It is an honor to be selected as a team member and to represent the Windham-Ashland-Jewett Central School District. Only those students in

good standing at Windham-Ashland-Jewett School may become a member of an athletic team. Students must recognize that participation in the athletic program is a privilege, not a right, and that this privilege can be denied. Thus, being an athlete presumes responsibility to yourself, your family, your teammates, your coaches, your school, and your community. (WAJ Board Policy #7410)

An athlete is expected to exhibit exemplary behavior in school, at home, at all contests, and in his/her personal life. Behavior reflecting discredit to oneself or the athletic program could lead to suspension or dismissal. Every athlete is expected to adhere to the Athlete's Code of Conduct. See Appendix B.

### **MONEY OWED BY STUDENTS**

Any student who owes the school money for any reason: class projects, library fees, textbooks, or any other reason, must pay the money owed before requesting any school document (E.g. report card, transcript).

### **FIRE DRILLS**

Fire drills, at regular intervals, are required by law, and are an important safety precaution. It is essential that when the fire alarm sounds, everybody obeys orders promptly and SILENTLY and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions. WALK, DON'T RUN. All teachers must have a class list in their possession and take attendance as soon as they reach the designated location for safety.

Fire Drills are scheduled in accordance with WAJ Board Policy #5683.

### **LOCKS / LOCKERS**

Lockers are assigned to students based upon their grade level. Students are required to use the school locks on their lockers unless other arrangements have been made with the building principal or CSE office. Students should not share their lockers with other students, nor should they give their combination to another student. Additionally, students have no reasonable expectation of privacy with respect to lockers and school officials retain complete control over them. This means that student lockers may be subject to search at any time by school officials, without prior notice to students and without their consent.

### **LOST AND FOUND**

The school is not responsible for lost items. Students finding books, clothing, or other items should turn in these items to the main office. Students looking for lost items should check the main office as well.

### **POSTERS / FLYERS**

Students and/or school organizations wishing to place posters on the walls in the corridors must have the posters approved by the building principal. Criteria include neatness, spelling, relevancy and good taste. Only flyers or posters for school-sponsored activities may be posted in the halls or sent home with students (WAJ Board Policy #3272). Community organizations may place flyers in the main lobby with the approval of the building principal.

### **LIBRARY**

We are very proud of our Library and urge each student to take full advantage of the facility. It is open before school, during lunch and study halls, and after school on designated days at the



discretion of the librarian. During school hours, passes must be presented to gain entrance. The librarian has the authority to revoke library privileges at any time.

### **FIELD TRIPS**

Field trips are an integral part of the school program. The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools (WAJ Board Policy #8460). When field trips are taken, it is imperative that the experience be a worthwhile one that will provide learning opportunity not similarly available in the regular classroom setting. This is extremely important, since many field trips cause students to miss classes other than the one pertinent to the trip. In order to permit sufficient preparation time for students and staff prior to the exam period at the end of the year, no field trips should be scheduled after June 1 in grades 7-12. Students are responsible for all work missed when they attend a field trip. No student will be allowed to attend a field trip if the required field trip form has not been completed, signed by a parent, returned to the teacher, and approved by the school nurse. The main office will retain copies of all field trip permission forms as an emergency back-up while the students are on the field trip.

### **LEGAL CUSTODY OF STUDENTS**

Occasionally domestic problems involving child custody are brought to the attention of the school. School officials do not pass judgment in these cases. The responsibility of legal guardianship rests with the family and the courts. Legal documents must be on file with the main office if any restrictions have been established regarding a child's custody. The

district will not release information to anyone who is not legally entitled to receive such information; therefore, parents must make every effort to be sure the main office is provided with the most up-to-date legal documents as well as the names of authorized adults to whom the district may release the student or information about the student. This request must be made in writing and presented to the main office in person.

### **ACADEMIC INELIGIBILITY POLICY**

Students in grades 7-12 who have grades below 65% or incompletes in two (2) or more subjects will be placed on INELIGIBILITY for a period of five (5) weeks.

For a copy of this policy, see Appendix D.

### **STUDENT HEALTH SERVICES**

*Student Illness:* If a student is injured or ill, he/she should tell a teacher and ask for a pass to the nurse. If the nurse deems it necessary for the student to leave school, the parent or designee will be notified. Students and/or their parents must sign out through the main office.

The school nurse is authorized to administer emergency first aid. If an injury appears serious, the parents are notified and transportation to home or to the hospital is arranged. It is very important that the school be provided with completed *Emergency Information Authorization Form* for each student. This form must have all parent contact numbers as well as a parent designee in case the parent cannot be reached.

*Medication:* If a student needs to take any medication, PRESCRIPTION or NONPRESCRIPTION, during the school day, he/she must follow these rules:

- All medication to be given at school, including over the counter medication, must be brought to the health office by the parent, with a physician's prescription which indicates the frequency and dosage. The condition for which the child is being treated should also be noted. Medication must be in the original container prepared by the pharmacist or drug manufacturer.
- No student is permitted to carry medication on school grounds. Parents or parent designee MUST deliver and pick up any medication.
- There are special circumstances in which students are given permission to "self-carry" medications to use as needed. Approval from the school nurse and written prescriptions are required to "self-carry."
- **Students carrying medications (prescription and non-prescription) without proper authorization as stated above are subject to disciplinary action.**  
(WAJ Board Policy #7513)

*Health Insurance:* The district carries a student accident insurance plan to supplement the insurance carried by the student's family. The policy covers all students enrolled in a regular school at no charge to the student or his/her family. The accident policy covers students while they are traveling to and from school, during the school day, or participating in any school-sponsored activity such as field trips or athletic events. Please remember that the policy does not cover all accidents that may occur. If your child is injured in any of the conditions described above,

please contact the nurse's office immediately. (WAJ Board Policy #7520)

*Communicable Diseases:* If your child contracts a communicable disease, you must notify the school nurse as soon as possible. A prompt report will help protect the health of the other students. If your child is contagious, he or she may be excluded from school. (WAJ Board Policy #5691)

*Immunizations:* State and Public Health Laws require that pupils must be immunized prior to entrance into public school. It is important that parents review immunization records to ensure that their child can enter school. (WAJ Board Policy #7511) Minimum vaccination requirement for school attendance:

K-12 (Born before 1985)

- 3 Diphtheria Toxic
- 3 Polio
- 1 Measles
- 1 Mumps
- 1 Rubella

K-12 (Born after 1/1/85, but before 1/1/93)

- 3 Diphtheria Toxic
- 3 Polio
- 2 Measles
- 1 Mumps
- 1 Rubella

K-12 (Born after 1/1/93)

- 3 Diphtheria Toxic
- 3 Polio
- 2 Measles

- 1 Mumps
- 1 Rubella
- 3 Hepatitis B

If born after 1/1/98,

- All of the above plus 1 Chicken Pox

Please note that all children entering 7<sup>th</sup> grade need 3 Hepatitis B Inoculations.

According to NYS Law, students entering 6<sup>th</sup> grade in September 2007 are required to be immunized against Varicella (chickenpox) or have Doctor's documentation of having had the disease.

Students 11 years of age or older, entering 6<sup>th</sup> grade, must receive an immunization containing tetanus toxoids, diphtheria and acellular pertussis (Tdap).

#### **CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

WAJ provides and maintains on-site functional cardiac automated external defibrillators (AEDs) as defined by Public Health Law Section 300-b for use during emergencies. (WAJ Board Policy #5685)

#### **REGISTRATION AND NEW STUDENTS**

In order to register a child to attend the Windham-Ashland-Jewett Central School, the parent/guardian must bring the child's birth certificate, social security card, health record, and an authorized record of immunization to the guidance office. Furthermore, the parent/guardian needs to bring two

proofs of residency. To be registered in Kindergarten, a child must be five years old before December 1<sup>st</sup> of the year the child is to enter kindergarten (WAJ Board Policy #7120, #7130). Each spring, the school district will notify parents via mail, radio, and newspaper regarding registration dates and times (WAJ Board Policy #7121).

#### **ACADEMIC INTEGRITY**

Students are expected to observe the district's standards of academic integrity. These are given in Appendix E. Failure to observe these standards may result in a range of penalties including grade reduction and school suspension. WAJ expects all students, parents, and faculty to promote academic integrity. This means that students are responsible for completing their own work, and teachers and parents are responsible for helping students to access appropriate resources that allow them to internalize the skills and content knowledge taught in the classroom. Students learn more and attain a feeling of accomplishment through their own hard work and initiatives.

Knowing how to acknowledge sources when engaged in research is a very important part of academic integrity. Any time a source is directed quoted, paraphrased or summarized, the student must give credit to the author. Students should follow these rules of academic integrity:

- Do your own work.
- Don't let others use or copy: classwork, homework, quizzes, and tests. Others should not

get credit for work that you have done.

- If you are helping someone, do not do the work for him or her.
- If you are working in a group, follow the teacher's directions on sharing work.
- Be truthful.
- If you are uncertain about the directions, ask the teacher for clarification.

Students who fail to follow these rules will face disciplinary consequences.

### **SENIOR PRIVILEGES**

To be eligible for senior privileges, the senior must meet the following conditions:

- Have an overall average of 80% (including BOCES programs) at the end of each marking period.
- Not be on the Academic Ineligibility list at the end of the five or ten week period each marking period.
- Do not owe any detentions or other disciplinary consequences.
- Be in good disciplinary standing (no record of suspensions out of school).
- Maintain a 85% attendance rate.
- Return the Senior Privilege Contract (signed by senior and parent).

For more information about senior privileges, see Appendix F.

### **STUDENT SUPERVISION**

Students must be supervised in school at all times. Students who walk to school or get dropped off at school must remain in the cafeteria until 7:45 a.m. when they can report to their classrooms. Under no circumstances should students report to class before 7:45. Likewise, students who get picked up after school must remain in the cafeteria under the supervision of the monitor until their parents arrive.

### **PARENT TEACHER CONFERENCES**

Report cards are distributed quarterly. Parent / Teacher conference dates are marked on the school calendar. We encourage parents to notify the teacher in writing or by phone or email whenever they feel any additional conferences are needed.

### **MORNING PROGRAM**

Morning Program is a regularly scheduled assembly for grades K-6 that provides a forum for elementary students.

**Philosophy:** We believe that academic success in school is closely linked to a student's positive self-concept. Therefore, starting the school day together on a positive note will install in each student positive feelings about school, themselves and each other.

Academics, citizenship, and positive interaction between students and staff will be the basis of the Morning Program. It is our purpose to instill a positive attitude that we belong and that we count through a variety of activities.

*Goals: Children in the Morning Program will:*

- Be happier about school learning.
- Feel that they are an important part of our school.
- Develop a positive self-concept.
- Take pride in their surroundings—whether they are classroom, school, home or community.
- Be exposed to a variety of positive experiences.

### **THE GOLDEN RULE**

The two Golden Rules are:

1. Be kind to yourself and others.
2. Let others work and learn without being disturbed.

The students at WAJ are expected to learn and follow these rules to ensure a positive, productive learning environment.

### **HOMEWORK RECOMMENDATIONS**

The Board of Education acknowledges the educational value of homework as an adjunct to and extension of the instructional program of the schools. (WAJ Board Policy #8440)

Please see Appendix L for recommendations from the Homework Taskforce for grades K-6.

### **PARENT TEACHER ASSOCIATION (PTA)**

The Windham-Ashland-Jewett Central School has an active and committed PTA which works to support the school's mission statement. Parents are encouraged to attend PTA meetings which occur on the first Wednesdays of each month at 7:00 p.m. in the WAJ library. Parent involvement is a critical component in a child's success. The WAJ PTA provides a wide variety of ways for parents to be involved and support their child's school.

The Board of Education recognizes that the goal of the Parent-Teacher-Student Association is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic, and social education (WAJ Board Policy #3250)

### **BOOSTER CLUBS**

Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, sexual orientation, color, national origin, ethnic background, disability, religion or any other arbitrary criteria.

Rules and regulations will be established to govern the activities of booster clubs and other related organizations. The Board further requires that:

1. Financial records be maintained and made available, upon request, for Board and/or public inspection;
2. Fundraising activities be approved in advance by the Superintendent; and

3. Groups wishing to make a contribution adhere to the District's policy and regulations regarding the acceptance of gifts. (WAZ Board Policy #5230)

The Board retains final responsibility and authority on all activities which have an impact on students, the school, school programs, and/or school-owned property. Violations to District policy or regulations may result in the dissolution of the club or organization. (WAZ Board Policy # 3260).

### **COMMUNITY USE OF SCHOOL FACILITIES**

Any organization / person wishing to use the district facilities for any purpose must secure permission from the building principal and Supervisor of Building and Grounds. This permission can be secured by submitting a *Building Use Request Form* to the main office. (WAZ Board Policy # 3280)

### **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

Homeless children and youth shall be educated as part of the school's regular academic program. All decisions regarding homeless children will be made in alliance with McKinney-Vento Homeless Education Assistance Act as reauthorized by the No Child Left Behind Act of 2001. (WAZ Board Policy #7131) Students who become homeless during their enrollment at WAZ are encouraged to see their school counselor or any other support personnel for assistance.

### **STUDENT BICYCLES**

Students are permitted to ride bicycles to school. Bicycles must be parked and locked in the designated rack areas. While on school grounds, all bicycle riders should ride with

caution. Any student found to be endangering the safety of himself/herself or others while riding a bicycle on school grounds will have his/her bicycle privileges denied. (WAZ Board Policy #7341)

### **CHILD ABUSE REPORTING**

The Windham-Ashland-Jewett Central School District subscribes to all of the provisions of Title 6-Child Protective Services of the Social Services Law (Section 411-428). The district's purpose is to provide protective services to abused and maltreated children as described by the law, and to make school personnel within the District aware of the district's legal responsibilities under law to report all incidents of suspected abuse. (WAZ Board Policy #7530)

### **DISTRICT WELLNESS POLICY (WAZ Board Policy #7510)**

The Windham-Ashland-Jewett Central School District believes in a Coordinated and Comprehensive approach to staff and student wellness that is sensitive to individual and community needs. To the end, the Board believes that children of all ages who are healthy individuals can learn more effectively and are more likely to complete their formal education. The Board also believes that a healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. To that end, parents and staff are encouraged to make wise choices regarding food brought into school for student consumption.

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. In addition to ensuring that reimbursable school meals meet program requirements and nutrition

standards, WAJ believes it must also establish standard guidelines to address ALL foods and beverages sold or served to students on the school campus, including those available outside of the school meal program.

- WAJ CSD shall prohibit the use of food as a punishment in schools and will be mindful of times when food is used as a reward in schools.
- WAJCSD shall not permanently deny student participation in recess or other physical activities as a form of discipline or for classroom make-up times.
- WAJCSD shall encourage parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
- Foods and beverages sold as part of school-sponsored fundraising activities shall include nutritious food choices.
- Refreshments served at celebrations and meeting during the school day shall include nutritious food choices.
- Food and beverages sold in concession stands on school campuses shall include nutritious food choices.

{For a more detailed description of this policy, please see WAJ Board Policy #7510.}

## Appendices

All Appendices to the WAJ Student Handbook can be found on the web at [www.wajcs.org](http://www.wajcs.org).

- A Parking Application / Parking Regulations
- B Athletic Code of Conduct
- C National Honor Society
- D Academic Ineligibility Policy
- E Academic Integrity Policy
- F Senior Privileges
- G Computer Use Form
- H ISS Rules
- I Study Hall Rules
- J Dance Form
- K Playground Rules
- L Homework Policy Recommendations



## Windham-Ashland-Jewett Central School Parking Permit Application And Vehicle Registration

**Student Operator** \_\_\_\_\_  
**Last** **First**

**Home Address** \_\_\_\_\_

**Home Phone Number** \_\_\_\_\_

**Year and Make of Vehicle** \_\_\_\_\_ **Color** \_\_\_\_\_

**Vehicle License Plate** \_\_\_\_\_

### AUTHORIZATION

I have carefully read the regulations for parking on campus at WAJ and I agree to abide by them. I understand that I will lose my parking privilege if I violate any of these regulations. I further understand that the school will not be liable if my vehicle is damaged on school property.

\_\_\_\_\_  
 Student's Signature

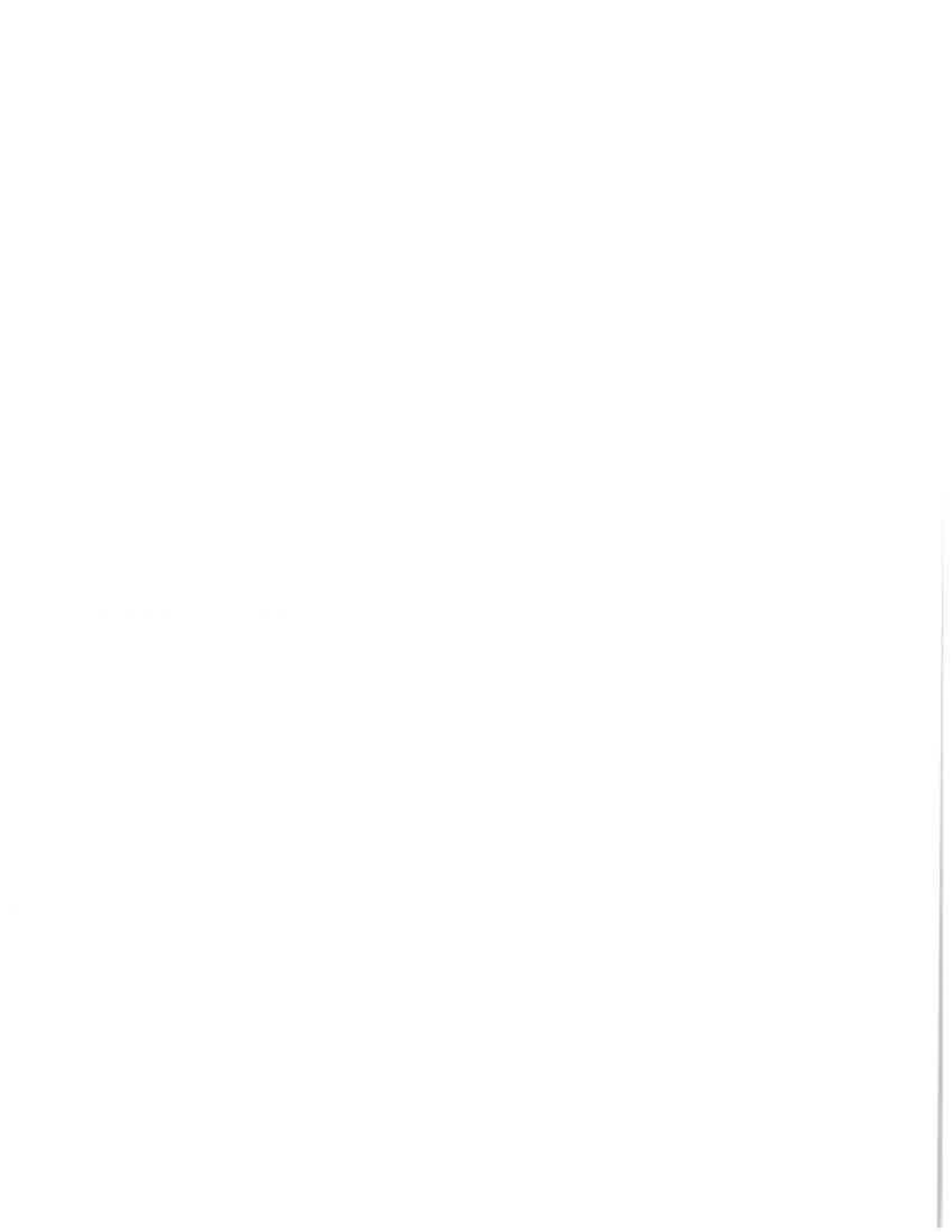
\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

## **Windham-Ashland-Jewett Central School Student Parking Regulations**

- 1. Students must park only in the area designated for seniors. Violations of this regulation will result in loss of parking privileges.**
- 2. The student's car must be registered in their name or in the name of a family member. Proof of insurance must also be on file.**
- 3. Students must have a valid Driver's License.**
- 4. Students may not transfer the parking permit to another student. Violating this regulation will result in the loss of parking privileges.**
- 5. No student's automobile may be moved from the lot before the official close of school unless the student has early dismissal, early release or has been given written permission from the principal. If the student must leave for a parent-approved appointment, the parent must sign the student out in the main office first.**
- 6. Students may not loiter in the parking lot at any time during the school day.**
- 7. Cars must be parked properly between the lines and in the assigned space.**



# INTRODUCTION

It is an honor to be selected as a team member and to represent the Windham-Ashland-Jewett Central School District. Only those students in good standing at Windham-Ashland-Jewett Central School may become a member of an athletic team. Students must recognize that participation in the athletic program is a privilege, not a right; and that this privilege can be denied. Thus, being an athlete presumes responsibility to yourself, your family, your teammates, your coaches, your school, and your community.

An athlete is expected to exhibit exemplary behavior in school, at home, at all contests, and in his/her personal life. Behavior reflecting discredit to oneself or the athletic program could lead to suspension or dismissal. Every athlete is expected to adhere to the Athlete's Code of Conduct.

# ATHLETE'S CODE OF CONDUCT

## OVERVIEW OF CODE

- I. Eligibility
- II. Attendance
- III. Commitment
- IV. Conduct
- V. Care of Uniform & Equipment
- VI. Transportation & Away Contests
- VII. Training
- VIII. Consequences

**I. ELIGIBILITY: I agree to meet all eligibility requirements, honestly and accurately provide the necessary eligibility information, and work to maintain my eligibility.**

- a) **STATE ELIGIBILITY REQUIREMENTS FOR ATHLETES**
  - i) Full time student: taking four (4) courses including physical education.
  - ii) Eligible according to the requirements of NYSPHSAA.
  - iii) Eligible according to the monitoring body transfer rules (new students).
  - iv) Meet monitoring body age requirements (maximum age of nineteen (19) years of age eligible through the end of the school year during which that age is attained).
  - v) Maintained amateur status: never having used athletic skills for gain, including playing, coaching, or officiating.

- vi) Eligible for eight (8) consecutive semesters beginning in the semester he/she enters ninth (9<sup>th</sup>) grade (Selection/Classification athletes are eligible for up to twelve semesters beginning in seventh grade).

**b) *ACADEMIC ELIGIBILITY REQUIREMENTS***

- i) Academic performance is as important as performance in an athletic event. It is the responsibility of the student athletes to make the appropriate effort in their academic work in order to reflect their abilities, including completion of all homework, class work, and exams. All athletes must fulfill the minimum academic requirements to remain a team member. Failure to do so will result in probation, suspension, or dismissal.

**c) *CITIZENSHIP ELIGIBILITY REQUIREMENTS***

- i) Because athletes represent their school on and off the field, they are expected to maintain a high behavioral standard. To be a team member is a privilege, not a right. Students may be suspended or dismissed at the coach's discretion for citizenship reasons, including disorderly conduct at athletic events or practice, profanity, promptness, truancy, insubordination, fighting, and other conduct that violates the student code of conduct applicable to all students.

**II. ATTENDANCE: I shall maintain a good attendance record and will adhere to all attendance requirements established by the school and by the coach.**

**a) *SCHOOL DAY ATTENDANCE***

- i) All athletes should be in attendance for the full school day. Athletes must be in school no later than 9:00 A.M. in order to compete in a contest and/or practice on that day. Legal excuses for part day absences, such as doctor's appointments or school related activities meet this requirement. The daily attendance will be faxed to each building so that coaches can be aware of team member attendance.
- ii) Athletes are to inform their teachers of any early dismissals because of a scheduled contest. Athletes are responsible for obtaining all assignments and completing all missed work resulting from classes missed due to a scheduled contest.

**b) *PRACTICE/CONTEST ATTENDANCE***

- i) Promptness is expected. All athletes shall report to practices and contests at the time designated by their coach.
- ii) Athletes must attend all practices and contests.
- iii) Athletes must participate in scheduled physical education class in order to practice or play in a contest on that same day.
- iv) Coaches may provide voice mail numbers to athletes and parents so that they may be contacted if a scheduling/emergency situation arises.

**III. COMMITMENT: I agree to make a firm commitment to my teammates, my coach, my school, and myself.**

**a) COMMITMENT TO THE TEAM**

- i) Once a commitment to a school team has been made, a player must follow through with this commitment. It is unfair to teammates and coaches to leave a team in mid-season. It is also unfair to other aspiring players who have failed to earn a place on the team.
- ii) Failure to attend practices will be interpreted as a lack of commitment. Athletes are responsible to personally talk to their coach prior to missing a practice.

**b) TRANSFER TO ANOTHER TEAM**

- i) A student may transfer to another athletic team ONLY if (s)he:
  - a) Has the consent of the present coach.
  - b) Has the consent of the new coach.
  - c) Completes the Athletic Squad Transfer Form and all required paperwork. See page 16 of this handbook.
  - d) Has not made any other team transfers that school year.

**c) LACK OF COMMITMENT**

- i) If a player quits or is dismissed from a school team after the eligibility lists are submitted or the first game has been played, **THAT PLAYER IS INELIGIBLE TO PLAY FOR ANY SCHOOL TEAM FOR ONE CALENDAR YEAR.**
- ii) If an athlete quits or is dismissed from a team, (s)he may request a hearing as outlined in the **DUE PROCESS PROCEDURE** on page 11 of this handbook.

**IV. CONDUCT: I shall adhere to all rules and responsibilities as outlined by the school and my coach. I understand that incidents of misconduct in or out of school may have a definite effect on my participation on the athletic team.**

**a) APPEARANCE & DRESS**

- i) The appearance and dress of all athletes for practices and competitive events will comply with those requirements established by the school.

**b) DEPARTMENT & SPORTSMANSHIP**

- i) As role models to their peers and as representatives of their school, athletes shall exhibit respect for all teachers, students, and property (both school and personal).
- ii) All athletes will display good sportsmanship at all times.
- iii) Inappropriate language, gestures, and actions will not be tolerated, i.e. "in your face" gestures or actions after scoring.
- iv) All athletes will be aware of and adhere to the sportsmanship policy outlined by NYSPHSAA or receive the indicated disciplinary action. See page 17 of this handbook.

**V. CARE OF UNIFORMS & EQUIPMENT: I accept responsibility for all equipment that is issued to me by the school. Further, I agree to properly use all team equipment.**

**a) UNIFORMS**

- i) Athletes will not wear any part of their game uniforms at any time other than the actual game without the direct approval of the coach in conjunction with the athletic director. Any athlete found in violation of this policy will be subject to the following disciplinary action:
  - 1. First Offense -- Warning & parental contact
  - 2. Second Offense -- Suspension for one contest
  - 3. Third Offense -- Suspension for one contest from a TYPE "A" sport and two contests from a TYPE "B" sport. (TYPE "A" is a sport having a maximum of 12 contests. TYPE "B" is a sport having more than 12 contests).

**b) EQUIPMENT**

- i) The student athlete is expected to keep all equipment clean and/or in good repair. It is important to maintain the good condition of the equipment for the athlete's safety. **ALL EQUIPMENT MUST BE RETURNED CLEAN AND IN GOOD REPAIR NO LATER THAN ONE (1) WEEK AFTER THE LAST CONTEST.**
- ii) The student athlete is financially responsible for all equipment issued. Should (s)he fail to return issued item(s), the athlete must reimburse the district for the replacement cost. **THE STUDENT WILL NOT BE PERMITTED TO CONTINUE PARTICIPATION IN THE SPORTS PROGRAM UNTIL THE ITEM(S) ARE RETURNED OR REIMBURSEMENT IS MADE.**
- iii) Post season locker clean out is a mandatory requirement. If athletes fail to clean out their lockers within the designated period of time, coaches will remove the locks and upon due notice delivered personally or by first class mail dispose of items in locker.

**VI. TRANSPORTATION & AWAY CONTESTS: I agree to follow the transportation policy established by the school. I will adhere to the additional requirements established by my coach and the athletic department.**

**a) TRANSPORTATION TO AND FROM PRACTICES**

- i) During the summer months, athletes may travel to and/or from practices in their own vehicles **ONLY** if the parent in writing to the coach and athletic director indicates permission. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
- ii) Athletes may travel to and/or from practices, during the normal school calendar, in their own vehicles **ONLY** if the parent in writing to the coach and athletic director indicates permission. Permission should be received prior to the practice and/or contest and included in the notice of

- permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
- iii) High school athletes may travel to and/or from practices in other students' vehicles **ONLY** if permission is indicated by the parents of **BOTH** the driver and the passenger in writing to the coach, athletic director, and the Assistant Superintendent. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
  - iv) Middle school athletes (modified athletes) may not ride with any other student under the age of eighteen, with the exception of an older sibling. The Middle School athletes may travel to and/or from practices in a sibling's vehicle **ONLY** if the parent in writing to the coach, athletic director, and the Assistant Superintendent indicates permission. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
  - v) Student athletes may ride with an adult, other than a parent, **ONLY** if **BOTH** the parent of the passenger and the adult who will be driving the car indicates permission in writing. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)

**b) TRAVEL TO AWAY CONTESTS**

- i) It is expected that all athletes will travel to and from all "away games" on the team bus. This is done for purposes of team unity, attendance, and insurance. The school has the responsibility to return the athletes to the school district. Only with a parent's written permission (*Post-Contest Travel Form*) may a student be released to the parent, another member of the immediate family, or an adult designated by that parent.
- ii) Student athletes are not permitted to drive a vehicle to the site of an away athletic contest.
- iii) Coaches are responsible for the supervision of the student athletes on the bus. While riding the bus, athletes are to follow the school behavior policy AND any additional requirements established by the coach.
- iv) No undue noise, shouting, or whistling inside OR out the windows of the bus is permitted.
- v) Cleats and spikes may not be worn on the bus.
- vi) Athletes should apply hair spray, cologne, and/or perfume OFF the bus.
- vii) No open food or beverages will be allowed on the bus without the consent of the coach AND bus driver.
- viii) Athletes are expected to pick up after themselves upon completion of a trip before they exit the bus.
- ix) Any problems arising during a trip may be reported to the Athletic Director and submitted in writing to the principal.

**c) TEAM PROCEDURES AT VISITED SCHOOLS**

- i) At away contests locker rooms will be kept neat, clean and undamaged. To ensure this practice athletes should enter and leave visited schools together. The locker rooms are to be checked by both coaches at the conclusion of a contest.



- ii) No athlete may wear cleats or spikes in any building.

**VII. TRAINING: I understand that proper training is essential to my performance. I agree to adhere to the training regimen established by the coaching staff.**

**a) *PHYSICAL CONDITIONING***

- i) The physical conditioning requirements will be established by the coach for pre-season/season/off-season for team members.

**b) *HEALTH HABITS***

- i) Athletes are expected to follow a balanced, nutritional diet.
- ii) Athletes are expected to provide for adequate rest and sleep within their daily schedule.
- iii) Athletes shall not abuse the use of prescription drugs. Any inhalers or other medications needed during practices and/or contests shall be kept by the coach.
- iv) Athletes shall notify the school nurse and the coach during the sports season of the use of prescription drugs.
- v) Athletes shall not consume or use alcohol, tobacco, steroids, and/or other illegal drugs.
- vi) Athletes shall not buy, sell, give away, or have in possession any substance defined by law as illegal.

**c) *ACCIDENTS & INJURIES***

- i) Because many injuries can be more serious than they outwardly appear, athletes must report all injuries to the coach.
- ii) Athletes should notify the coach if they are planning to go or have gone to see a doctor regarding the athletic injury.
- iii) An athlete will be transported to the hospital if hospital treatment is necessary in the opinion of the coach, first aid staff, and/or school nurse practitioner. The coach or staff shall attempt to contact the parent of the athlete as soon as possible. (S)he will be accompanied by a coach or responsible adult (in the absence of the parent). This individual will remain with the athlete until the parent arrives, or treatment has begun. Under no circumstances will the remainder of the team be left unsupervised. If it is necessary for a bus driver or other uncertified individual to supervise the players, the contest or practice action will cease.
- iv) If an athlete is absent or does not participate because of an injury or illness for five days or more, a re-examination and approval to participate by the school nurse practitioner is required. No athlete should return to play before this re-examination/approval.

**VIII. CONSEQUENCES for CODE VIOLATIONS: I realize that with my choices are consequences. I accept that I will suffer the consequences listed, if I fail to adhere to the Athlete Code of Conduct. \* As a matter of policy, it is recognized that not all foreseeable situations or their severity can be anticipated. Student-Athletes and parents should understand that if such a situation arises, the administration will deal with the offenses as his or her discretion.**

<b>CHOICE &amp; CONSEQUENCE</b>		
<b>Area of Code of Conduct</b>	<b>1st Infraction</b>	<b>Flagrant or 2nd Infraction</b>
<b>ELIGIBILITY</b>  State Requirement	<ul style="list-style-type: none"> <li>Student is IMMEDIATELY AND AUTOMATICALLY DISMISSED FROM THE TEAM WITH NO APPEAL PERMITTED -- consequently, the team must forfeit all contests in which the student participated.</li> </ul>	
<b>Academic Requirement</b>	<ul style="list-style-type: none"> <li>Please refer to the attached academic eligibility policy.</li> </ul>	<ul style="list-style-type: none"> <li>Please refer to the attached academic eligibility policy.</li> </ul>
<b>Citizenship Requirement</b>	<ul style="list-style-type: none"> <li>If the athlete receives a 5:00 detention or IN-SCHOOL SUSPENSION, the athlete must attend (when possible) but may not participate in the practice or contest.</li> <li>Athlete and parent must sign the Athlete's Contract to remain in the activity if deemed necessary by the administration.</li> </ul>	<ul style="list-style-type: none"> <li>For a flagrant violation or repeated infractions, the athlete may be dismissed from the team.</li> <li>Athlete and parent must sign the Athlete's Contract to remain in the activity if deemed necessary by the administration.</li> </ul>
<b>ATTENDANCE</b>	<ul style="list-style-type: none"> <li>Must attend practice/contest but cannot participate</li> </ul>	<ul style="list-style-type: none"> <li>Must attend practice/contest for a period of one week (five activity days) but cannot participate</li> </ul>
<b>COMMITMENT</b> Attendance of Practices	<ul style="list-style-type: none"> <li>See above attendance policy</li> </ul>	<ul style="list-style-type: none"> <li>See above attendance policy</li> </ul>
<b>Quitting or Dismissal From Team</b>	<ul style="list-style-type: none"> <li>Ineligible to participate in any sport until (s)he files an application for reinstatement and a written explanation for leaving the team which must be approved by the Principal &amp; the Athletic Director after consultation with the previous coach.</li> </ul>	<ul style="list-style-type: none"> <li>INELIGIBLE FOR ONE CALENDAR YEAR FROM PARTICIPATION ON ANY SCHOOL TEAM</li> </ul>

<b>CHOICE &amp; CONSEQUENCE</b>		
<b>Area of Code of Conduct</b>	<b>1st Infraction</b>	<b>Flagrant or 2nd Infraction</b>

<b>CONDUCT</b>	<ul style="list-style-type: none"> <li>• See above citizenship policy</li> </ul>	<ul style="list-style-type: none"> <li>• See above citizenship policy</li> </ul>
<b>CARE of UNIFORM &amp; EQUIPMENT</b> Improper Wearing of the Uniform	<ul style="list-style-type: none"> <li>• Warning &amp; parental contact</li> </ul>	<ul style="list-style-type: none"> <li>• Must attend contest but cannot participate</li> </ul>
Care & Return of Equipment	<ul style="list-style-type: none"> <li>• If uniform or equipment is damaged, the athlete must pay the replacement cost for item(s).</li> </ul>	<ul style="list-style-type: none"> <li>• If not returned, the athlete may not participate in the school sports program.</li> </ul>
<b>TRANSPORTATION &amp; AWAY CONTESTS</b> Practice	<ul style="list-style-type: none"> <li>• The athlete must attend but may not participate in practices/contests for a period of one (1) week.</li> <li>• The athlete and parent must sign the Athlete's Contract to remain in the activity.</li> </ul>	<ul style="list-style-type: none"> <li>• The athlete is dismissed from the team for the remainder of the season.</li> </ul>
Away Contest	<ul style="list-style-type: none"> <li>• The athlete must attend but may not participate in practices/contests for a period of one (1) week.</li> <li>• The athlete and parent must sign the Athlete's Contract to remain in the activity.</li> </ul>	<ul style="list-style-type: none"> <li>• The athlete is dismissed from the team for the remainder of the season.</li> </ul>
<b>TRAINING</b> Physical Conditioning	<ul style="list-style-type: none"> <li>• Consultation with athlete</li> </ul>	<ul style="list-style-type: none"> <li>• Athlete Contract</li> </ul>
Health Habits Nutrition, Sleep, etc.	<ul style="list-style-type: none"> <li>• Consultation with athlete</li> </ul>	<ul style="list-style-type: none"> <li>• Athlete Contract</li> </ul>
Abuse, Possession, and/or Use of Illegal Substances	<ul style="list-style-type: none"> <li>• Automatic suspension from the team for a time to be determined by the Athletic Director.</li> <li>• Upon return, the athlete and Parent must sign the Athlete's Contract to remain in the activity.</li> <li>• Mandatory counseling program, minimum of 3 hours (If counseling is not attended, the athlete will be dismissed from the team)</li> </ul>	<ul style="list-style-type: none"> <li>• The athlete is dismissed from the team for the remainder of the season.</li> </ul>

\* The athlete has the right of due process as outlined on page 11 of this handbook.

## OTHER DOCUMENTS & PROCEDURES

The **DUE PROCESS PROCEDURE** has been established for an athlete to have recourse in the event the athlete deems the disciplinary action taken against them is unjust.

**DUE PROCESS PROCEDURE**

1. A form letter from the Athletic Director will be sent to the parents/guardian of the athlete, OR an athlete over the age of 18, OR an emancipated athlete to inform them of possible disciplinary action being taken by the coach in compliance with the Code of Conduct.
2. If an athlete in a sport season is not satisfied with the discipline imposed by the coach as taken from the Code of Conduct, (s)he is entitled to a hearing with the coach and the Athletic Director.
3. If suspension and/or dismissal from a sport activity occurs, the athlete and parents are entitled to and may initiate a hearing with the principal.
4. If the parents are not satisfied with the results of the hearing in #3, they are entitled to a hearing with the Superintendent.
5. If the parents are not satisfied with the results of the hearing in #4, they are entitled to a hearing with the Board of Education.

**New York State Public High School Athletic Association \***  
**Sportsmanship Policy**

**SPORTSMANSHIP:** The Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the NYSPHSAA has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular season and post schedule play.

**B. PLAYER**

1. Any member of a squad ruled out of a contest for an unsportsmanlike conduct or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in NYSPHSAA tournament play. Disqualifications from one season carry over to the next season of participation.
2. Any member of the squad who strikes, shoves, kicks, or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of offense. **NOTE:** Member of the squad includes player, manager, scorekeepers, timers, and statisticians.

\* 1996-98 New York State Public High School Athletic Association (NYSPHSAA) Handbook



# Concussions: The Invisible Injury

## Student and Parent Information Sheet

### CONCUSSION DEFINITION

A concussion is a reaction by the brain to a jolt or force that can be transmitted to the head by an impact or blow occurring anywhere on the body. Essentially a concussion results from the brain moving back and forth or twisting rapidly inside the skull.

### FACTS ABOUT CONCUSSIONS ACCORDING TO THE CENTER FOR DISEASE CONTROL (CDC)

- An estimated 4 million people under age 19 sustain a head injury annually. Of these approximately 52,000 die and 275,000 are hospitalized.
- An estimated 300,000 sports and recreation related concussions occur each year.
- Students who have had at least one concussion are at increased risk for another concussion.

In New York State in 2009, approximately 50,500 children under the age of 19 visited the emergency room for a traumatic brain injury and of those approximately 3,000 were hospitalized.

### REQUIREMENTS OF SCHOOL DISTRICTS

#### **Education:**

- Each school coach, physical education teacher, nurse, and athletic trainer will have to complete an approved course on concussion management on a biennial basis, starting with the 2012-2013 school year.
  - \* School coaches and physical education teachers must complete the CDC course.  
([www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html))
  - \* School nurses and certified athletic trainers must complete the concussion course. (<http://preventingconcussions.org>)

#### **Information:**

- Provide concussion management information and sign off with any parental permission form.
- The concussion management and awareness information or the State Education Department's web site must be made available on the school web site, if one exists.

#### **Removal from athletics:**

- Require the immediate removal from athletic activities of any pupil that has or is believed to have sustained a mild traumatic brain injury.
- No pupils will be allowed to resume athletic activity until they have been symptom free for 24 hours and have been evaluated by and received written and signed authorization from a licensed physician. For interscholastic athletics, clearance must come from the school medical director.
  - \* Such authorization must be kept in the pupil's permanent health record.
  - \* Schools shall follow directives issued by the pupil's treating physician.

### SYMPTOMS

**Symptoms of a concussion are the result of a temporary change in the brain's function.** In most cases, the symptoms of a concussion generally resolve over a short period of time; however, in some cases, symptoms will last for weeks or longer. Children and adolescents are more susceptible to concussions and take longer than adults to recover.

It is imperative that any student who is suspected of having a concussion is removed from athletic activity (e.g. recess, PE class, sports) and remains out of such activities until evaluated and cleared to return to activity by a physician.

Symptoms include, but are not limited to:

- Decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information
- Confusion or appears dazed
- Headache or head pressure
- Loss of consciousness
- Balance difficulties, dizziness, or clumsy movements
- Double or blurry vision
- Sensitivity to light and/or sound
- Nausea, vomiting and/or loss of appetite
- Irritability, sadness or other changes in personality
- Feeling sluggish, foggy or light-headed
- Concentration or focusing problems
- Drowsiness
- Fatigue and/or sleep issues – sleeping more or less than usual

Students who develop any of the following signs, or if signs and symptoms worsen, should be seen and evaluated immediately at the nearest hospital emergency room.

- Headaches that worsen
- Seizures
- Looks drowsy and/or cannot be awakened
- Repeated vomiting
- Slurred speech
- Unable to recognize people or places
- Weakness or numbing in arms or legs, facial drooping
- Unsteady gait
- Change in pupil size in one eye
- Significant irritability
- Any loss of consciousness
- Suspicion of skull fracture: blood draining from ear or clear fluid from the nose

## STATE EDUCATION DEPARTMENT'S GUIDANCE FOR CONCUSSION MANAGEMENT

Schools are advised to develop a written concussion management policy. A sample policy is available on the NYSPHSAA web site at [www.nysphsaa.org](http://www.nysphsaa.org). The policy should include:

- A commitment to reduce the risk of head injuries.
- A procedure and treatment plan developed by the district medical director.
- A procedure to ensure proper education for school nurses, certified athletic trainers, physical education teachers, and coaches.
- A procedure for a coordinated communication plan among appropriate staff.
- A procedure for periodic review of the concussion management program.

## RETURN TO LEARN and RETURN TO PLAY PROTOCOLS

**Cognitive Rest:** Activities students should avoid include, but are not limited to, the following:

- Computers and video games
- Television viewing
- Texting
- Reading or writing
- Studying or homework
- Taking a test or completing significant projects
- Loud music
- Bright lights

Students may only be able to attend school for short periods of time. Accommodations may have to be made for missed tests and assignments.

**Physical Rest:** Activities students should avoid include, but are not limited to, the following:

- Contact and collision
- High speed, intense exercise and/or sports
- High risk for re-injury or impacts
- Any activity that results in an increased heart rate or increased head pressure

**Return to Play Protocol** once symptom free for 24 hours and cleared by School Medical Director:

**Day 1:** Low impact, non strenuous, light aerobic activity.

**Day 2:** Higher impact, higher exertion, moderate aerobic activity. No resistance training.

**Day 3:** Sport specific non-contact activity. Low resistance weight training with a spotter.

**Day 4:** Sport specific activity, non-contact drills. Higher resistance weight training with a spotter.

**Day 5:** Full contact training drills and intense aerobic activity.

**Day 6:** Return to full activities with clearance from School Medical Director.

Any return of symptoms during the return to play protocol, the student will return to previous day's activities until symptom free.

## CONCUSSION MANAGEMENT TEAM

Schools may, at their discretion, form a concussion management team to implement and monitor the concussion management policy and program. The team could include, but is not limited to, the following:

- Students
- Parents/Guardians
- School Administrators
- Medical Director
- Private Medical Provider
- School Nurse
- Director of Physical Education and/or Athletic Director
- Certified Athletic Trainer
- Physical Education Teacher and/or Coaches
- Classroom Teachers

## OTHER RESOURCES

- New York State Education Department  
<http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices>
- New York State Department of Health  
[http://www.health.ny.gov/prevention/injury\\_prevention/concussion/htm](http://www.health.ny.gov/prevention/injury_prevention/concussion/htm)
- New York State Public High School Athletic Association  
[www.nysphsaa.org/safety/](http://www.nysphsaa.org/safety/)
- Center for Disease Control and Prevention  
<http://cdc.gov/TraumaticBrainInjury>
- National Federation of High Schools  
[www.nfhslearn.com](http://www.nfhslearn.com) – The FREE Concussion Management course does not meet education requirement.
- Child Health Plus  
[http://www.health.ny.gov/health\\_care/managed\\_care/consumer\\_guide/about\\_child\\_health\\_plus.htm](http://www.health.ny.gov/health_care/managed_care/consumer_guide/about_child_health_plus.htm)
- Local Department of Social Services – New York State Department of Health  
[http://www.health.ny.gov/health\\_care/medicaid/ldss/htm](http://www.health.ny.gov/health_care/medicaid/ldss/htm)
- Brain Injury Association of New York State  
<http://www.bianys.org>
- Nationwide Children's Hospital – Concussions in the Classroom  
<http://www.nationwidechildrens.org/concussions-in-the-classroom>
- Upstate University Hospital – Concussions in the Classroom  
<http://www.upstate.edu/pmr/healthcare/programs/concussion/classroom.php>
- ESPN Video – Life Changed by Concussion  
<http://espn.go.com/video/clip?id=7525526&categoryId=5595394>
- SportsConcussions.org  
<http://www.sportsconcussions.org/ibaseline/>
- American Association of Neurological Surgeons  
<http://www.aans.org/Patient%20Information/Conditions%20and%20Treatment/Concussion.aspx>
- Consensus Statement on Concussion in Sport – Zurich  
<http://sportconcussions.com/html/Zurich%20Statement.pdf>

## Academic Ineligibility Policy

In the spirit of our mission statement, and in keeping with our efforts to provide what is best for our students in a manner that encourages accountability at all levels, the following Academic Eligibility Procedure will be in effect for the current school year.

The focus of this plan is for teachers, coaches, and advisors to work together to assist students to be successful. Teachers do this by monitoring student progress, calling parents, and providing instructional support as necessary to remediate students' shortcomings in individual classes. Coaches/advisors do this by being aware of their participants' classroom situations and using that information to encourage better performance. By modifying the level of student participation as appropriate and working with students to encourage improvement, proper motivation is more likely to be inspired.

### Academic Ineligibility:

- Eligibility status for all students will be evaluated every five weeks throughout the school year when teachers submit their grades. Students who are failing two or more classes, or who are assigned an incomplete in two or more subjects, will be ineligible for ten school days.

During this ineligibility period, students are expected to make up missed work and bring their grades up to passing.

Coaches and advisors may limit a student's participation in a sport or activity, or have additional requirements.

At the end of the two-week period, each teacher will report the student's status in the failing subjects to the Guidance Office. If a student is passing all of his or her classes after this two week period, then he or she will be removed from the ineligibility list and may resume regular participation in the sport or club, or may attend all extra-curricular events on and off campus. If, however, the student is still failing two or more classes after the two week ineligibility period, then he or she will remain ineligible for the remainder of the marking period. Coaches, advisors, and the Building Principal will be informed of this change and make adjustments to the student's participation level accordingly.

*This procedure will be revisited annually and is therefore subject to change. In situations where an individual student's needs are not addressed by the above procedures, all final decisions will be made by the Building Principal.*



## ATHLETE'S PLEDGE

Each athlete must make a commitment to the athletic program to assure success. We ask that you read the following Athlete Code of Conduct and pledge your commitment to follow these rules and regulations.

**I. ELIGIBILITY:** I agree to meet all eligibility requirements, honestly and accurately provide the necessary eligibility information, and work to maintain my eligibility.

**II. ATTENDANCE:** I shall maintain a good attendance record and will adhere to all attendance requirements established by the school and by the coach.

**III. COMMITMENT:** I agree to make a firm commitment to my teammates, my coach, my school, and myself.

**IV. CONDUCT RULES:** I shall adhere to all rules and responsibilities as outlined by the school and my coach. I understand that incidents of misconduct in or out of school may have a definite effect on my participation on the athletic team.

**V. CARE OF UNIFORMS & EQUIPMENT:** I accept responsibility for all equipment that is issued to me by the school. Further, I agree to properly use all team equipment.

**VI. TRANSPORTATION & AWAY CONTESTS:** I agree to follow the transportation policy established by the school. I will adhere to the additional requirements established by my coach and the athletic department.

**VII. TRAINING:** I understand that proper training is essential to my performance. I agree to adhere to the training regimen established by the coaching staff.

**VIII. CONSEQUENCES FOR CODE VIOLATIONS:** I realize that with my choices are consequences. I accept that I will suffer the consequences listed, if I fail to adhere to the Athlete Code of Conduct.

I have read and understand this Athlete Handbook. YES \_\_\_ NO \_\_\_

I have read and understand the Concussions Student and Parent Information Sheet YES \_\_\_ NO \_\_\_

I have read and understand the District's Academic Ineligibility Policy YES \_\_\_ NO \_\_\_

\_\_\_\_\_  
Parent's Name (please print)

\_\_\_\_\_  
Athlete's Name (please print)

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Athlete's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Windham-Ashland-Jewett Central School**  
**Informed Consent & Parental Permission for Athletic Participation**

As the parent(s) of \_\_\_\_\_, I/We hereby grant him/her  
(Student Athlete)  
permission to participate in \_\_\_\_\_ during the \_\_\_\_\_ school year.  
(Name of Sport) Year of Participation

In addition, as parents, we are aware of the possibility of serious injury inherent in, athletic participation, and we are familiar with the dangers involved in this sport. We, consent to our son/daughter participating in this sport and hereby full agree to these conditions.

_____	_____	_____
Sport	Parent/Guardian Signature	Date

We understand that in case of an injury or illness, the quickest medical assistance will be summoned and first aid administered. We can be reached at the following numbers:

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

You, as coach, should be aware of the following special information or instructions regarding my son's/daughter's medical history or condition:

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## NATIONAL HONOR SOCIETY

Membership in the WAJERIAN Chapter of the National Honor Society is available to students who display outstanding achievement in scholarship, service, leadership, and character. These qualities can be demonstrated in the classroom, in athletics and in community and church organizations. The following regulations shall govern academic eligibility for membership in the National Honor Society:

- A Sophomore, Junior or Senior student shall possess averages of 90% without rounding.
- All subjects taken shall be considered in the average.
- All averages considered are cumulative beginning with the first quarter of the freshman year.

A member must continue to strive to maintain the high ideals of the National Honor Society. A member may be dismissed if he or she does not maintain an average of 90%. Any student who is dismissed has the right to a hearing before the faculty council. The next level of appeal is with the Principal then the Superintendent of Schools.

## Academic Ineligibility Policy

In the spirit of our mission statement, and in keeping with our efforts to provide what is best for our students in a manner that encourages accountability at all levels, the following Academic Eligibility Procedure will be in effect for the current school year.

The focus of this plan is for teachers, coaches, and advisors to work together to assist students to be successful. Teachers do this by monitoring student progress, calling parents, and providing instructional support as necessary to remediate students' shortcomings in individual classes. Coaches/advisors do this by being aware of their participants' classroom situations and using that information to encourage better performance. By modifying the level of student participation as appropriate and working with students to encourage improvement, proper motivation is more likely to be inspired.

### Academic Ineligibility:

- Eligibility status for all students will be evaluated every five weeks throughout the school year when teachers submit their grades. Students who are failing two or more classes, or who are assigned an incomplete in two or more subjects, will be ineligible for ten school days.

During this ineligibility period, students are expected to make up missed work and bring their grades up to passing.

Coaches and advisors may limit a student's participation in a sport or activity, or have additional requirements.

At the end of the two-week period, each teacher will report the student's status in the failing subjects to the Guidance Office. If a student is passing all of his or her classes after this two week period, then he or she will be removed from the ineligibility list and may resume regular participation in the sport or club, or may attend all extra-curricular events on and off campus. If, however, the student is still failing two or more classes after the two week ineligibility period, then he or she will remain ineligible for the remainder of the marking period. Coaches, advisors, and the Building Principal will be informed of this change and make adjustments to the student's participation level accordingly.

*This procedure will be revisited annually and is therefore subject to change. In situations where an individual student's needs are not addressed by the above procedures, all final decisions will be made by the Building Principal.*

E

### **WAJ Academic Integrity: Course of Action**

All students of Windham-Ashland-Jewett Central School are expected to meet the standards of academic integrity in all assignments, activities, and actions pursuant to the school community. Failure to meet these standards will result in a zero for the assignment, a disciplinary referral, and additional consequences ranging from 3-13 per the WAJ Code of Conduct and the recommendation of the Building Principal.

**What is Academic Integrity?** Academic Integrity can be defined by honest academic work where (1) the ideas and the writing of others are properly cited; (2) students submit their own work for tests and assignments without unauthorized assistance; (3) students do not provide unauthorized assistance to others; and (4) students report their research or accomplishments accurately.

(Excerpted from [http://www.ethicsed.org/programs/integrityworks/ai\\_definitions.htm](http://www.ethicsed.org/programs/integrityworks/ai_definitions.htm))

**Violations of Academic Integrity include, but are not limited to the following:** (Excerpted from The University of Albany: [http://www.albany.edu/undergraduate\\_bulletin/regulations.html](http://www.albany.edu/undergraduate_bulletin/regulations.html))

**Plagiarism:** Presenting as one's own work the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else). Plagiarism includes *paraphrasing or summarizing* without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism.

**Cheating on Examinations:** Giving or receiving unauthorized help before, during, or after an examination.

**Multiple Submission:** Submitting substantial portions of the same work for credit more than once, without the prior explicit consent of the instructor(s) to whom the material is being (or has in the past been) submitted.

**Forgery:** Imitating another person's signature on academic or other official documents.

**Sabotage:** Destroying, damaging, or stealing of another's work or working materials.

**Unauthorized Collaboration:** Collaborating on projects, papers, or other academic exercises that is regarded as inappropriate by the instructor(s).

**Falsification:** Misrepresenting material or fabricating information in an academic exercise or assignment (for example, the false or misleading citation of sources, etc.).

I have read and understood the WAJ procedures for Academic Integrity.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

# Windham-Ashland-Jewett Central School

## Senior Class Privileges / Class of 2016

**Seniors are eligible for the following privileges if they (1) have an attendance rate of 90% or higher, (2) a grade point average of 83 or higher and (3) no disciplinary infractions.**

1. **Arrival at School late:** Seniors with a first period study hall will be permitted to arrive late to school (no later than five minutes prior to the start of their 2<sup>nd</sup> period class); however, they must sign in at the main office. Failure to sign in will result in the loss of this privilege.

Seniors with a 1<sup>st</sup> period study hall must report directly to the cafeteria or the second floor lounge area. Reporting to any other area without a pre-signed pass from a teacher will result in the loss of this privilege.

2. **Permission to leave early:** Seniors with afternoon study halls will be permitted to leave early; however, they must sign out at the main office. Failure to sign out will result in the loss of this privilege.
3. **Permission to go to senior lounge or library:** During their study halls or lunch seniors may report to the senior lounge area located on the second floor (overlooking the parking lot) *after they first report to their study hall to be recorded as being in attendance*. This second-floor lounge area will remain open to seniors as long as they use it responsibly (no trash left in area, no horseplay, no loud noise, etc.).

Seniors will be allowed to have coffee and drinks in the senior lounge area and cafeteria. This is the only place where these are permitted. This will remain a privilege as long as all garbage is disposed of and there are no reported spills.

In addition, they may report to the library periods with the exception of Period 4/5 - Day 1, 2, 3; Period 9 - Day 1, 2, 3; and Period 10 - Day 1, 3, 5, 6 when Mrs. Spear is not in the library.

Seniors may not use electronic devices in either the senior lounge or library. However, they will be permitted to use the television room located in the library when there is not a class and with Mrs. Spear's permission. (No food or drinks are allowed in this room). All programs watched must be school appropriate

When weather permits, seniors will be allowed to use the picnic tables located outside the library during lunch and study hall. This area will remain open to seniors as long as they use it responsibly (no trash left in area, no horseplay, no loud noise, etc.).

4. **Special Parking:** Seniors may park on campus once they submit the following: (1) driving permission form, (2) copy of driver's license, (3) copy of registration, and (4) copy of insurance card.

Once these items are submitted, students will receive a parking permit which they must hang from their rear-view mirror. All seniors must park in the area designated for seniors in the lot located behind the goal post along the fence line on the west side of the gym.

- The first three spaces closest to the gym shall be reserved for faculty and staff.
- The remaining 15 spaces shall be reserved for seniors.
- The remaining spaces on the western side of the fence shall be available for seniors or juniors on a first-come, first-serve basis.
- Seniors who park in any other location will be subject to the loss of parking privileges.
- Anyone seen driving recklessly in the school parking lot will have their parking privilege revoked.

## **CRITERIA FOR SENIOR PRIVILEGES**

**To be eligible for senior privileges, seniors must meet the following conditions:**

- 1. Have an overall average of 83% (including BOCES programs)** Grades for seniors will be reviewed every five weeks as they are for all students.
  - Seniors whose overall average falls below 83, or who are failing **ONE** or more classes at the five week mark, or at the end of the quarter, will lose senior privileges for a period of 10 school days.
  - If seniors are passing all of their classes at the end of that 10-day period or before, their privileges will be reinstated; however, if they are still failing one or more classes at the end of the 10-day period, they will lose senior privileges for the remainder of the marking period.
  - In order to have privileges reinstated, a student must produce a written note from the teacher (or email). No senior on the Academic Ineligibility List may have senior privileges.
- 2. Do not owe any detentions or other disciplinary consequences.**
- 3. Be in good disciplinary standing.**
- 4. Have not violated the parking regulations at any time during the year. Parking in a location other than the assigned senior area will result in automatic loss of senior privileges.**
- 5. Maintain at least an 90% attendance rate.**
- 6. Return Senior Privilege Contract (signed by senior and parent)**

## Senior Privileges for 2015-2016 / Parental Permission

I have received a copy of the WAJ Senior Privileges for 2015-2016 and understand the conditions that must be met in order for my child to remain in good standing as a recipient of these privileges. I give my son/daughter permission to accept these senior privileges as they are outlined in this document. I understand that my son/daughter must:

1. maintain an 83% average
2. not owe any detentions or disciplinary consequences
3. be in good disciplinary standing
4. maintain an 90% attendance rate
5. return the Senior Privilege Contract (and Parking Permit Application if applicable)

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**Parent/Guardian Signature**

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**Date**

---

**Student's Name (Printed)**

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**Date**

---

**Student's Signature**

---

**Date**



**Windham-Ashland-Jewett Central School**  
**2016-2017**  
**Internet Acceptable Use Policy**

**I. Windham and the Internet**

The Internet is a collection of interconnected computer networks around the world, which expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the classroom experts in every content area, as well as students and adults from other nations and cultures.

We are able to provide access to the Internet for our students. It is important for parents and students to realize that access to the Internet is a privilege and demands responsibility. The following sections will outline the guidelines for acceptable use, unacceptable use and the consequences for such, filtering and monitoring software used by WAJ, legal disclaimer, and signature section. Please read the following pages carefully.

**II. Acceptable Use**

District Board of Education Policy 7314R authorizes that access to the Internet is provided by WAJ for the purposes of enhancing student learning. All Internet access at the school is for educational purposes only. Students should be accessing the Internet for research, information gathering, and viewing of articles, documents, pictures, audio and video for the purposes of learning only.

**III. Netiquette**

Internet users are expected to abide by the generally accepted rules of network etiquette and guidelines pertinent to the mission of the district. These guidelines include but are not limited to the following:

1. Be courteous and respectful in your writings
2. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
3. Do not reveal your home address or phone number or those of other students or colleagues. Use school numbers or addresses of appropriate.
4. Understand that electronic telecommunications are not guaranteed to be private. People who operate systems do have access to messages and transmissions over certain media such as E-Mail, Internet, Distance Learning and Electronic Interlibrary Loan.

5. Respect other people's time and Bandwidth. Remember downloading large files will clog network traffic and slow all machines and access down.
6. Respect other people's privacy.

#### **IV. Unacceptable Uses**

The users of the WAJ Internet are responsible for their actions and the activity within their accounts. Do not give your password out to others, as you will be held responsible for all activity involving your account. Some unacceptable uses are listed below, but are not limited to the following list.

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user, the network, or other networks connected via telecommunications. This includes but is not limited to the uploading of viruses.
5. Gaining unauthorized access to resources of entities.
6. Invading the privacy of individuals.
7. Using an account owned by another user.
8. Posting anonymous messages
9. Transmitting or receiving communications in any format which are pornographic, profane, obscene, depicting explicit sexual scenes, violence, or which contain other material or media with limited educational value according to local community or district standards.
10. The use of any form of social networking/chat sites (ex: myspace, facebook, and instant messenger services)
11. The use of proxy sites with the intent of circumventing in house security filters.
12. Use of e-mail for any purpose other than school-related

#### **V. Consequences for Unacceptable Use**

Consequences of violations may include but are not limited to the following:

1. Suspension/revocation of Internet access
2. Suspension/revocation of Network privileges
3. Suspension/revocation of Computer access
4. School suspension
5. School expulsion
6. Legal action and prosecution by the authorities

## **VI. Who is Watching?**

The Internet and District Network are public places. You must always remember that you are sharing the space with many other users. Because these connections are granted to you as part of the larger scope of the curriculum, the WAJ school district reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users. WAJ uses a number of programs and hardware devices for the purposes of Internet filtering and monitoring. Students should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights students have in the privacy of their lockers. Parents have the right at any time to request to see the contents of student personal files. Content filters are in place that log web page and file access by user accounts. Any attempts at circumventing these in-house filters are subject to penalization. They are in place for your safety.

## **VII. Personal Electronic Devices**

Use of personal electronic devices is limited. Many of them are equipped with internet access which is not approved or monitored by WAJ.

1. Use of personal devices to access the internet is strictly forbidden and may result in revocation of network access, as well as temporary confiscation of the device in question.
2. Cellular phones, personal MP3 players, Compact Disc Players, or other audio devices **are not to be used during school hours**.
3. Personal laptop computers may be used since they will use WAJ's wireless internet system which will be completely monitored and secured. However, the use and access of software and applications housed on personal computers will be held to the standards and regulations outlined within the Acceptable Use Policy.

## **VIII. Student Responsibilities**

All WAJ Students are expected to abide by the guidelines established in this policy while using the school provided internet. In the event of an accidental violation of the policy, the student should notify school personnel immediately so they can minimize the possibility of potential repercussions due to the accidental violation.

## **IX. Teacher Responsibilities**

The faculty at WAJ will be responsible for properly monitoring student Internet access. Teachers will review and remind students of acceptable uses of the Internet while in school. All faculty and staff should model appropriate Internet behavior while using the Internet and abide by all policies stated in the acceptable use policy.

## **X. Parent Responsibilities**

The purpose of the school Internet policy is to educate students on how to use the Internet in an appropriate, educational manner. As a school, we can only monitor the use of the Internet while your child is accessing our network. It is recommended that parents be an extension of the school and monitor their child's Internet activities at home. If you would like information on Internet supervision, you may contact the school and we will provide you with information published by industry leaders in the Internet supervision of the home.

## **XI. Disclaimer**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The School District makes no warranties of any kind, whether expressed or implied for the service it is providing in making electronic telecommunications available for students and staff. The School District will not be responsible for the damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

## **XII. User Signature**

(See Attached Sheet)

Acceptable Use Policy Regulation 7314R – Subject to change.

Windham-Ashland-Jewett Central School  
PO Box 429, Main Street  
Windham, NY 12496  
518-734-3400 ext. 1122

**Acceptable Use Agreement  
Student Access to Networked Information Resources**

Students Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_  
(PLEASE PRINT)

**Student and Parent/Guardian Agreements:**

Please read and /or discuss the Acceptable Use Agreement on the previous pages with your child. In accepting an account, your child accepts the responsibility of using the network in a responsible and appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary prior to an account being issued.

*I have read, or have had read to me, and/or have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.*

**Student Signature**

\_\_\_\_\_ Date: \_\_/\_\_/\_\_

*I have read and /or discussed the Acceptable Use Agreement with my child and give the school permission to issue and internet account to my child.*

**Parent/Guardian Signature**

\_\_\_\_\_ Date: \_\_/\_\_/\_\_

The Windham-Ashland-Jewett Central School supports and respects each family's decision whether or not to apply for student access and whether to terminate or suspend that access. Parents/guardians have the right to request alternative activities, which do not require access to networked information resources. Access, if issued, shall remain in effect through the remainder of this school year, unless suspended or terminated by the student, the school, or the parent or guardian.

**PLEASE RETURN THIS PAGE ONLY & KEEP THE REST FOR YOUR RECORDS**

## **WAJ ISS Rules and Procedures**

- 1) Students should report to ISS with all books and necessary equipment for an entire day of work.**
- 2) Talking is not permitted in ISS without the express permission of the ISS teacher or the principal. Any student with a special circumstance should see the principal at the beginning of the school day.**
- 3) Eating is not allowed in ISS.**
- 4) While in ISS, students will be engaged in assigned school work. If all work has been completed, reading is encouraged.**
- 5) Students may not sleep, draw, lounge around, or otherwise waste time.**
- 6) The use of a computer to complete academic work is a privilege. Violations of the Acceptable Internet Use Policy will result in a referral and appropriate consequences (which will more than likely be additional ISS time). The student will also forfeit computer privileges until the principal or technology administrator determines if such privileges should be reinstated in the future.**

## WAJ Study Hall Rules

1. All students must promptly report to the study hall to sign out and have their attendance taken. If a student has a pre-signed pass to leave the study hall, he/she must place the pass on the teacher's desk and be SEATED until dismissed by the study hall teacher.
2. No student may leave the study hall without a pre-signed pass from an academic teacher. The study hall teacher may NOT write a pass for any location other than bathroom, nurse, or office. If a student wishes to go to the library, an academic teacher must write the pass in advance. If a student wishes to go to a teacher or coach, the student must have a pre-signed pass from that teacher or coach to leave the study hall.
3. Laptops, electronic readers, or iPads, may not be used in study halls unless approval has been granted by the building principal or Director of Technology.
4. No electronic devices may be used in study hall. (e.g. cell phones, iPods, or MP3 players).
5. Noise must be kept to a minimum and students must stay busy. Sleeping is **not** permitted.
6. Students **may not** sit on desks, tables or counters.
7. Classroom phones **may not** be used by anyone except the classroom or study hall teachers.
8. No food or drinks are allowed in study hall (except water).

Student failure to comply with these rules will result in disciplinary action under the insubordination section of the Disciplinary Code.

## Windham-Ashland-Jewett Central School Guest Form

\_\_\_\_\_, has requested to attend a function at our school. It is our policy for our students to be in good academic and behavioral standing to attend all activities at our school. We require the same of our guests. WAJ students must be academically and behaviorally eligible. This means that they must be passing all courses, except one, to remain eligible. Therefore, by signing this form you are stating that your student (our guest) meets the same eligibility requirements.

**Visiting students must have some form of picture ID within them when they come to the event.**

Thank you for your support of our programs.

WAJ Building Principal

Guest's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guest's Printed Name \_\_\_\_\_

Guest's School District \_\_\_\_\_

Guest Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Guest Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

WAJ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

WAJ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide the WAJ student's parents telephone number (where they can be reached during the activity): \_\_\_\_\_

Any comments on behavioral, discipline and /or other issues: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# WAJ PLAYGROUND RULES



- Sneakers or close toed shoes **MUST** be worn on the playground at all times.
- No climbing on exterior parts of equipment that is higher than 4 feet.
- No climbing up slides.
- One person at a time going down slides.
- One person at a time on swings.
- Do not walk behind moving swings.
- No games that involve physical contact.
- No use of hard baseballs or bats.

***Use of the playground is a privilege. Misuse of the playground will result in consequences. One warning will be given for unacceptable behavior followed by a timeout if the behavior continues. Physical aggression will result in an automatic timeout.***

## **HOMEWORK POLICY RECOMMENDATION**

### **The Purpose of Homework**

- To assess skills
- To review and practice skills taught in class
- To develop independent study, organizational and time management skills
- To extend classroom work. The students must have skills and resources to complete extension activities.
- To provide them with readiness activities for new learning

### **Responsibilities of the School**

- To communicate District Homework Guidelines to teachers, students, and parents
- To review Homework Guidelines on a regular basis
- To enforce Homework Guidelines consistently

### **Responsibilities of the Teacher**

- To communicate Homework expectations early in the year to parents and students
- To create assignments with a purpose
- To make sure students understand the purpose of the assignment
- To assign an appropriate amount of homework (see page 4)
- To consider time for gathering supplies and organizing materials when calculating how long it will take students to complete homework
- To coordinate homework with other teachers in order to ensure an appropriate amount of homework
- To assign homework that is varied, meaningful, and related to classroom work

## L

- To adjust homework assignments for students with special needs
- To match assignments to skills, interests, and needs of students
- To contact parents when there is a pattern of incomplete homework assignments
- To be available to inform a student, who has been absent, of the assignments he/she has missed
- To ensure that students have the necessary resources and skills needed to complete assignments
- To refrain from placing parents/caregivers in a teaching position
- To provide time for support during activity period if necessary for specific skills
- To provide sufficient time for project completion
- To refrain from scheduling exams or project due dates on the day following a vacation
  
- To refrain from assigning homework on the following days:
  - Band/Choral Concerts
  - Open House
  - Evenings prior to Standardized Assessments
- To evaluate assignments and provide constructive feedback as soon as possible
- To collect evidence about the effect of homework on student learning

## Responsibilities of Students

- To record assignments and due dates
- To take initiative
- To ask questions on the following day about difficult and/or confusing items
- To seek immediate help if assignment is not understood
  
- To plan time for homework including time to study and a plan to complete long term assignments

## L

- To complete homework independently
- To demonstrate effort
- To complete assignments missed as a result of absence or tardiness
- To remain in school during the activity period if recommended

### Responsibilities of Parents

- To provide a suitable, quiet, well lit location and necessary materials for homework completion
- To establish a consistent family routine that provides time for homework
- To assist students in planning completion of short term and long term assignments
- To refrain from completing homework for the student
- To communicate with teachers when student is demonstrating difficulty

### With assignments

- To communicate with teachers when student is not able to complete assignments within the established time guideline (see page 3)
- To encourage students to communicate with teachers
- To allow students to remain in school during the activity period for support if recommended
- To reinforce the relevancy of learning
- To provide basic school supplies
- To reinforce the relevancy and importance of learning

### Possible Consequences for Incomplete Homework

- Teacher will communicate with parents
- Homework may be modified if necessary
- Remaining for activity period may be required

- Grades will be affected
- Not prepared for exams

#### Incentives for Completed Homework

- Use extrinsic rewards sparingly. If extrinsic motivators are to be used, they are most effective when rewards are closely related to the task accomplished. Also, rewards should only be given when they are clearly deserved. Giving a prize for minimally successful work sends the message that minimum effort is acceptable, and the reward then becomes meaningless (Brooks et al., 1998).
- Ensure that classroom expectations for performance and behavior are clear and consistent (Skinner & Belmont, 1991). Help students understand the criteria for individual assignments by giving them examples of high-, average-, and low-level work and then providing an opportunity to discuss how each piece was evaluated (Strong et al., 1995).
- Make students feel welcome and supported (Lumsden, 1994). Elementary school students in particular need to feel that teachers are involved in their lives. Take time to get to know students, talk to them individually, and "express enjoyment in interactions" (Skinner and Belmont, 1991).
- Respond positively to student questions, and praise students verbally for work well done (Dev, 1997).
- Work to build quality relationships with students, especially those considered to be at-risk and without other positive adult interaction; this is a critical factor of student engagement that allows children to foster a sense of connection with school (McCombs & Pope, 1994).
- Break large tasks into a series of smaller goals (Lumsden, 1994). Doing so prevents students from becoming overwhelmed and discouraged by lengthy projects.
- Promote mastery learning (Anderman & Midgley, 1998). "When a student completes an assignment that does not meet the expected criteria, give her or him one or more opportunities to tackle the task again, with guidelines on how to achieve the desired result" (Dev, 1997, p. 17).
- Evaluate student work as soon as possible after project completion, and be sure that feedback is clear and constructive (Strong et al., 1995).
- Evaluate students based on the task, not in comparison to other students (Anderman & Midgley, 1998; Dev, 1997; Lumsden, 1994).\*

#### Recommended Time Per Night

"The first step in maximizing the effectiveness of homework is determining the appropriate amount of work to assign. More time, the research tells us, doesn't necessarily lead to higher achievement (Black, 1996; Corno, 1996; Paulu, 1998)

Grades 7-9: no more than 2 hours per night  
Grades 10-12: 1 1/2 to 2 1/2 hours per night

Homework during an extended absence: If a student misses school for an extended period of time, teachers may provide assignments for up to five days or an alternate homework plan. Upon return from an extended absence, the teacher will provide students with a compilation of the work missed if feasible.