

# **Wellsville Middle School Handbook Grades 6-8 2023-2024**



**Wellsville Secondary School  
126 West State Street  
Wellsville, NY 14895  
(585) 596-2182  
(585) 596-2143**

*Our mission is to prepare our students to be successful,  
contributing members of their communities  
through excellence in education.*

## DIRECTORY

<b>Superintendent:</b> Mr. David Foster	596-2170
<b>Director of Finance and Operations:</b> Mrs. Emily Peavey	596-2173
<b>Principal:</b> Mr. Aaron Brubaker	596-2143 or 596-2182
<b>Assistant Principal:</b> Mrs. Erika Scott	596-2143 or 596-2182
<b>Assistant Principal:</b> TBD	596-2143 or 596-2182
<b>Administrative Assistant Grades 6-8:</b> Mrs. Kasey Riley	596-2143
<b>Administrative Assistant Grades 9-12:</b> Mrs. Missy Gough	596-2182
<b>Family Resource Coordinator:</b> Mrs. Veronica Medler	596-2194
<b>Director of Special Education:</b> Mrs. Mary VanEtten	596-2185
<b>School Counselors:</b>	
Mrs. Sara Kent, grade levels 10 & 11	596-2161
Mrs. Bridget Kehrer, grade levels 9 & 11	596-2149
Ms. Michelle Alvord Grade level 6,7,8	596-2162
<b>Social Worker:</b> Mrs. Shannon Steiner	596-2163
<b>School Psychologist:</b> Mrs. Donna Ewing	596-2164
<b>Guidance Secretary:</b> Mrs. Lenore Braunscheidel	596-2160
<b>STEAM &amp; Technology Coordinator:</b> Mrs. Caitlin Bowen	596-2196
<b>Information Technology Department:</b> Mr. Tony Fountain	596-2158
<b>Health Office:</b>	
Mrs. Hope Gilfert, RN - grade levels 9-12	596-2167
Mrs. Kathy Holla, RN - grade levels 6-8	596-2147
<b>Buildings &amp; Grounds Supervisor:</b> Eric Miller	596-2159
<b>Athletics:</b> Ms. Mary Ellen O'Connell	596-2145
<b>Attendance:</b> Mrs. Kasey Riley (grades 6-8)	596-2143
<b>Attendance:</b> Mrs. Marcy Smith (grades 9-12)	596-2183
<b>Bus Schedules:</b> Transportation Department	593-5450
<b>Cafeteria/Meal Questions:</b> Mr. Bob Meyers	596-2111
<b>Courses/Curricula:</b> Guidance Department	596-2160
<b>Use of Building:</b> Mrs. Hope Layfield	596-2173
<b>Working Papers:</b> Guidance Dept.	596-2160

## BOARD OF EDUCATION

Board of Education Meetings are scheduled at 6:30 p.m. on the first Tuesday of each month.

### **Board Members include:**

Mr. Bryan Gamache	Mr. Keith Loines	Mr. Rex Olson	
Mrs. Heather Gill	Mr. Al Mosher	Mr. Steven Pettenati	Mrs. Kathleen Murphy

## STUDENT ORGANIZATIONS & ADVISORS

Jump Club	TBD
Lego League	TBD
Marching Band	Mr. Joslyn
Intramurals	TBD
Ski Club	Mrs. Bowen
Student Activity Advisor (grades 6-8)	Mrs. Riley
S.W.A.T Club	Mr. Fountain, Mr. Volk

## INTERSCHOLASTIC ATHLETICS

Any student enrolled in Wellsville Secondary grades 7-12, is eligible to participate on Wellsville School Athletic Teams. Participation is subject to all NYSPHSAA and Section V Rules and regulations in addition to all local academic, attendance requirements and regulations for try-out and participation.

### **FALL SEASON:**

#### **BOYS**

Varsity Football  
Modified Football  
Varsity Soccer  
Modified Soccer  
Cheerleading (co-ed)

#### **GIRLS**

Varsity Soccer  
J.V. Soccer  
Modified Soccer  
Tennis  
Cheerleading (co-ed)  
Varsity Volleyball  
J.V. Volleyball  
Modified Volleyball  
Swimming

**WINTER SEASON:**

**BOYS**

- Varsity Basketball
- J.V. Basketball
- Modified Basketball
- Varsity Wrestling
- J.V. Wrestling
- Modified Wrestling
- Varsity Volleyball
- Varsity Cheerleading (co-ed)
- Modified Cheerleading (co-ed)
- Indoor Track (co-ed)
- Bowling (co-ed)

**GIRLS**

- Varsity Basketball
- J.V. Basketball
- Modified Basketball
- Varsity Cheerleading (co-ed)
- Modified Cheerleading (co-ed)
- Indoor Track (co-ed)
- Bowling (co-ed)

**SPRING SEASON:**

**BOYS**

- Varsity Baseball
- J.V. Baseball
- Modified Baseball
- Varsity Track & Field
- Modified Track and Field
- Tennis
- Golf (co-ed)

**GIRLS**

- Varsity Softball
- J.V. Softball
- Modified Softball
- Varsity Track & Field
- Modified Track and Field
- Golf (co-ed)

**ACADEMIC INFORMATION**

**Honor-Merit Rolls**

Honor and merit students will be recognized after each ten (10) week report card period. Averages needed to receive these awards are as follows:

Merit Honor Roll	85 – 89.99
Honor Roll	90 – 94.99
High Honor Roll	95+

**55- Grading Policy**

No student will receive a grade lower than a 55% on any of the four marking periods. A comment on the report card will indicate if the actual grade is lower than 55. Any score below 65% is failing. Students who score below a 65% may be eligible for credit recovery and will be encouraged to seek additional academic support from their teacher. Teachers are available daily from 2:30-2:55 for academic assistance.

**Extracurricular Activity Eligibility Policy**

Rationale

- a. to promote high academic standards for all students involved in extracurricular activities
- b. to provide a system of academic support for students involved in extracurricular activities
- c. to increase the level of student participation in extracurricular activities to support student engagement in their school community.
- d. to increase communication between the classroom teacher, coach/advisor, administration, and parents of students who are not maintaining the set academic standard.

Students meeting the following criteria will be listed under probationary status: A student is failing two or more classes or with an overall average that is not passing (<65). A student may not drop a course in order to become eligible.

**Description of the Probationary Period:**

The assistant principal will meet with each student who meets the criteria for academic probation to discuss the issue and explain the policy. Parents and guardians will be contacted, notifying them that their child is on academic-extracurricular probation, and will be provided with an explanation of the policy.

The assistant principal or athletic director will directly notify by email advisors, coaches, teachers, and counselors of all students on probation. This list will be recalculated in a two-week cycle.

**Requirements to become eligible or remain eligible while in the Probationary Period:**

Students may maintain eligibility to participate in activities by making progress towards passing their classes and taking steps to seek out support. This will be done by attending after-school help sessions with the teachers for the classes they are not passing. Upon a student exhibiting evidence of a genuine attempt at improving their performance (including an attendance and effort component), the teacher can provide the student with an eligibility pass for the student to bring to their coach/advisor. That pass will be required for the student to be allowed entry into the day's activities (games/practices/meetings). Any student who is on probation and does not provide an eligibility pass will not be allowed to participate in that activity for that day.

It is the responsibility of the student to arrange to attend the extra help sessions with the appropriate teacher, as it is the teacher for courses that students are not passing who should be providing them with the eligibility pass. Teachers will maintain discretion to provide a pass to a student based on the student's performance. In the event that all teachers for which a student must attend are not available after school, students must report to the principal's office so that alternative arrangements can be made.

If the student is failing no more than one (1) subject, he/she will be allowed to participate fully in the extracurricular activity until the next cycle, though they are strongly encouraged to seek out support and make improvements. In addition, coaches will be notified that students are in jeopardy of being placed on probationary status. This policy is also not intended to deny a teacher the ability to request that a student come in for extra help for specific needs (an established practice).

At the beginning of the next marking period, the student's eligibility to participate in an extracurricular activity will be determined based on the results of the previous marking period and will run for two weeks. If the student is failing two or more classes at that time, he/she will repeat the process outlined above with those same teachers to maintain eligibility until the next cycle is calculated.

A student may take steps to remove themselves from probationary status when they have improved their performance to above the minimum requirements. It is the responsibility of the student to ask the teacher(s) to contact the assistant principal(s) and the athletic director to inform them that he/she is in good standing. Upon receiving notification, the coach/advisor will be informed, and the student can participate without needing an eligibility pass.

#### **Academic Assistance**

For students requiring academic assistance, the following resources are available:

1. School Counselors
2. SAGE blocks
3. Teachers are available daily from 2:30 p.m. to 3:00 p.m.

#### **VISITORS**

1. Parents or visitors with appointments or official school business are to sign in at the main security entrance to obtain a visitor's pass and then report directly to the main office. Admission into the building is subject to the screening procedures.
2. Only prospective students with parental and administrative approval may visit school during the day.

#### **STUDENT HEALTH SERVICES**

**The nurse's office is intended for medical needs only. Students are only permitted to visit the nurse with a pass.** Students who are ill or injured while in school should report to the nurse's office immediately. If the 6-8<sup>th</sup> grade school nurse is unavailable, the student should report to the 9-12<sup>th</sup> grade school nurse for assistance. Injuries occurring during a school activity after school hours (i.e. athletic contests, dances, concerts) must be reported to the nurse the following school morning.

Students who are ill will only be released to go home after the nurse has contacted the parents and has received parental consent. Parents must arrange transportation home for the child. Students must sign out in the nurse's office before leaving school.

Under New York State Law, the school nurse is permitted to give first aid treatment only to injuries received in school activities and to give medication on the written order of the family physician.

#### **Medication in School**

The New York State Education Department regulations for all medications are

1. Medication must be delivered to the Health Office by a parent.
2. Written instructions from a physician must accompany the medication.
3. Written instructions from the parent must accompany the medication.
4. Medication must be in its original container with the student's name and instructions on the label.

**Students are not permitted to carry medication in school, including over-the-counter medications.** Parents are responsible for dropping off and picking up medication directly with the school nurse. Students are NOT allowed to carry ANY medication on school property, unless specifically ordered and authorized by the school physician and school nurse.

#### **COUNSELING SERVICES**

Counseling services are provided by the school counselors, school psychologist, and school social workers. Services are available for all students in grades 6-12 to encourage effective participation in their current and future educational programs. In grades 6-12, the Counseling Office provides the following services:

1. Resources for students and families can be found on the guidance department website page at [www.wellsvilleschools.org](http://www.wellsvilleschools.org)
2. Individual or group counseling assistance to help students who need support with attendance, academic, behavioral, or emotional concerns

3. Referrals to community resources and agencies to provide additional support to students
4. Annual reviews of each student's educational progress, course selection, and career plans
5. Individual and/or group counseling to help students develop and implement post-secondary education and career plans
6. Classroom instruction to help students learn about various topics including careers and future planning

### **CAMPUS AND BUS SECURITY**

Cameras are used on campus for safety and security purposes. Buses may also be equipped with recording devices.

### **EMERGENCY CLOSING INFORMATION**

When roads are potentially hazardous due to inclement weather, the Wellsville Central School District will either close or operate on a delayed schedule. All school closing and delay day information will be broadcast over local radio stations WLSV and WJQZ. In addition, our school messenger system will send a robo message to all households to communicate any delay or closure.

### **EMERGENCY DRILLS**

School safety drills will be held throughout the school year to ensure all staff and students know and understand how to respond in the event of an emergency. School safety drills will include, but are not limited to, bus safety sessions, fire drills, lock down drills, and shelter-in-place drills.

### **FIELD TRIPS**

Field trips must be approved in advance by the building principal and be educational in nature. For field trips involving a class or large number of students the advisor or teacher will inform parents in advance of the trip details and purpose. This will serve as informed consent and signed permission forms are not required.

Students must use school-approved transportation during the entire trip. All members in the group activity will remain with the supervisor and observe all rules and regulations of the home school while at the visitation site. All school events, trips and activities are subject to the District Code of Conduct.

### **BREAKFAST AND LUNCH**

1. The district is able to provide a free breakfast and lunch to all students daily.
2. Breakfast is available from 7:30 a.m. to 7:42 a.m.
3. Students eating breakfast must be on time for the first period (7:42 a.m.).
4. Monitors are present for supervision and assistance. Students are responsible for cleaning up after themselves.
5. Students may only be in the cafeteria during their scheduled lunch block.
6. There are to be no outside food deliveries for individual students in the cafeteria during breakfast and lunch blocks.

### **Late Bus**

Students staying for the activity period must sign in with a teacher or advisor before 2:30 p.m. to obtain permission to stay from 2:30 p.m. – 3:00 p.m. The late bus transports students to the elementary school where the student transfers to the elementary bus run. All students must remain under the supervision of a teacher or advisor for the entire activity period. The late bus requires a pass which is given by the teacher. Students are not allowed to stay beyond 2:30 p.m. unless they are with a teacher.

### **HALL LOCKERS**

In the interest of school safety and protecting students' property, the following rules will be strictly enforced:

1. Any intentional damage to the lock or locker will result in disciplinary action and replacement fees.
2. Never share combinations or lockers with others.
3. Never pre-set combinations; after the locker is closed, spin the dial.
5. If your locker is tampered with or broken into, report it to the office immediately.
6. Report mechanical problems to the office.
7. No sticky decorations allowed - magnets are allowed to hold appropriate items in place.
8. Keep the locker clean and organized.
9. Lockers are expected to be kept locked at all times.

### **FINES AND CHARGES**

Any monies owed the district, for replacement of locks, books, athletic equipment, iPads, restitution for vandalism, etc., are expected to be paid in a reasonable time and no later than the last day of student attendance.

### **DANCES & ACTIVITY NIGHTS**

Dances and activity nights are organized to provide students with a fun, safe, and entertaining option. All events are subject to the Code of Conduct.

Dances:

- Middle level events are free of charge
- Once a person leaves the dance, he/she may not return. There is only one entrance/exit that all students must use
- Guests are not allowed at Middle Level Dances/Activity Nights

### **CONDUCT AT SCHOOL FUNCTIONS**

Proper conduct at all events is essential to ensure good relations with other schools, communities, visiting teams and their supporters. Demonstrating good sportsmanship is an essential part of showing school spirit. It is expected that all attending school functions behave in a manner that is civil and appropriate. Unsportsmanlike conduct and disruptive behavior will not be tolerated. Site supervisors and administrators reserve the right to remove any person in violation of these guidelines and to notify law enforcement.

### **ATTENDANCE INFORMATION**

Doors for the Secondary School will open at 7:30 a.m. and will remain locked during the academic day. Attendance-related matters, including written excuses for absences, tardiness, and medical permits for students in grades 6-8 are handled in the Main Office prior to 7:42 a.m. Students must sign in and sign out at the Attendance Office whenever entering or leaving the building anytime between 7:42 a.m. and 2:25 p.m. Written parental permission to leave school during the day must be submitted to the Main Office prior to 7:42 a.m. Under extenuating circumstances, if a student did not submit written permission to leave the building, the attendance officer or an administrator may contact the parent directly. The parent must then provide written permission the following day.

**Students are expected to be on time and in school for the entire day in order to be eligible to participate in any school function (including practices/games/performances/rehearsals). Students are to be in attendance on Friday to participate in any weekend activities.** Students who are excused or absent must have a legal or medical excuse submitted to the attendance office in order to participate in extracurricular activities. Extracurricular advisors and coaches are responsible for checking the attendance of their student participants. Medical, educational and legal absences are exceptions to this rule. Students who participate in and/or attend any extracurricular activities and abuse the attendance policy may face disciplinary action as per the Code of Conduct and Extracurricular Policies.

Medical permission slips are obtained from the Attendance Office. Upon returning to school, the student is to turn in his/her permit, signed by medical office personnel, to the attendance personnel.

### **Early Dismissal**

**Students are expected to remain in school the entire school day and to take advantage of as many academic opportunities as possible. Students will only be released for school-sanctioned programs (sports/performances).**

### **School Tardiness**

**A student not in his/her scheduled classroom at 7:42 a.m. is tardy.** Whenever a student is tardy to school, he/she must report to the Attendance Office immediately upon entering the building. Students must sign in and sign out at the Attendance Office whenever entering or leaving the building anytime between 7:42 a.m. and 2:25 p.m. Failure to sign in or out will result in disciplinary action. As per the progressive discipline plan in the Code of Conduct, a detention will be assigned for three tardies, and every instance thereafter per quarter, for unexcused occasions.

### **Classroom Tardiness**

Students are expected to be in class on time. If a student is less than 20 minutes late to a class or study hall, he/she is considered tardy (late). If a student is late for class in excess of 20 minutes, or leaves more than 20 minutes before the end of class, it will count as an **absence** from class.

### **Truancy**

Truancy is a violation of the education law that requires minors to attend full-time instruction. Leaving the school building without teacher supervision, prior written parental approval, and/or administrative permission during the school day is an act of truancy and a violation of the student Code of Conduct.

### **Academic Responsibilities for Absentees**

Students with an excused absence will be given reasonable time to make up assignments missed during their absence. Students should use study hall blocks or after school time to see teachers and complete assignments missed. Parents/guardians may contact the office to arrange for work to be collected and picked up. Students may also contact teachers directly via email to seek out missed classwork and assignments. In most cases, parents/guardians calling to collect missed assignments should allow the teachers 24 hours to organize the work. This work may be picked up between 2:30-3:30 p.m. in the main office.

### **Academic Integrity**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited.

Behavior that is unacceptable includes, but is not limited to

- copying another student's homework
- working with others on projects that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from a test, quiz, or homework
- using any other method to get/give test or quiz answers
- taking a test or quiz in part or in whole to share with other students
- copying information from a source without proper attribution; (digital and copy)
- taking papers from other students, publications or the Internet

## **Technology**

### **Student Use of School-Provided Technology**

For all student use of school-provided technology, including hardware (iPads, computers, and components), software (mobile device apps, PC applications, and cloud-based software), network access, and internet access: Please refer to the Acceptable Use Policy located on the school website – [www.wellsvilleschools.org](http://www.wellsvilleschools.org).

**Lost or Broken iPads**

All lost or broken iPads will be handled through the Secondary Library. If a student's iPad is broken, they should go to the library to sign out a spare and pick up insurance paperwork. When the insurance paperwork has been signed by a parent or guardian and returned to the library, the broken iPad will be returned to the IT Department for repair.

If an iPad is lost, go to the library, and they will place the iPad in lost mode. When it is located, the student will be called down to retrieve the iPad.

# **Wellsville Secondary School Code of Conduct Grades 6-12 2023-2024**



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126 West State Street  
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# WELLSVILLE SECONDARY SCHOOL CODE OF CONDUCT

## INTRODUCTION

The Wellsville Central School District 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. The district supports an educational environment free from harassment, discrimination and bullying. Responsible behavior by students, teachers, other district employees, parents, visitors, and vendors is essential to achieving this goal.

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

The board of education 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. To this end, the board adopts this code of conduct ("code"). Unless otherwise indicated, this code applies to all students, school personnel, parents, guests, and vendors when on school property or attending a school function.

## DEFINITIONS

**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 (Education Law Section 11[1]).

**School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

**School Function** means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

**Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing, in a reasonable manner, the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

**Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section 11[4] and 1125[3]).

**Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

**Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex").

**Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law Section 11[6]).

**Race** means a group of persons related by a common descent or heredity. For purposes of enumeration, the U.S. Census Bureau uses terms such as "White/Caucasian," "Black/African American/African-descent," "Asian," "Bi-racial," "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

**Color** refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

**Weight** means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size."

**National Origin** means a person's country of birth or ancestor's country of birth.

**Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

**Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

**Religious Practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

**Harassment** means 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; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11[7]).

**Disruptive student** means an elementary or secondary student under the age of 21 who is substantially disruptive to the educational process or substantially interferes with the teacher's authority in the classroom.

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

**Violent student** means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. 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 a school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. 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.
7. Knowingly and intentionally damages or destroys school district property.

**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.

### **DASA COORDINATOR**

In accordance with the Dignity for All Students Act, Wellsville Central School District will ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. The Wellsville Central School District Dignity Act Coordinator is Kathleen Agnello: (585) 596-2100.

### **TITLE IX COORDINATOR**

The Wellsville Central School District will ensure that all members of its school community have the right to work, learn, or visit in an environment that is free from all forms of discrimination, including harassment. Harassment of any kind will not be tolerated. The Wellsville Central School District will take all steps necessary to ensure that the learning environment shall be free from all forms of Discrimination/Harassment. The Wellsville Central School Title IX Coordinators are Emily Peavey and Nate Kewley: (585) 596-2100

1. Harassment or other forms of discrimination/harassment are forms of discrimination based on sex that violate the law.
2. Wellsville CSD does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by title IX and this part not to discriminate in such a manner.
3. It is a violation of this policy for any student, employee or third party under control of school authorities to discriminate/harass a student, employee or third party through conduct or communications.
4. Discrimination/harassment in the district by any student, employee or third party under the control of school authorities shall result in appropriate disciplinary action. Discrimination/harassment can also lead to the filing of criminal charges through the court system.
5. The Wellsville CSD will address all complaints in a sensitive and expedient manner.
6. Retaliation against students, employees or third parties under the control of the school authorities for reporting discrimination/harassment or assisting the district in the investigation of a complaint is not permitted and will not be tolerated.

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **B. Student Responsibilities**

All Wellsville Central School District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with, and abide by, all district policies, rules, and regulations dealing with student conduct.
3. Attend school every day unless there is a legitimate excused absence.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to inappropriate behavior.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. 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.

## **ROLE OF ESSENTIAL PARTNERS**

Expectations for member groups of the Wellsville Central School community include, but are not limited to

### **Parents**

All parents are expected to

1. Recognize that the education of their child is a joint responsibility of parents and the school community.
2. Send their child to school ready to participate, contribute, and learn.
3. Ensure their child attends school regularly and arrives on time.
4. Ensure absences are minimal and for reasons that are legally excusable.
5. Ensure their child is dressed and groomed in a manner consistent with the student dress code and conducive to learning.
6. Work collaboratively with teachers and administrators to teach their child that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know school rules and help their child understand them.
8. Convey to their child a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents, and their child's friends.
10. Assist their child in dealing with peer pressure. Work collaboratively with teachers and administrators to teach their child about the ramifications of destructive peer pressure and teasing.
11. Inform school officials of changes in the home environment that may affect student conduct or performance.
12. Provide a place for study. Ensure that homework assignments are completed, and assist their child in learning the skills necessary to be organized, prepared learners.
13. Encourage their child to participate in extracurricular activities and offer support in that endeavor.
14. Teach their child respect and dignity for him/herself, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

### **Teachers**

All Wellsville Central School District teachers are expected to

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents, information about course objectives and requirements, marking/grading procedures, assignment deadlines, expectations for students, classroom discipline
6. Communicate regularly with students, parents, and other teachers concerning academic growth, achievement, and student progress.
7. Confront and report issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any

- students, school employee or any person who is lawfully on school property or at a school function.
- 8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- 9. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
- 10. Continue with professional growth and learning; gain expertise with new techniques and content materials.
- 11. Model and conform to guidelines stipulated in the Student Dress Code.

**School Counselors/Social Workers/School Psychologists**

Wellsville Central School District guidance counselors, social workers, and school psychologists are expected to

- 1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- 2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, in order to resolve problems.
- 3. Regularly review with students their educational progress and provide information about career planning.
- 4. Provide information to assist students in need of academic support services.
- 5. Encourage students to benefit from the curriculum and extracurricular programs.
- 6. Arrange meetings with groups of students who may be involved with conflict, in order to solve and mediate problems.
- 7. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

**Expectations for Student Support Service Personnel**

Wellsville Central School District Student Support Service Personnel are expected to

- 1. Support educational and academic goals.
- 2. Know school rules, abide by them and enforce them in a fair and consistent manner.
- 3. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 4. Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
- 5. Maintain confidentiality about all personal information and educational records concerning students and their families.
- 6. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
- 7. Regularly review with students their educational progress and career plan.
- 8. Provide information to assist students with career planning.
- 9. Encourage students to benefit from the curriculum and extracurricular programs.
- 10. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 11. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

**Expectations for Other School Staff**

Other School Staff of Wellsville Central School District are expected to

- 1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
- 2. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
- 3. Assist in promoting a safe, orderly and stimulating school environment.
- 4. Maintain confidentiality about all personal information and educational records concerning students and their families.
- 5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 6. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Principals/District Administrators**

All Wellsville Central School District Principals/Administrators are expected to:

1. Promote a safe, orderly, and stimulating school environment that supports teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and/or approach the principal for redress of grievances.
3. Evaluate instructional programs and personnel on a regular basis.
4. Support the development of, and student participation in, appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

### **Superintendent**

The Superintendent is expected to

1. Promote a safe, orderly, and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Address all areas of school-related safety concerns.

### **Board of Education**

The Board of Education is expected to

1. 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 behavior of students, district personnel, and visitors on school property and at school functions.
2. Approve and review, at least annually, the district's code of conduct in order to evaluate its effectiveness, fairness, and consistency of implementation.
3. Conduct Board of Education meetings in a professional, respectful, courteous manner, thus leading by example.

### **School Resource Officer**

The School Resource Officer (SRO) is responsible for safety and crime prevention in the schools. Their role is to protect and serve the school community. The SRO serves as a visible and active law enforcement officer on campus dealing with law-related areas. The SRO will work to establish a positive relationship with students and is available for questions or conversations from students, staff and parents.

## **STUDENT DRESS CODE**

All students are entitled to personal expression through appropriate dress at school. Students shall not wear attire which interferes with the operation of the school, disrupts the educational process, or which negatively affects the general health, safety and welfare of the district's students or employees. In addition, students' dress and overall appearance shall

1. Be safe, respectful and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or revealing garments are not appropriate.
3. Clothing must cover all undergarments and body parts deemed private.
4. Footwear must be worn at all times.
5. Allow for hats and/or hoods so long as they do not interfere with instruction or cause disruption.
6. Not include sleepwear (pajamas).
7. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
8. Not display, promote and/or endorse the use of alcohol, tobacco, e-cigarettes/vaping, illegal drugs, weapons, and/or encourage other illegal or violent activities.
9. Students may not use large or bulky backpacks during the academic day (7:42-2:25). A small cinch sack with drawstrings may be used for personal and class materials. Athletic gear and instruments are to be stored in the locker or in a teacher/coaches' classroom with permission.

Students who violate the student dress code will first be asked to cover, remove, or replace it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Teachers and all other board-approved personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance.

## HALL LOCKERS

In the interest of protecting students' property and lockers, the following rules will be strictly enforced.

1. Any intentional damage to the lock or locker will result in disciplinary action and replacement fees.
2. Students are never to share combinations or lockers with others.
3. Students are never to pre-set combinations or "rig" lockers.
4. If your locker is tampered with, broken into, or has mechanical issues, report it to the office immediately.
5. Lockers are to be locked at all times.

Lockers must be locked before students leave for the day. All lockers must be secure by 3:00 p.m. If a student loses their school-issued lock, he/she will be required to purchase a replacement from the Main Office.

## PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner and to show proper regard and respect for the rights and welfare of others, including students, district personnel, and members of the school community. The Board of Education also expects proper care of school facilities and equipment. The best discipline is self-imposed. 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 when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Wellsville Central School District recognizes the need to make its expectations for student conduct specific and clear. These rules of conduct focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and violate these school rules will be required to accept the penalties for their conduct.

### **WHAT DOES THIS MEAN at WELLSVILLE SECONDARY SCHOOL?**

**When the word "school" is used, it means all district property and all Wellsville Schools, the school bus, the cafeteria, and school district-sponsored events. If everyone is respectful and responsible, it makes for a safer and happier school, and more productive students.**

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. Horseplay, inappropriate noises and/or noise level, and running in the hallway.
2. Using language or gestures that are profane, lewd, vulgar, or abusive.
3. Obstructing vehicular or pedestrian traffic.
4. Engaging in any willful act that disrupts the normal operation of the school community.
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. Misusing computer/electronic communications, including any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the district's content filter; using an outside wireless network; or any other violation of the district's Acceptable Use Policy.
7. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, bluetooth devices, smart watches, cameras, and other personal electronic devices deemed inappropriate by the administration).
8. Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the district's computer system is prohibited.

#### **B. Engage in Conduct that is Insubordinate.**

Examples of insubordinate conduct include, but are not limited to

1. Failure to comply with the reasonable directions of teachers, school administrators, and other school employees in charge of students, or otherwise demonstrating disrespect.
2. Excessive tardiness or absenteeism.
3. Leaving school without permission.
4. Skipping detention.

#### **C. Engage in Conduct that is Disruptive.**

Examples of disruptive conduct include, but are not limited to

1. Failing to comply with reasonable directions of teachers, school administrators, or other school personnel in charge of students.
2. Being late for class
3. Verbally or physically disrupting
4. Engaging in conduct that disrupts the normal operation of the school community
5. Endangering the health and safety of other students or staff or interfering with classes or district activities by means of inappropriate appearance or behavior.

#### **D. Engage in Conduct that is Violent.**

Examples of violent conduct include, but are not limited to

1. Committing or attempting to commit an act of violence, such as hitting, kicking, punching, spitting, or scratching any person who is lawfully on school property.
2. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes, or would reasonably be expected to cause, any person who is lawfully on school property to fear for his or her physical well-being.
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. Possession of an incendiary device.
6. Threatening to use any weapon.
7. Intentionally damaging or destroying the personal property of other students, teachers, administrators, other district employees, or any person who is lawfully on school property.
8. Intentionally damaging or destroying school district property.
9. Throwing objects that can cause bodily injury or property damage.
10. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) on or off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.
11. Self-defense is defined as walking away from the conflict and avoiding any and all physical contact. Any violent or physical retaliation acts are a violation of this code of conduct.

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

Examples of such conduct include, but are not limited to

1. Lying, deceiving, or giving false information to 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. Defaming others/Defamation of Character. This includes making a false or privileged statement or representation about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group. This can include creating, posting and/or publishing video, audio recordings or pictures/drawings/images (written material, cell phones, Internet, YouTube, etc.).
4. Discrimination, based on a person's actual or perceived race, age, sexual orientation, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment. This includes a sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group that a reasonable person would perceive as ridiculing or demeaning.
6. 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 well-being based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
7. Bullying and intimidation, which includes repeatedly engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
8. "Internet bullying" (also referred to as "cyber bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
9. The use of any device to record, transmit, or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
10. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, or receiving sexually-explicit videos, pictures, or auditory recordings, and other verbal or physical conduct or communication of a sexual nature.
11. Sexual activity – including inappropriate behavior of a sexual nature, such as indecent exposure, forcible or consensual sexual contact or possession of sexually explicit material of any kind on school property
12. Intimidation. This includes engaging in actions or expressing statements that put an individual in fear of bodily harm.
13. Hazing. This 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.
14. Selling, using, or possessing obscene material.
15. Using vulgar or abusive language, cursing, or swearing.
16. Smoking or using any tobacco product. This also includes tobacco free chew. Possession or use of an incendiary device (lighter/matches). Possession/use of paraphernalia related to smoking (e-cigarette, vape, juice, etc.).
17. Possessing alcoholic beverages, tobacco, tobacco products, tobacco free chew, marijuana, synthetic cannabinoids, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs. "Illegal substances" include, but are not limited to, inhalants, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
18. Consuming alcoholic beverages, tobacco, tobacco products, tobacco free chew, marijuana, synthetic cannabinoids or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such

- substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
19. Selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products, tobacco free chew, marijuana, synthetic cannabinoids, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs. "Illegal substances" include, but are not limited to, inhalants, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
  20. Inappropriately using or sharing prescription and over-the-counter drugs or medications.
  21. Gambling.
  22. Exposing parts of the body that are considered private in a manner that could be interpreted to be lewd or indecent.
  23. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  24. Having knowledge of, but failing to come forward or to report, threatening, violent, or disruptive acts.

**F. Engage in misconduct while on a school bus.**

Students are required to conduct themselves on a school bus in a manner consistent with established standards. Excessive noise or actions like pushing, shoving, fighting, harassment, and discrimination 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
6. Use of an electronic device to promote or aid any of the aforementioned forms of academic misconduct

**H. Electronic/Telecommunication Devices.**

Rationale: By removing devices (and their impact) from the school day, WSS is committing to increased learning and engagement for all students. By implementing this plan, Wellsville is prioritizing the safety and well-being of all our students and staff, while promoting the best learning environment possible.

Students (6<sup>th</sup> grade through 12<sup>th</sup> grade) are not allowed to have cell phones, wireless headphones/earbuds, or any other smart devices that possess the ability to send or receive text messages, (i.e. smart watches) on their persons for the duration of the school day. If any of these items are brought to school, they must be turned off and in their lockers when the second bell rings at 7:42 a.m. until the dismissal bell at 2:25 p.m. Violations of this policy will result in the following:

- **Violation 1:** Device will be confiscated by a staff member and taken to the office. The student will pick up the device in the office at the end of the school day.
- **Violation 2:** Device will be confiscated by a staff member and taken to the office. The student's parent/guardian will be notified; arrangements will be made for the device to be picked up by the parent/guardian.
- **Violation 3:** This will result in the same consequences as Violation 2, and a discipline referral will also be issued to the student, resulting in further consequences per the Code of Conduct.

Please note that certain medical conditions may warrant the need for flexibility in this policy. Concerns of this nature will be processed through the administrative office in collaboration with the school district's medical director on a case-by-case basis.

**I. Misuse of Technology.**

Students are required to follow all regulations stipulated in the District's Acceptable Use Policy for Technology.

**REPORTING VIOLATIONS**

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the building principal or 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 staff member, teacher, building principal, principal's designee, or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are 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.

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

**WHAT DOES THIS MEAN at WELLSVILLE SECONDARY SCHOOL?**

**If you have knowledge that someone might threaten to harm themselves or others and/or is in possession of something dangerous, you must report this information to the office immediately.**



## **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. That is, a student's first offense will usually merit a lesser penalty than subsequent violations. The Code of Conduct contains levels of discipline ranging from oral warning to permanent suspension from school. Regardless of the penalty imposed, school personnel authorized to impose a disciplinary procedure must inform the student of the alleged misconduct. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

In most instances, the classroom teacher will manage student 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/her composure and self-control in an alternative setting. Such practices may include, but are not limited to

1. sending a student into the hallway briefly
2. sending a student to the principal's office for the remainder of the class
3. sending a student to a school counselor, social worker or other student support personnel

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

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

### **A. Penalties**

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

1. Oral warning: any member of the district staff
2. Written warning: bus drivers, hall and lunch monitors, coaches, school counselors, teachers, administrators, superintendent
3. Written notification to parent: bus driver, hall and lunch monitors, coaches, school counselors, teachers, administrators, superintendent
4. Detention: teachers, administrators, superintendent (one or two hours)
5. Saturday Detention: administrators
6. Suspension from transportation: director of transportation, administrators, superintendent
7. Suspension from athletic participation: coaches, administrators, superintendent
8. Suspension from social or extracurricular activities: activity advisor, administrators, superintendent
9. Suspension of other privileges: administrators, superintendent
10. Removal from classroom by teacher: teachers, administrators
11. Short-term (five days or less) suspension from school: principal, superintendent
12. Long-term (more than five days) suspension from school: principal, superintendent
13. Referral to law enforcement: principal, superintendent
14. Permanent suspension from school: superintendent

### **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. 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 an oral 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. Detention**

Detention is utilized by the Wellsville School District as a method of dealing with students who violate school rules and regulations. After-school detention is held from 2:30PM to 4:30PM on Mondays, Tuesdays, Wednesdays, and Thursdays. An hour detention assignment is expected to be served in a one (1) hour block and not divided into two (2) half hour blocks.

It is the student's responsibility to inform his/her parents that detention has been assigned. Notification will be sent home on a disciplinary referral. A student's failure to report to an assigned detention will result in doubling of the assigned time. Any further "skipped" detentions will result in more severe disciplinary action.

The following rules apply to students in detention

1. Students are expected to complete homework assignments or read.
2. Students are expected to work independently and not socialize with other students.

3. Detention time may be doubled if a student is disruptive or non-compliant. In this case, a student may be asked to leave if they are unwilling to comply with the rules of detention.
4. Teachers may request detention be served with them for academic reasons.
5. No headphones, personal electronic devices, or phones are allowed in detention.
6. Backpacks are to be kept at the front of the room.
7. Detention takes priority over extracurricular activities.

## **2. Saturday Detention**

Saturday detention shall be instituted only upon advance notification to parents and the student involved and only after receiving parental consent. If no consent for Saturday detention is obtained, then other disciplinary measures will be considered which may include restitution, out-of-school suspension and/or a hearing before the Superintendent of Schools or his/her designee.

The conditions for Saturday detention are as follows:

- a. Students are to be at the Main Security Entrance by 9:00 a.m.
- b. Students who are late will not be admitted.
- c. Students will exit the same door at 3:00 p.m.
- d. Students are expected to do school assignments, read a book or engage in similar activities during the program.
- e. Backpacks are to be kept at the front of the room.
- f. The use of cell phones is strictly prohibited.
- g. Students are expected to provide their own lunch. A basic lunch will be provided by the district with 48 hours' notice to administration by the parent/guardian.
- h. Other than lunch break, there will be no eating, talking, drinking or sleeping allowed.
- i. Students will follow all existing school rules as well as reasonable directions of the monitor.
- j. Any infraction of rules above will result in the student being sent home immediately and a referral to administration.

## **3. 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 attention of the building principal. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal, the superintendent, or their designees.

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.

## **4. 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 parents 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.

## **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 temporarily leave the classroom in order to give the student an opportunity to regain his or her composure and self-control in an alternative setting.

## **6. Suspension from school**

Suspension from school is a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. The Board of Education retains its authority to suspend students but places primary responsibility for the suspension of students with the superintendent and the building principals.

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 for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referrals warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension 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 verbally. 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 be sent within 24 hours of the decision.

to propose suspension to the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. The notice and informal conference should be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

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 or 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 of Education may be appealed to the Commissioner within 30 days of the decision.

During periods of suspension, Alternative Instruction will be provided to eligible students from 3:00 p.m. to 5:00 p.m. Monday through Friday. Outside of this time, the student must remain off district property until the suspension period has concluded.

#### **b. Long-term (more than 5 days) suspension from school**

When the superintendent or building principal determines that a suspension of 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 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, at 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 of Education, which will make its decision based solely upon the record before it. All appeals to the Board of Education must be in writing and submitted to the district clerk within 30 calendar days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances preclude them from doing so. The Board of Education may adopt, in whole or in part, the decision of the superintendent. Final decisions of the Board of Education may be appealed to the Commissioner within 30 days of the decision.

During periods of suspension, Alternative Instruction will be provided to eligible students from 3:00 p.m. to 5:00 p.m. Monday through Friday. Outside of this time, the student must remain off district property until the suspension period has concluded.

### **C. Minimum Periods of Suspension**

#### **1. Students who bring a weapon to school.**

Any student found guilty of bringing a weapon on to school property will be subject to suspension from school. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to suspend and they may consider the following factors in determining the length of suspension.

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers, and/or others.
- f. Other extenuating circumstances.

#### **2. Students who commit a violent act other than bringing a weapon to school.**

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

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

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

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

If the conduct of the student is related to a disability or suspected disability, the student may be referred to the Committee on Special Education as set forth above and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior directly caused by his/her disability, without following the procedures mentioned above.

### **STUDENT SEARCHES & QUESTIONING**

The Wellsville Central School District is committed to ensuring a safe and orderly atmosphere on school property and at school functions. 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.

A school administrator or approved designee may conduct a search of a student's belongings if they have reasonable suspicion that the student had or was violating law or school rules. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched. Searches will be conducted in the presence of two adults whenever possible. If a student is subject to a search, the building administrator will attempt to contact the parent or guardian as soon as it is practicable after the search has been conducted.

#### **A. Student Lockers, Desks, and other School Storage Places**

The rules in 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.

In the interest of protecting students' property and lockers, the following rules should be strictly observed:

1. Lockers **MUST** be secured at all times.
2. Never share combinations with others.
3. Students will be held accountable for the contents of their assigned locker. Use your own locker; never trade with another student.
4. If your locker is damaged when it is assigned, report the damage to the office immediately. You will be held responsible for the damage that occurs to the interior of your locker during the school year. If your locker is tampered with or broken into, or if there any mechanical problems, report it to the office immediately.
5. Abuse of school lockers will result in disciplinary action. Students will pay a restitution fee for lost and/or damaged locks and/or lockers.
6. Lockers may be decorated on the inside only. All decorations must be in good taste and temporary only. Lockers are to be kept clean and neat.
7. Leave valuable items at home. The school is not responsible for items missing or stolen from students' lockers.

#### **B. Police Involvement in Searches and Questioning of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, who are not the School Resource Officer with whom the district has a memorandum of understanding, however, have limited authority 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 only if 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, other than the SRO, are permitted to question or search any student, the building principal or 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.

#### **C. Child Protection Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the 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.

## **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 an 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** on school property or attending a school function.

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, including athletic events, 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 that they are on school property.

Schools are challenged to instill pride in sportsmanlike behavior among spectators. The greatest peril to interscholastic athletics is overzealous fans. School leaders must establish procedures for regularly communicating messages on sportsmanship to spectators. Spectators should be put on notice that administrators will not tolerate improper behavior from any fans, students, graduates, parents, or residents of the community. Spectators should be considered as members of the team to promote sportsmanship.

It is recommended that spectators

1. Know and demonstrate the fundamentals of sportsmanship. Spectators are to keep in mind that they are at a contest to support and cheer for the team and to enjoy the competition. They are not there to intimidate or ridicule the other team and its fans.
2. Learn the rules of the game to understand and appreciate why certain situations take place.
3. Show proper respect for officials, coaches, cheerleaders, and contestants as guests in the community, and extend all courtesies toward them.
4. Understand that attending a sporting event is a privilege. It is not a license to verbally attack others or to become obnoxious. The display of good sportsmanship promotes a positive image of a school and community.

### **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. This includes 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.
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. Smoke or use any tobacco product on school property or grounds.
11. 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.
12. Loiter on or about school property.
13. Gamble on school property or at a school function.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by his code.
16. Violate any federal or state statute, local ordinance, or Board of Education 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/Spectators. 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 by designated security or law enforcement officials.
2. Students. They shall be subject to disciplinary action as the facts may warrant in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights they may have.
5. Faculty/staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **C. Enforcement**

The building principal or designee shall be responsible for enforcing the conduct required by this Code of Conduct. When the building principal or designee sees an individual engaged in prohibited conduct which in his or her judgment does not pose any immediate threat or injury to persons or property, the principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or designee shall also warn the individual of the consequences for failing 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 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 legal action against any person violating the code.

### **DISSEMINATION AND REVIEW**

The Wellsville Central School District will work to ensure that the community is aware of this 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. Mailing a copy of the Code of Conduct to all parents of district students before the beginning of the school year, making copies available upon request and posting the Code of Conduct on the school website.
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 Wellsville Central School District 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 in-service programs pertaining to the management and discipline of students. The Wellsville Central School District will review this Code of Conduct every year and update it as necessary. In conducting the review, the Wellsville Central School District will consider how effective the code's provisions have been and whether the code has been fairly and consistently applied.