

Webutuck High School

Belief Statement

2023 - 2024

Webutuck High School

Student Handbook

[Robert Knuschke](#)

High School Principal

Webutuck High School is committed to ensuring the success of all students in a safe, nurturing, and engaging learning environment promoting a high level of academic achievement. Through positive social development we will acknowledge and celebrate diversity. Students will

be prepared to find success as college and career ready adults that can participate in, and contribute to, the ever changing global community.

CORE VALUES

- ❖ Each student is a valued member of the school community.
- ❖ Parents are an integral part of their child's education.
- ❖ All district staff are recognized and valued for their individual contributions.
- ❖ Staff members are supported in acquiring and implementing the practices in education
- ❖ Parents, students, community and staff are partners in ensuring success for all.

For information on current events, sporting events, and daily announcements please visit our website at:

http://www.edline.net/pages/Webutuck_HS . The guidance website can be found by following the guidance link from the above website.

Contents

I. Introduction	5
II. Definitions	5
III. Student Rights and Responsibilities	6
A. Student Rights	6
B. Student Responsibilities	7
IV. Essential Partners	8
A. Parents	8
B. Teachers	8

C. Guidance Counselors	9
D. Principal	10
F. Substitute Teachers	10
H. Board of Education	11
V. Student Dress Code	11
VI. Prohibited Student Conduct	12
BULLYING BEHAVIOR	15
Procedure for Dealing with Bullying Behavior	17
VIII. Disciplinary Penalties, Procedures, Referrals, and Suspensions	18
A. Penalties	19
8. Suspension from social or extracurricular activities – activity advisor,	19
12. Short-term (five days or less) suspension from school –Principal,	20
B. Procedures	20
7. Suspension from school	23
A. Short-term (5 days or less) suspension from school	24
B. Long-term (more than 5 days) suspension from school	25
C. Permanent suspension	25
D. Suspension Cases Involving Educationally Disabled Students	25
IX. Attendance Policy	26
Procedure for Makeup work	27
Tardiness	28
Three (3) late arrivals will be equivalent to a cut, which will result in a Lunch Detention or In-School Suspension. Students must be in attendance at school every day of the school year unless they are sick, have a death in the family, must observe a religious obligation, or have another legal excuse.	28
X. Grading	29
XI. After-School Procedures	30
STUDENT ORGANIZATIONS	30
XII. Safety Drills	30
XIII. Extra-Curricular Activities	30
MEMBERSHIP IN THE NATIONAL HONOR SOCIETY	31
Electronic communication/entertainment devices (IPODS, Cell-phones,	33
XV. Other Considerations	34
Book Bags/Knapsacks/Messenger Bags	34

Rules and Responsibilities for Seniors	34
USE OF ALCOHOL DETECTION DEVICES POLICY	34
Prior Notification	35
Refusal to Screen	35
Persons Testing Positive	35
Use of Equipment	35
Guests at an Event	35
Parking Rules and Regulations	36

Code of Conduct

I. Introduction

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school function. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this code, the following definitions apply.

Disruptive student means any 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, or ability to deliver instruction. No one has the right to interrupt another person's chance to learn.

Parent means parent, guardian, or person in parental relation to a student.

Behavioral Referral is a written document of an action or actions that are considered unacceptable in a designated school environment and the conduct of an individual violates the expectations set forth in the Code of Conduct.

"School property" means 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.

"School function" means any school-sponsored extra-curricular event or activity.

"Violent student" means a student under the age of 21 whom:

- ✓ Commits an act of violence upon a school employee, or attempts to do so.
- ✓ Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- ✓ Possesses, while on school property or at a school function, a weapon.
- ✓ Displays, while on school property or at a school function, what appears to be a weapon.
- ✓ Threatens, while on school property or at a school function, to use a weapon whether the weapon is physically there or not.
- ✓ Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- ✓ Knowingly and intentionally damages or destroys school district property.
- ✓ Harasses another student or member of the school community on the basis of his or her membership in a protected society.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. Serious and/ or flagrant violations of the District’s Code of Conduct at school or at school functions can result in an immediate Superintendent of Schools’ hearing. A student may be suspended from school or subjected to other disciplinary action.

III. Student Rights and Responsibilities

A. Student Rights

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

- ✓ Attend school in the district in which his/her parents or legal guardian resides. In the event of a shared custodial arrangement, the student is entitled to attend school in the district of the parent with whom he or she resides for more than 50% of the time.

- ✓ Express his/her opinions verbally or in writing in accordance with the Code of Conduct.
- ✓ Expect that the school will be an orderly place for all students to gain an education.
- ✓ Be afforded due process in the event of disciplinary action brought against him/her, including suspension and/or expulsion.
- ✓ Be afforded equal and appropriate educational opportunities.
- ✓ Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. In light of these protections, no student's person or property shall be searched for illegal substances or materials unless the school authorities conducting the search have reasonable suspicion to do so. Lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and used by the student.
- ✓ If a student has a grievance or a complaint about a school-related matter, a school employee or other school official, she/he may submit it, in writing, to the Principal of the school who shall respond within ten (10) school days with a written answer or proposed resolution. Grievance or complaints may be appealed in writing to the Superintendent of Schools if the Principal's answer or proposed resolution is not deemed satisfactory by the student. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of the written appeal document.

B. Student Responsibilities

All district students have the responsibility to:

- ✓ Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

- ✓ Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- ✓ Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- ✓ Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- ✓ React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- ✓ Work to develop mechanisms to control their anger when necessary.
- ✓ Ask questions when they do not understand.
- ✓ Seek help in solving problems that might lead to discipline.
- ✓ Dress appropriately for school and school functions.
- ✓ Accept responsibility for their actions.
- ✓ 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.
- ✓ Report fairly any circumstances surrounding school related issues.

IV. Essential Partners

A. Parents

All parents play a key role in the establishment of a positive school environment. When parents maintain a home environment that is orderly and guided by positive, firm guidelines, their children will approach their school experience with an understanding of expectations, which stress respect of the rights of others and positive, appropriate behavior.

- ✓ Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- ✓ Send their children to school ready to actively participate in their own education and learn.
- ✓ Ensure their children attend school regularly and on time.
- ✓ Ensure that absences are excused.

- ✓ Ensure their children are dressed and groomed in a manner that is consistent with the student dress code.
- ✓ Help their children understand that in a democratic society appropriate rules of behavior are required to maintain a safe, orderly environment.
- ✓ Know school rules and help their children abide by them.
- ✓ Convey to their children a supportive attitude toward education and the district.
- ✓ Build mutually respectful relationships with teachers, other parents and their children's friends.
- ✓ Help their children deal effectively with peer pressure.
- ✓ Inform school officials of changes in the home situation that may affect student conduct or performance.
- ✓ Provide a place for study and ensure homework assignments are completed on time.

B. Teachers

Teachers play a key role in the maintenance of a positive, orderly classroom and school atmosphere. First, by their own example teachers provide models of exemplary school and community citizenship. Next, they have the responsibility for establishing and maintaining positive, effective and consistent classroom management techniques, which result in involving and motivating students.

- ✓ Promote a classroom climate of mutual respect and dignity, which will strengthen each student's positive self-image.
- ✓ Plan and deliver a product of instruction that will make learning challenging and stimulating.
- ✓ Demonstrate interest in teaching and concern for each individual student's achievement.
- ✓ Know school policies and rules, and enforce them in a fair and consistent manner.
- ✓ Schedule parent/student meetings to address academic, behavioral and/or social issues.
- ✓ Communicate to students and parents:

- Course objectives and requirements
- Marking/grading procedures
- Attendance issues
- Ongoing communication with parents regarding academic progress
- Assignment deadlines
- Expectations for students
- Classroom guidelines for behavior
- Communicate regularly with students, parents and other teachers concerning student growth and achievement in order to foster strong relationships.

The teacher will work with the principal, school counselors, psychologists, and or other school personnel, to develop appropriate strategies for addressing the students' concerns. In cases where discipline must be handled beyond the classroom, the teacher will complete a discipline referral, which describes the inappropriate behavior. The "reported offense" will be forwarded to the school principal. Copies of this report, and the record of the action taken, are sent to the parent and guidance office, which maintains them until graduation at which time, they are destroyed.

C. Guidance Counselors

Guidance counselors are essential to assist students in planning for life after high school.

- ✓ Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- ✓ Assist in facilitating student/counselor conferences and parent/student/counselor conferences, as necessary, as a way to resolve problems.
- ✓ Review annually with students their educational progress and career plans.
- ✓ Parents will be invited to participate.
- ✓ Provide information to assist students with career planning.
- ✓ Encourage students to benefit from the curricular and extracurricular programs.

D. Principal

The Principal is instrumental in leading the school in order to:

- ✓ Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- ✓ Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the principal for redress of grievances.
- ✓ Evaluate on a regular basis all instructional programs.
- ✓ Support the development of and student participation in appropriate extracurricular activities.
- ✓ Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- ✓ Share in the responsibility of keeping channels of communication open among parents, teachers and the school.

E. Support Staff

Support staff plays a key role in the maintenance of a positive and orderly educational atmosphere. By their own example, staff members provide models of exemplary school and community citizenship. Support staff have day-to-day responsibilities for the maintenance of standards that are outlined in the code of conduct. They must work closely with appropriate faculty members to ensure that each student understands all rules and regulations. Support Staff will work in cooperation with the Principal, teachers, school counselors, psychologist, or other school personnel to develop appropriate strategies for addressing the students' problems. When appropriate, support staff will complete a referral form that describes the inappropriate behavior. This "reported offense" will be forwarded to the Principal. Copies of this and the record of action are sent to the parent and counselor that maintains them until they can be lawfully destroyed pursuant to records retention laws.

F. Substitute Teachers

The standards of behavior set by the classroom teacher remain in effect when a substitute teacher is supervising that teacher's classes. Argumentative and/or disruptive behavior; and refusal to comply with the directives of a substitute, will be considered insubordination. A substitute teacher has the right to limit passes to the bathroom, library, etc., and may refuse to grant passes to students who fail to comply with his or her instruction.

G. Superintendent

The Superintendent is responsible for ensuring:

- ✓ Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- ✓ Review with District administrators the policies of the Board and state and federal laws relating to school operations and management.
- ✓ Inform the Board about educational trends relating to student discipline.
- ✓ Work to create instructional programs that minimize problems of misconduct and are sensitive to student needs and teacher's strengths.
- ✓ Work with District administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- ✓ Review building data and statistics to evaluate the effectiveness of discipline.

H. Board of Education

The Board of Education is the governing body of the school district and will:

- ✓ Collaborate with student, teacher, administrator, parent organizations, school safety personnel, and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
- ✓ Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- ✓ Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

V. Student Dress Code

The Webutuck Central School District has established one dress to foster equity and ensure consistent enforcement in all schools. Our dress code is written in a manner that does not reinforce stereotypes and is meant to minimize reasons for conflicts.

We believe:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of unnecessary discipline or body shaming.
- Student dress code enforcement should not result in unnecessary barriers to school attendance. Therefore, students shall not be prevented from

attending school or school-sponsored activities because of appearance if style and fashion, or taste is the sole criterion for such action.

- Our focus should be on education.

Our student dress code aims to:

- Ensure that all students are treated equitably regardless of race disability, sex, gender expression, sexual orientation, ethnicity, political affiliation, household income, or body type/size.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Allow students to wear clothing that expresses the self-identified gender.
- Promotes social-emotional well-being.

Students must wear:

- Clothing to cover private body parts with opaque (non-transparent) material, including:
 - A shirt with fabric in the front, the back and on the sides (under the arms)
 - Bottoms (pants, jeans, shorts, leggings, sweatpants, skirts, dresses)
 - Shoes (sneakers, boots, sandals, flip-flops, slides, flats, heels, etc.)

Students MAY NOT wear:

- Apparel promoting products or activities that are illegal for use by minors.
- Emblems, badges, symbols, signs, words objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory represents gang membership or affiliation or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
- Any item that can be considered dangerous or could be used as a weapon.
- Students may wear hats but may NOT wear hoods. Hoods may conceal individuals' identities and this creates potential safety and security risks on campus. Hoods DO NOT include religious head garments.

Note: Due to health and safety concerns, backpacks and coats cannot be used during the school day and must be placed in the locker before homeroom. There is time built into the schedule for locker access, however students will need to organize efficiently.

VI. Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Disclaimer: This Code of Conduct has established categories of conduct; however, they are not intended to be either mutually exclusive or exhaustive. 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 not limited to:
1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that is profane, lewd, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 6. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet account; accessing inappropriate websites; or any other violation of the districts acceptable use policy.
 7. Intimidation of students or school personnel.
 8. Recklessly engaging in conduct which creates a substantial risk of physical injury.
- 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. Being late, missing, or leaving class without permission.
 3. Skipping detention.
- C. Engage in Conduct that is Disruptive.** Examples of disruptive conduct include:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Engaging in any willful act which disrupts the normal operation of the school community.

3. Making an audio and/ or video recording, including still photographs during any portion of the school day, or on school buses, or at school related activities, without the express authorization of appropriate school personnel.
4. Failing to comply with school rules related to cell phones, iPods, and other electronic devices.

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

1. Committing or attempting to commit an act of violence or attempting to do so (such as hitting, kicking, punching, and scratching) upon a student, teacher, administrator or other school employee or upon a person lawfully on school property.
2. 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.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon even if the weapon is not physically present or threatening an act of violence.
5. Intentionally damaging or destroying the personal property of a student, teacher, Administrator, or other District employee or any person lawfully on school property including graffiti or arson.
6. Intentionally damaging or destroying school district property.

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 school personnel.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm a reputation of the person or the identifiable group or demean them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, appearance or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of 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. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using, distributing or possessing obscene or pornographic material.
9. Using vulgar or abusive language, cursing or swearing.

10. Smoking a cigarette, E-cigarette, cigar, pipe, vape or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging any tobacco a product or lighter, alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs and any substances intended to induce an altered state of mind.
12. Using, sharing or possessing any prescription and/or over-the-counter drugs.
13. Gambling
14. Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in 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.

G. 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.

H. Bullying and Harassment (Dignity for All Students Act of 2012). Schools are now empowered and expected to enforce their Code of Conduct when behavior outside of school interferes with the educational environment. Harassment of any kind, whether on line, in person, or by texting is behavior that is unacceptable and not permitted. Statements made in person, via text, or posting harassing statements on line relating to sexual orientation, gender, weight, religious practices, and ethnicity will be considered bullying/harassment as defined by the Dignity for All Act of 2012.

BULLYING BEHAVIOR

Bullying occurs when a student is the target, over time, of repeated negative actions. Bullying means there is an imbalance of power so that the student being victimized has trouble defending him or herself. Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student that has the effect of:

- Physically, emotionally, or mentally harming a student.
- Damaging, extorting, or taking a student's personal property
- Placing a student in reasonable fear of physical, emotional, or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bullying is a pattern of intentional intimidation, demonstrated socially, physically, sexually, verbally, and/or emotionally that continues even after mediation. Bullying is a learned behavior. It is when a person or group tries to hurt or control another person in a harmful way and has three defining characteristics:

1. Deliberate - a bully's intention is to harm someone
 2. Repeated - a bully targets the same victim again and again
 3. Power Imbalance - a bully targets a victim he/she perceived as vulnerable.
- Bullying can be defined as;

Physical bullying may include, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, excessive tickling, tripping, touching, pushing, elbowing, holding, scratching, pulling clothing, flicking, throwing objects, and spitting.

Verbal bullying may include, but is not limited to, name calling, teasing, gossip, rudeness, cursing, put-downs, and written notes with any of the above.

Social/emotional bullying may include, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.

Sexual bullying may include, but is not limited to, making fun of someone's body, exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Cyber - bullying is the misuse of technology to harass, threaten, reject, terrorize, extort, defame, humiliate, blackmail, rate/rank personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulate friendships, isolate, ostracize or use peer pressure. This may include the use of sending or posting inappropriate pictures or images, website postings (including blogs), inappropriate email messages, text messages, instant messages.

Hazing—any intentional or reckless act directed against another for the purpose of initiating into, affiliating with or maintaining membership in any school-sponsored activity or organization

All forms of bullying are unacceptable and disruptive to the educational process of the school district. Offenders shall be subject to appropriate staff interventions, which may result in administrative disciplinary actions including a Warning, In School Suspension, Out of School Suspension, and even Expulsion.

Procedure for Dealing with Bullying Behavior

A student, staff, or parental authority shall report bullying behavior, orally or in writing, to any member of the Webutuck School District. When a staff member suspects a bullying situation (either by witnessing the behavior or by having behavior reported to him/her), he/she must report it to the administration immediately. The administration will conduct an investigation immediately and determine consequences, if need be. Mediation may be offered for both parties of the incident. A violation of this policy shall subject the offending person to appropriate disciplinary action, consistent with the student Code of Conduct, which may include up to and including suspension. Appropriate authorities may also be notified if deemed warranted. A student, staff, or parental authority shall report bullying behavior, orally or in writing, to a staff member or administration.

When a staff member suspects a bullying situation (either by witnessing the behavior or by having behavior reported to him/her), he/she must report it to the administration immediately. The administration will conduct a timely investigation and determine consequences, if need be. Mediation may be offered for both parties of the incident

A violation of this policy shall subject the offending person to appropriate disciplinary action, consistent with the student Code of Conduct, up to and including suspension. Appropriate authorities may also be notified if deemed warranted.

As required by law, the DASA (Dignity for All Students Act) coordinator must be identified. The DASA coordinator for the high school is Robert Knuschke. All incidents of bullying should be reported to the DASA coordinator.

VII. Reporting Code 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 immediately to a teacher, the building principal, the principal's designee or the superintendent. ***All***

district staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

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. Weapons or imitation weapons are strictly forbidden on school grounds, on the school bus, or in school buildings. Weapons are defined as including, but not limited to, loaded or unloaded weapons from which a deadly or disabling shot can be discharged, a switch blade knife, a gravity knife, a utility knife, a pocket knife, a dagger, a “Billy Jack,” metal knuckles or any explosive device. An imitation weapon shall be defined as a toy or other object, which is intended, upon reasonable inspection, to appear to be a weapon or potentially dangerous object. Any student violating this rule faces a long-term suspension or a permanent suspension (expulsion) through a Superintendent’s hearing and a referral to the local police authorities.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that may constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed within 24 hours of the initial telephone call being made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VIII. Disciplinary Penalties, Procedures, Referrals, and Suspensions

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

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

1. The student’s age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.

5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

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

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

A. Penalties

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

1. **Verbal warning** – any member of the district staff.
2. **Parent contact**- any school personnel; instructional or supervisory staff who interacts with the student regularly
3. **Written warning** – any school personnel.
4. **Written notification to parent** – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, assistant Principal, and Superintendent.
5. **Detention** – teachers, Principal, and Superintendent.
6. **Suspension from transportation** – Supervisor of Transportation, Principal, and Superintendent.
7. **Suspension from athletic participation** – coaches, Athletic Director, Principal, and Superintendent.
8. **Suspension from social or extracurricular activities** – activity advisor, Principal, and Superintendent.
9. **Suspension of other privileges** – Principal and Superintendent.
10. **In-school suspension** – Principal and Superintendent.

11. **Removal from classroom by teacher** – teacher and Principal.
12. **Short-term (five days or less) suspension from school** –Principal, Superintendent, and Board of Education.
13. **Long-term (more than five days) suspension from school** – Superintendent and Board of Education.
13. **Permanent expulsion from school** – Superintendent and Board of Education.

B. Procedures

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.

Students who are to be given penalties other than a verbal warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

1. Teacher Detention:

Teachers, Principals, and the Superintendent may use detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified. The student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building Principal or the Principal's designee to discuss the conduct and the penalty involved. After school detention may also be assigned in lieu of, or in addition to, In School Suspension or teacher assigned detention.

2. 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 Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Transportation Supervisor, Principal or the Superintendent or their designee. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension

from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation 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 building Principal or the Principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges:

A student subjected to a suspension from athletic participation, extra-curricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent/caregiver 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.

4. In-school suspension:

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension supervisor may be a certified teacher, a teacher's assistant, teacher's aide or designee assigned by the building principal.

A student assigned to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

Students assigned in-school suspension may not attend or participate in any school-related activities during the day(s) of the suspension. This includes extra-curricular as well as curricular activities.

5. Teacher disciplinary removal of disruptive students:

A student's behavior can affect a 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 an administrator’s office; **(2)** sending a student into the hallway for a brief time with supervision; **(3)** sending a student to the Principal’s office for the remainder of the class time only; or **(4)** sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to (2) two days. The removal from class applies to the class of the removing teacher only. The classroom teacher must inform the principal and state reasons for the removal. If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation of why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after a private, informal discussion with the student may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours. The principal must also be informed of the situation.

The teacher must complete a district-established disciplinary form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the disciplinary form. If the Principal or designee is not available by the end of the same school day, the teacher must submit the form to the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student’s removal, the Principal or another district administrator designated by the Principal must notify the student’s parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal and the referring teacher or the Principal’s designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student’s removal at the last known address for the parents. Where possible, notice should also be provided by telephone.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal.

The timing of the informal meeting may be extended by mutual agreement of the parent and Principal. The Principal may require the teacher who ordered the removal to attend the conference.

The Principal or the Principal's designee may overturn or alter the removal of the student from class if the Principal finds any one of the following:

- The charges against the student are not supported by substantial evidence.
- The student's removal is otherwise in violation of law, including the district's Code of Conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

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. The students' classroom teacher will provide class work.

The Principal must keep a log of all removals of students from class.

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 the removal will not violate the student's rights under state or federal law or regulation. An act of violence or imminent danger may constitute an exception to the above.

7. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are persistently insubordinate and/or disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building Principals.

Students are expected to make up work missed during a day of suspension and to meet the deadlines set by teachers for the completion of that work. Students on suspension may not attend or participate in any school-related activities during the period of the suspension. This includes extra-curricular as well as curricular activities. Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent upon a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

Upon receiving a recommendation or referral for suspension, or when processing a case for suspension, the Superintendent or Principal shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

A. Short-term (5 days or less) suspension from school

When the Superintendent or Principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must include a description of the offense and be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice

within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable. After the conference, the Principal shall promptly advise the parents in writing of his or her decision. 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.

B. Long-term (more than 5 days) suspension from school

When the Superintendent or Building Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the Superintendent's hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the District Clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the Superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

C. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

D. Suspension Cases Involving Educationally Disabled Students

Students with handicapping conditions shall not be subject to suspension in excess of ten (10) days in the aggregate except in accordance with law based upon changes in his or her (IEP) Individual Educational Plans or a court order. When necessary, tutoring will be provided.

IX. Attendance Policy

The Webutuck (Northeast) Central School District has determined that **absences, tardiness and early departures** will be considered excused or unexcused according to the following standards:

EXCUSED: An absence, tardiness or early departure must be verified by the parent, guardian, or school personnel, **in writing**, if due to any of the following reasons:

- a. Personal illness.
- b. Serious illness or death in the immediate family.
- c. Religious observance.
- d. Required attendance in court.
- e. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions.
- f. Directed or authorized presence at the Administrative Offices or Nurse' Office.
- g. Sent home by the nurse.
- h. Student present in ISS.
- i. Student assigned Out of School suspension.
- j. Quarantine.
- k. Dental and medical appointments that cannot be arranged for after school or during other non-school hours.
- l. Approved college visitation (generally restricted to juniors and seniors), with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year.
- m. Accident.
- n. Bus is late to school.
- o. Hospitalized with home instruction (medical/psychiatric placement).
- p. Home instruction (pursuant to administrative referral).

UNEXCUSED: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance falls into one of the following categories:

- a. Truancy
- b. Missing the school bus
- c. Shopping
- d. Baby-sitting
- e. Hunting and fishing
- f. Vacations
- g. Employment
- h. Car trouble or traffic delays

- i. Oversleeping
- j. Family business
- k. Parent/Guardian driving him/her to school

Note: The preceding lists are not to be considered complete and/or comprehensive.

New York State Education Law Mandates:

ALL ABSENCES, TARDINESS, AND EARLY DEPARTURES MUST BE ACCOUNTED FOR.

It is the parent /guardian's responsibility to **(1) call or email** the school office within 24 hours of the absence, tardiness or early departure and to **(2) provide a written or emailed explanation** within 5 days of the student's return to school. **Any absence that remains undocumented after the 5 day time period will be recorded as unexcused.**

The written explanation must state:

- 1. The student's full name
- 2. Days and dates absent from school
- 3. The reason for the absence.

This excuse is a legal document that must be kept on file for three years and can be admitted in court as documentary evidence. Failure to present a note following an absence will result in the absence being recorded as truancy. The parents(s)/guardian(s) shall be notified, by telephone and/or in writing, whenever a student has an unexcused absence in excess of six per semester, regardless of whether the course is a semester or full year course.

- A.** Classroom teachers, Guidance Counselor, Social Worker or Principal's Office shall be responsible for making a personal contact with a student who is in jeopardy of failure due to absences. Reasonable efforts shall be made to assist the student in addressing the causes contributing to the failure. Classroom teachers will report attendance through the district's attendance software system for each period.
- B.** After teacher intervention and several attempts by the teacher to address the attendance issue, the principal will send a letter notifying parents/guardian that a student is **in danger of failing due to their attendance. This letter will be generated once a student has reached 6, 9 and 12 days per semester.** The principal will also complete a letter notifying that a student has *Failed Due to Attendance* once the maximum days of absence have been met (18 days per semester), and **makeup work** has not been completed.

Procedure for Makeup work:

Students with excused absences will be given an opportunity to make up work missed provided arrangements are made within five (5) days of the student's return to school. There will be no academic penalty for excused absences provided that any work missed is made up. Class make-ups cannot be done during the regular school day. Family vacations do not constitute a reason for excused absence. There is no obligation to make up assignments or provide extra help to students for unexcused absences.

The Communication and interventions to improve attendance are as follows:

Absences	Action Taken	Description
1 Unverified	Robocall	A robocall is sent to parent(s)/guardian(s) by the nurse, notifying them of the student's absence that day. This is based on School Tool data and will be done each morning by noon.
3 consecutive days	Personal "Wellness Check"	EBIS/WHS attendance clerk will contact families.
4-5 Consecutive Days	Attendance Check	The attendance clerk will run a report weekly for WES and EBIS/WHS. The Attendance Clerk will make a personal phone call home as a wellness call. The Attendance Clerk will inform parents that their child has missed 5 days of school this school year.
8 Overall	Call from Principal	The Attendance Clerk or Designated Person will notify the principal and the social worker that the student has missed 8 days. The principal will make contact.
10 Overall	Meeting with School Based Team	Families, students and the team of teachers, including social workers will meet with the principal. ** If parent/guardian does not respond a well visit will be conducted by building administration and the School Resource Officer (SRO)
18 Overall	CPS Notified	A call will be made to Child Protective Services for Educational Neglect by a designated person. SchoolTool records in regards to communication will be referenced and shared.
25 Overall		After 25 absences, alternative measures are considered. Alternative measures could include: <ul style="list-style-type: none"> • 10 period • Saturday School • Summer School • Retention

Tardiness

The New York State Educational Law also applies to late arrivals (tardiness).
Students arriving late for the start of school must bring a parental note with them

indicating the reason for such lateness. These are filed in the Principal's Office. Students are expected to be in school on time daily.

Late arrival to school or class is not acceptable.

Three (3) late arrivals will be equivalent to a cut, which will result in a **Lunch Detention or In- School Suspension**. Students must be in attendance at school every day of the school year **unless they are sick, have a death in the family, must observe a religious obligation, or have another legal excuse.**

Students requesting early dismissal from school **must present** a parental note to the main office at the beginning of the school day. Parents must sign the sign out sheet in the Office when picking up their children from school during the day. **No Verbal Permission will be accepted.** Leaving school property during the school day without parental permission and school approval is strictly forbidden. This behavior will be considered truancy, and may result in the student being assigned ISS, OSS or revocation of parking privileges.

This is a closed campus. Students who are 18 or older, may sign themselves out of school with written parental permission. Once a student has left campus, he/she may not return for any reason except the legal ones outlined in the Athletic Regulation and the student handbook. This includes returning for sports practices or games.

Under truancy, a student sent to school by his/her parent and expected to be in school is considered truant if he/she absents himself for some unlawful reason. Unlawful detention occurs when a pupil is absent from school with the knowledge and consent stated or implied of his parent for other than legal reasons, such as visiting, away, vacation, shopping, needed at home, caring for baby, work, no shoes, overslept, car trouble, etc.

ATTENDANCE – COMPULSORY EDUCATION LAW

IMPORTANT NOTE: A 1992 amendment to New York State Compulsory Education Law states: "Children who turn 16 during a school year (defined as July 1 –June 30) continue to be subject to the compulsory education laws until the end of that school year." For example, students who turn 16 between July 1, 2011 and June 30, 2012 will be required to attend instruction until the end of the 2011-2012 school years.

Regarding a student over 16 years of age not subject to the above revision of the law:

A student is not dropped from the register until 20 days after the school is notified that the student will not be returning to school, or until twenty consecutive days absent from school accumulate. Once the school is notified, steps will be taken, involving a conference with the student and parents or guardians, to attempt to persuade the student to return to school or to at least continue his or her education through an alternative educational program.

Procedure for Makeup work

Students with excused absences will be given an opportunity to make up work missed provided arrangements are made within five (5) days of the student's return to school. There will be no academic penalty for excused absences provided that any work missed is made up. Class make-ups cannot be done during the regular school day. Family vacations do not constitute a reason for excused absence. There is no obligation to make up assignments or provide extra help to students for unexcused absences.

X. Grading

All grades will be visible to students and parents via the parent portal. Parents will have to contact the high school guidance department in order to receive instructions on establishing their own account.

Students obtaining High Honor Roll must have achieved a grade point average of 90 or higher in all classes, Honor Roll must have achieved a grade point average of 85 or higher in all classes, and Merit Roll must have achieved a grade point average of 80 or higher in all classes.

Students who have an overall average of 95% or above and NO grade below a 90% will be eligible for the Principals' Honor Roll.

XI. After-School Procedures

Students planning to stay after school for additional academic support must be with a teacher until 3:15 p.m. Any student staying after school not under the direct supervision of a teacher must sign up with the teacher by 2:00p.m. for permission to stay after school.

STUDENT ORGANIZATIONS

Through the years, there have been many and varied student organizations functioning in our school. Students will be advised of these organizations at the beginning of the school year and are invited to participate and to pursue their interests.

Students desiring to begin a new organization or reactivate a non-functioning organization must first seek the advice of the principal and/or the advisor to the Student Council.

XII. Safety Drills

In an effort to provide a safe and secure learning environment and to comply with state and federal mandates, various safety drills will be held throughout the year. These drills include fire drills, lockdown drills, lockout drills, hold in place, shelter-in-place drills, and evacuation drills.

XIII. Extra-Curricular Activities

Absences Due to Illness:

We wish to emphasize consistent attendance is crucial to student success. Please contact the nurse's office by 7:15 if your child is absent on a particular day. When a student is absent from school because of illness or an emergency, upon returning to school, the student must present an excuse signed by a parent or guardian explaining the absence. These notes are kept on file. The school will accept requests for student's work for those who are legally absent.

- A.** Students must be in attendance for the full day or arrive by 11:00 AM with a written legal excuse in order to participate in extracurricular activities (sports, dance, play practices, field trips, etc.)
- B.** Students who miss a class during the school day due to an illegal absence may not Participate in after school activities that day, including sports practices and Interscholastic competition.
- C.** Students who leave school due to illness may not return to school later that day to participate in after- school activities.
- D.** *Extended Illness.* When a student is absent for more than a day, or when a student is diagnosed as having a potential long term illness, the student or his/her parents should contact the school administration to arrange for the educational needs of the student. An extended illness will be counted as a single day if, upon return to school, the student supplies a doctor's note that indicates the physician recommended the student remain out of school.

TEAM RULES FOR ATHLETES PARTICIPATION IN ALL SPORTS

Team rules for student participation in interscholastic athletics are written in the Webutuck Central School District "Student Athlete Code of Conduct." Parents and students are required to sign the Athlete's Code of Conduct prior to participation in any sport. Failure to adhere to the code will result in penalties outlined in the handbook.

STUDENT COUNCIL

The governing student organization in the Webutuck Central Schools is the Student Council. This is an organization that monitors, controls and advises all extra-curricular activities. In addition to these, this organization has and can be, a voice for the students covering most aspects of student life in the Webutuck/High School Students are encouraged to be active in this organization and support it to the best of their ability.

MEMBERSHIP IN THE NATIONAL HONOR SOCIETY

For more details on NHS membership please see the NHS information posted on the WHS webpage. (<https://www.webutuckschools.org/Page/439>)

GUIDANCE SERVICES

Students are encouraged to go to their guidance counselor to discuss their academic and personal concerns. In particular, any questions about a student's schedule must be discussed with a guidance counselor. A student's schedule may only be changed by guidance staff. A student's request to change his/her schedule may involve contact with his/her parents.

College and career information may be obtained in the Guidance Students and parents who wish to obtain help with a drug or alcohol problem may contact a guidance counselor.

Below is a list of agencies which are available to residents of Dutchess County:

Riverhaven Emergency Shelter Housing.....845-454-3600
St. Francis Hospital- 24 hours.....845-471-2000
Center for the Prevention of Child Abuse....845-454-0595
Drug & Alcohol Abuse – Open Days Only.....845-471-0310
ASA –Alateen–Alananon - Open Days Only..845-452-1111
Teen Parent Program-Open Days Only.....845-452-4937
Dutchess County Department of Behavioral and Community Health.....845-486-3400
Youth Crisis and Runaway Hotline.....1-800-448-4663
Northeast Community Center.....1-518-789-4259
Dutchess County Department of Social Services.....845-486-3012
Dutchess County Division of Youth Services.....845-486-3665

Electronic communication/entertainment devices (IPODS, Cell-phones, Cameras, and Tablets, etc.) may not interfere with the academic environment. Cell phones for students in grades 7 and 8 should be off and placed securely in their lockers each day. High school students may access their phones, however, they need to adhere to teacher instructions regarding use in individual classrooms. Headphones and earbuds are not to be worn during instructional periods unless it is under the direction of the teacher. Students who wear these items traveling from one class to another may not have both

ears obstructed. These items are permitted during lunch and free periods as long as the student is seated and obtains permission from the teacher. This code is applicable to students in grades 9-12; students in grades 7-8 are prohibited from wearing earbuds in the halls or during lunch and other free periods. Students in grades 7-8 may use headphones/earbuds under the direction of a classroom teacher when applicable.

Infractions will result in disciplinary action. Failure to follow this rule can result in:

- 1) First Offense – verbal warning is given by the teacher. Notice in the form of a referral, an email, or phone call will be sent home to parent or guardian.
- 2) Second Offense – confiscation of the electronic device for the remainder of the class or school day. The student may pick up the device from the teacher or main office at the end of the specific class or school day. Notice in the form of a referral will be sent to the parent or guardian.
- 3) Third Offense – Confiscation of the electronic device and detention for insubordination. Students who have had 3 offenses will then be required to turn the device into the main office at the start of each school day or may be required to leave the device at home.
- 4) Fourth Offense – Confiscation of the electronic device and a full day of In-School Suspension for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behavior.
- 5) Fifth and Repeating Offenses – Confiscation of the electronic device and out of school suspension for 1 – 3 days for insubordination. The electronic device will be returned to a parent or guardian during a conference regarding the repeated behaviors.

The use of laptops, hand held computers (I-Phones), and recorders require teacher approval. Volunteer firefighter pagers must be registered with administration in advance. **Please note - we strongly urge students not to bring any of these devices to school. If stolen or lost the school will not be held responsible for these items.**

E-mails or other electronic communications created by a student or another individual at a student's request other off-campus sites which conveys threats of violence to a specified individual or individuals or to the school district may give rise to disciplinary action against such student, which originates from off-campus computer or site and which is received at the school premises or by one or more district students or staff members at their homes or other off-campus sites which conveys threats of violence to a specified individual or individuals or to the school district may give rise to disciplinary action against such student.

XV. Other Considerations

Book Bags/Knapsacks/Messenger Bags

Students in Grades 7-12 will not be permitted to carry book bags/knapsacks/messenger bags or have rolling bags in the classrooms or hallways. Purses that are large enough to carry a school textbook will be considered a book bag. Students may carry these items to and from school, but they must remain in their hall lockers throughout the school day.

Rules and Responsibilities for Seniors

1. Seniors may not be in the halls during class time without a pass.
2. Seniors failing any course will lose the privilege of early release and senior privilege.
3. Teachers and any other staff members may confront a senior at any time when the senior appears to be abusing his/her privileges. Seniors are accountable to the staff during the regular school day and at all school functions.
4. Seniors found abusing their privileges will have part or all of their privileges suspended for a period of time to be determined by the Principal.
5. Seniors must take at least 5½ credits in subject areas geared to their abilities and aspirations. Seniors must be present during first period if scheduled. Seniors may earn their credits in a variety of ways. Options available include but are not limited to: the traditional Webutuck offered courses, courses offered at a local college such as Dutchess or Columbia Green, Advanced Placement courses, or through independent study approved in advance by the Principal

USE OF ALCOHOL DETECTION DEVICES POLICY

The Webutuck Central School District Board of Education (BOE) is committed to promoting a safe and substance – free learning environment. This BOE commitment extends to school sponsored activities and events both on and off school grounds. The BOE applies its policy to all persons currently employed by the district, students enrolled in our schools and any guests who attend school sponsored activities and events whether conducted on or off school grounds.

No alcoholic or intoxicating beverages of any kind are permitted in any building either during the school day or at any event or activity authorized by the school district at any time. The consumption of alcoholic or intoxicating beverages prior to or during the school day or a school sponsored event or activity on or off school grounds is strictly prohibited. Therefore, in order to promote a safe environment for our students and their guests at school or any District sponsored and/or authorized activities and events, the school administration is authorized to employ the use of both “passive” and/or “active” alcohol detection devices.

Prior Notification

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of District sponsored events. Prior notice may include, but is not limited to, notification in the student handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification of guest permission forms.

Refusal to Screen

Students and their guests or school staff who refuse to submit to alcohol detection screening will be either removed from the school or not be permitted to attend the District authorized activity. No refunds will be provided for these missed events. Parents/Guardians of involved students will be contacted and informed of their refusal to screen.

Persons Testing Positive

Persons who test positive for consumption of alcoholic and/or intoxicating beverages will be removed from school, will not be permitted to attend the event, and will be subject to legal action and/or school discipline.

Use of Equipment

School administrators and/or their designees may employ both passive and/or active alcohol detection devices if faculty or staff has reasonable suspicion, through observation or information gained, to believe that a person may have consumed alcohol. These tests can involve either testing the person or the beverage. The person administering the detection device must be trained and the detection device will be regularly inspected to maintain accuracy.

Guests at an Event

All students who have been given permission by the school administration to attend an event must comply with the same alcohol screening procedures as the students of Webutuck Central Schools. Student guests who test positive for the presence of alcohol or intoxicating substances will not be allowed to attend the event. The parents/guardians of the student guest will be contacted and the local law enforcement agency will be notified of the positive test. The student guest will be asked to wait in a separate area under the supervision of the school administrator or his/her designee until his/her parent/guardian arrives.

Parking Rules and Regulations

Webutuck H.S. is considered a “*closed campus*.” Students may not come and go during the school day. In order for a student to be eligible to park on campus he/she must have attended the ***Teen Driving – A Family Affair*** course with a parent as provided by CAPE. Parking on campus is a privilege for 12th graders. It can be suspended or revoked for irresponsible behavior at school, including behavior that

is not related to driving or parking. Parking privileges will be determined on a first come basis at the end of the student's junior year. An application form signed by parents, detailing vehicle registration, license and insurance information will be completed by the student. Student vehicles parked on school property are subject to being searched by school authorities and/or law enforcement.

Parking tags will be issued to approved drivers and must be displayed in the car window while on school premises. All cars that a student may drive to school **MUST be** registered in the Principal's office. Change of vehicles and/or license plates **MUST** be reported to the Principal.

Students are permitted to park ONLY in the student parking area. No student is permitted to park in the faculty area, in front of the building, in the Middle School parking lot, the Elementary Schools parking lot, or in areas marked "NO PARKING" regardless of the length of time. Students are NOT PERMITTED to go to their cars or to be in the parking lot during the school day for any reason. Students whose classes end before the end of the 9th period may apply for early dismissal privileges. Students may leave for a specific purpose such as a doctor's appointment with a signed parental permission note.

HANDBOOK VERIFICATION FORM

In an effort to improve communication between the home and school, we are asking that each parent review and discuss this handbook with your child. Please complete

information below and have your child return to the high school office as soon as possible.

I _____ have read the 2020-2021
Student/parent handbook and understand the rules and regulations that are
contained in it.

Student Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone #: _____

This form must be returned to the student's first period teacher