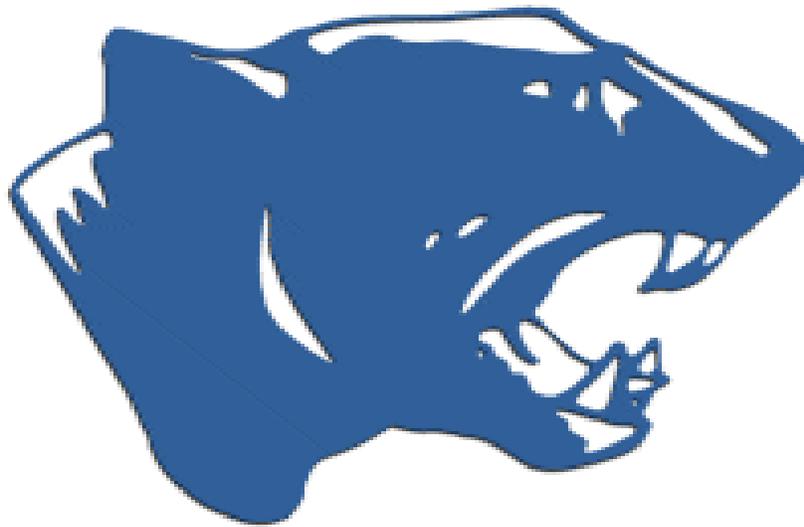


2017-2018  
STUDENT  
HANDBOOK



Crown Point Central School

*Home of the Panthers*

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## WELCOME

The Faculty, Staff and School Board of Crown Point Central School welcomes you back for the start of a new year.

This *Handbook* will provide students with information regarding expectations and services that the school can provide.

Parents are encouraged to review the *Handbook* and call the school at 597-3285 if they have any questions.

We look forward to providing a very successful school experience to all our students.

### GENERAL INFORMATION:

#### School Schedule

8:10 a.m. – Students Arrive

8:15 a.m. – Classes Begin

2:25 p.m. – Elementary Dismissal

2:25 p.m. – Secondary Dismissal

2:25-3:05 p.m. – Elementary/Secondary Activity & Remediation Period

The student schedule will be based on 40-minute or 60-minute classes.

When there is a delayed opening for school, students should report to Period 1 (Homeroom). The schedule will be adjusted for that day.

Elementary students should be signed out by parents, guardians or designated persons in the cafeteria at the end of the day. Parents should report to the front office and wait until 2:25PM, then report to the cafeteria for students to be signed out.

Walkers and drivers will report to the cafeteria to be dismissed after buses have left.

### SCHOOL CLOSINGS:

If school is closed for weather, or any other emergency, announcements will be made on the following stations:

WOKO - (98.9 FM)

WEZF - (Star 92.9 FM)

WCQL - (95.9 FM)

WCKM - (98.5 FM)

WWSC – (1450 AM)

WCAX - (Ch. 3 TV)

WPTZ – (Ch. 5 TV)

Websites:

wcax.com

wptz.com

woko.com

**CPCS has implemented an automated phone call system. It is important to keep your current contact information updated with the main office.**

Phone calls made to the school will not be answered before 8:00 a.m. when the business day begins.



by the President, then identify themselves, any organization they may be representing at the meeting, and the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to school matters.

The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and suitability of the time for such a presentation. The Board, as a whole, shall have the final decision in determining the appropriateness of all such rulings.

Public participation at Board meetings will be noted at the end of the Board agenda.

**2017-2018 Tentative BOE Meetings Schedule**

Second Tuesday, 7:00-School Library

July 11 (Reorganizational & Regular)

\*August 22 (Fourth Tuesday)

September 19

October 17

November 21

December 19

January 16

February (TBD)

March 20

April 17

May 15

June 19

July 12 (Thursday)

Annual Budget Hearing –May 8, Library

\*Fourth Tuesday of the month

## PERSONNEL

### Administration

**Shari L. Brannock**  
*Superintendent of School*

**Tara S. Celotti**  
*Pre-K-12 Principal*

John Swinton  
*Athletic Director*

Tieah Gunnison  
*CSE/CPSE Chairperson*

### District

Vicki Russell  
*District Treasurer*

Brandy Harrington  
*Deputy Treasurer*

Kama Ingleston  
*Tax Collector*

Cynthia Condit  
*Internal Auditor/ Attendance*

### Office

Jacalyn Popp  
*Administrative Assistant*

Vicki Mero  
*Principal's Assistant*

Bette Pertak  
*Clerk*

### Custodial

Caleb Spaulding-*Head Custodian*  
Randall "Chip" Parrot,

John Bezon  
Robert Lacey

Kelli White

### Cafeteria

Jennifer Sours, *Head Cook*

Mindy Ross  
Brandy Beeman

Bette Pertak, *Clerk*

### Transportation

Tom Fish, *Head Bus Driver/Mechanic*

Lynn Bergeron

Ken LaDeau

Henry DuShane

Bruce Burns

Robert Patnode

Jay Munson

Ron Ryan

### Teacher Aids

Connie Anzovino

Tara Rocque

Faculty and Support Staff

Lori Slattery  
Pre-Kindergarten

Shane Thelen  
Social Studies

Alana Gaddor  
Spanish

Tracy Bush  
Kindergarten

Paul Jebb  
Science

Patti Wolf  
English

Erica Peters  
First Grade

Rachael Leclaire-Charron  
English

William Clark  
Technology

Elizabeth Ross  
Second Grade

Crystal Farrell  
Special Education

Jeris French  
Music

Sharon Norton  
Third Grade

Don Bishop Jr.  
Special Education

Jayna McLoughlin  
Art

Randy Pertak  
Fourth Grade

Paula LaDeau  
Speech Therapy/Special Ed.

Mary Henopp  
School Psychologist

Jarad Andersen  
Fifth Grade

Lisa Harrington  
AIS/Literacy Coach

Cindy Condit  
School Nurse

Shannan Allen  
Sixth Grade/Special Ed

Paula Norton  
Special Education

Ursula Thompson  
Teacher Assistant

Connie Pereau  
Mathematics

Jaci Pockett  
AIS

Jennifer Penny  
Teacher Assistant

Jared Lambert  
Business/Computers

John Swinton  
Physical Education/ A.D.

Bonnie Landry  
Teacher Assistant

Erica Carey  
Mathematics

Christopher Gibson  
Health/Physical Education

Peggy Patnode  
Teacher Assistant

Joanne Mazzotte  
School Counselor

Margaret Polihronakis  
COTA

**School Opening Times:**

The school day officially **begins at 8:15 a.m. and ends at 3:05PM**. If you walk or drive to school, plan to arrive after 8:10 a.m. but no later than 8:15 a.m.; however, if you plan on participating in our breakfast program, arrive at school no later than 8:05 a.m.

Except for breakfast, bus students are not to enter the building until 8:10 a.m. Walkers and drivers who arrive between 8:00 a.m. and 8:10 a.m. should report to the auditorium.

School begins.....	8:15 a.m.
School ends.....	3:05 p.m.
Elementary/Secondary Activity Period begins.....	2:25 p.m.
Elementary/Secondary Bus Departure.....	2:30 p.m.
Second Bus Run.....	3:05 p.m.
(Tuesday, Wednesday, & Thursday)	

**Student Entrance and Exits:**

All students should enter and exit through the large doors near the cafeteria. Any student entering after 8:15 a.m. must sign in at the front office and use the front doors.

Walkers and drivers will report to the cafeteria and be dismissed after the buses have left.

**Parent Drop-off and Pick-up of Students and Walkers:**

Parents should drop off their children by the sidewalk near the large entry doors. Remember that no student should enter school before **8:00 a.m.** They should report to the auditorium after **8:00AM until the 1<sup>st</sup> bell.**

**CPCS Dismissal Protocol:**

- All students who walk or are picked up are expected to gather in the cafeteria and **EXIT** through the single cafeteria door appropriately, **NOT ANY OTHER EXIT.**
- All students who EXIT the cafeteria doors are expected to walk **ONLY** on the sidewalk to their destination, not through the parking lot.
- All students in Grades PreK-6 will be signed out in the cafeteria at 2:25pm AND 3:05pm dismissals by parents, guardians and/or responsible parties who have parental permission. If the parent arrives before 2:25PM the parent should report to the main office as there are no staff or students in the cafeteria before 2:25PM. At 3:05PM students are dismissed to the cafeteria and should be seated until their bus arrives or parent signs them out.
- All students in Grades 7-12 will be dismissed in the cafeteria and may leave the cafeteria prior to the busses, if they have been signed out by parents, guardians and/or responsible parties who have parental permission to do so.
- **ALL STUDENTS WHO HAVE NOT BEEN SIGNED OUT BY AN ADULT WILL WAIT UNTIL THE BUSES LEAVE TO BE DISMISSED FROM THE CAFETERIA.**

## **CODE OF CONDUCT**

### **INTRODUCTION**

An extremely important part of learning is the environment in which education is taking place. Each one of us must constantly be aware that the conditions conducive to learning are upheld. Mutual respect for each other's rights, safety, welfare and simple human dignity are at the core of establishing and maintaining a positive educational environment.

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

The district has a 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 recognizes the need to clearly define these expectations for acceptable conduct on school property, 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 and other visitors when on school property or attending a school function.

### **DEFINITIONS**

For purposes of this Code, the following definitions apply:

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

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

"School Property" means in or within any building structure, athletic playing field, parking lot or land contained within the real property boundary line of Crown Point Central School, or in or on a school bus.

"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, student, or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

## **WEAPONS**

No student may have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, ammunition, explosives, knives, dangerous chemicals or any other object which is not necessary for school activities and which could be used as a weapon.

## **VISITORS TO THE BUILDING**

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school during regular school hours must report to the front desk upon arrival at the school. There they will be required to sign the Visitor's Register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge and sign out at the front desk before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Visitors are not expected to take class time to discuss individual matters with teachers or their students enrolled at Crown Point. These items include, but are not limited to: dropping off sports gear or lunch, personal phone calls, or matters that can be handled outside of the school day.
6. Any unauthorized person on school property will be reported to the Principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
8. Student visitors who wish to attend Crown Point Central School while in session are required to arrange such visits. These visits will be at the Principal's discretion.

## **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 including students, teachers and District personnel.

The Board of Education recognizes that the primary purpose of the District is to provide a superior atmosphere for learning and education. Any action by an individual or group aimed at disrupting, interfering or delaying the education process or having such effect, is hereby declared to be in violation of Board policy.

The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damages school property.

It is not the intent of this policy to limit freedom of speech or peaceful assembly. The Board recognizes that free inquiry and free expression are indispensable to the objectives of a school district. The purpose of the Code is to prevent abuse of the rights of others and to maintain public order, not to prevent or restrain controversy or dissent.

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

### **PROHIBITED CONDUCT: No person, either alone or with others, shall:**

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, have alcohol or tobacco products, 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, or any controlled substance, or be under the influence of either on school property or at a school function.
10. Crown Point Central School is a Tobacco Free Zone. **No Tobacco use on school property!**
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 school functions.
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 this Code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

### **Penalties**

Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

### **Enforcement**

The Superintendent/Principal will be responsible for enforcing the conduct required by this Code.

## **STUDENT CONDUCT**

### **STUDENT DISCIPLINE CODE**

The Crown Point Central School Board of Education believes the school is responsible for the health and safety of the students from the time they board the bus until the time they disembark at the end of the day. This includes instruction for proper behavior in the classroom, cafeteria, library, on the bus, or at any school activity. Teaching of these responsibilities and regulations and the development of healthy attitudes are the responsibility of staff members.

The Board believes that each student can reasonably be expected to be responsible for his/her own behavior. The school administration, with Board approval, shall develop and disseminate rules of conduct, focusing on personal safety and respect for the rights and property of others, to be consistently applied in the classrooms and throughout the school. Students who fail to meet this expected degree of responsibility and violate school rules may be subject to appropriate disciplinary action and more regulated supervision.

Discipline is most effective when it deals directly with a problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use their best efforts to create a change of behavior in the classroom. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

Students, like all citizens, must abide by local, state, and federal laws. In addition, where there is a violation of law, there is also a violation of school policies, procedures, rules, and/or regulations, the student involved is subject both to legal prosecution and school disciplinary action.

## **Discipline Policy for Students with Disabilities**

Students with disabilities should not be disciplined if their inability to conform to the Students' Code of Conduct is related to their disability. If there is a question as to whether a student's behavior is related to that condition, the case should be referred by the Principal to the Committee on Special Education (CSE).

The CSE will decide if counseling or disciplinary action will be taken and/or if a change of placement is appropriate.

If the behavior of such student might endanger the health and safety of himself/herself or others, the District will follow the procedures outlined in 5313.3-R, Student Suspension Regulation.

Refer to Discipline Procedures for Students with Disabilities (Addendum).

## **Regent's Bill of Rights for Students:**

1. All children have the right to a healthy, secure, nurturing infancy and early childhood.
2. All children have the right to live in circumstances which permit healthy intellectual, emotional, physical, and moral development.
3. All children have the right to a free, sound, basic education.
4. Each child has the right to an education appropriate for his or her individual needs.
5. All children have the right to an education which respects their culture, race, socio-economic background, and the language of their home.
6. All children have the right to schools and education programs which are effective.
7. All children have the right to educational programs which prepare them for jobs, for college, for responsible family life and for citizenship in a self-governing society.
8. All children have the right to resources needed to secure their educational rights.
9. All children have the right to pursue their education without fear.
10. All children are entitled to an education which involves responsibilities as well as rights.

## **Responsibilities for Discipline**

Maintaining an atmosphere conducive to each student's efforts and learning must be protected from interference by other students. Responsibility for discipline within the school belongs to the school staff (all employees and their designees). However, it is increasingly apparent that the school alone cannot maintain a safe, orderly environment which is helpful for studying. The total community of parents, staff, and students themselves must take part in setting up rules and regulations, consistently enforcing them, and working to implement the Discipline Code for the Crown Point Central School.

An awareness of school rules on the part of the students and the enforcement of them by the faculty and administration helps to minimize discipline problems. The teachers are expected to deal effectively with most discipline problems. When a student's behavior cannot be dealt with effectively by the teacher and appropriate alternative action has been followed, a referral is to be made to the administration.

### **Role of the Student**

1. Be aware of and obey all school and individual classroom rules and regulations.
2. Accept responsibility for your own actions.
3. Respect the rights of self and others, including the right to secure an education in an environment that is orderly, safe, and disciplined.
4. Attend school regularly, arrive on time, and devote energies to learning.
5. Maintain habits of personal cleanliness, and dress in compliance with the standards of sanitation and safety in a fashion that will not be disruptive to the educational process.
6. Respect school property and keep it free from damage.
7. Comply with requests, instructions, and directions given by school personnel, recognizing that the school staff assumes the role of the parent in matters of behavior and discipline from the time you get on the school bus to come to school, to when you get off the bus at home.
8. Contribute towards establishing and maintaining an atmosphere that provides respect and dignity for all.
9. Be informed of all student's rights and responsibilities.
10. Be prepared to support and participate in school activities.
11. Keep language, gestures, clothing, and behavior free from profanities and obscenities.

### **Role of the Parent**

1. Send your child to school as required by New York State Law.
2. Make certain your child's attendance at school is regular, punctual and that all absences are properly excused.
3. Insist that your child is clean, dressed in compliance with reasonable directives of school personnel, and in a fashion that will not disrupt classroom procedures.
4. Be sure your child is sent to school in good health.

5. Through example, teach your child respect for the law, school authority, and for the rights and property of others.
6. Make yourself available for parent-teacher conferences when necessary.
7. Know and understand the rules your child is expected to follow in school: be aware of the consequences of the violations of these rules; and accept legal responsibility for your child's actions.
8. Cooperate with the school in jointly resolving any school-related problems, and in implementing the rules and regulations of the District.
9. Exemplify an enthusiastic and supportive attitude towards education.
10. Build a good working relationship with the school staff.
11. Provide a place conducive for study and ensure the completion of homework assignments.
12. While in school, keep language, gestures, and behavior free from profanities and obscenities.

### **Role of Teachers and Staff**

1. Reflect personal enthusiasm for teaching and learning and a genuine concern for the individual student.
2. Plan and conduct a program of instruction that will make learning attractive and interesting, by coming to class prepared and devoting the entire day to good teaching, following the New York State Standards.
3. Seek and develop a cooperative relationship with parents (for the educational benefit of the students), by keeping open communications with parents, and by sending home communications promptly.
4. Guide learning activities so that students learn to think and reason, assume responsibility for their own actions, and respect the rights of others.
5. Participate in the establishment of school rules and regulations regarding student behavior, explain these rules to students and require observance of them.
6. Be fair, firm, and consistent in enforcing school rules in classrooms, hallways, rest rooms, school buses, on the school grounds, and at all school-sponsored activities.
7. Walk with students in an orderly fashion to and from class, or stand in the hall between classes.
8. Handle infractions individually and avoid disciplining the group for the misbehavior of one or two.

9. Demonstrate, by work and personal example, a respect for the law, order, and self-discipline including common courtesies and respect for others.
10. Refer to the Instructional Support Team, or administrator, for: any student whose behavior requires special attention, jeopardizes their own safety, or the safety of others, including personnel, or seriously interferes with the instructional program of the school.
11. Keep language, gestures, and behaviors free of profanities and obscenities.

### **Role of the Principal**

1. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
2. Help staff to evaluate their own procedures and attitudes in relation to infractions within the classroom.
3. Organize school schedules and teaching assignments as required to achieve effective classroom management and instruction.
4. Take leadership in establishing reasonable rules and regulations for the well-ordered operation of the school.
5. Make these rules and regulations known to and understood by students, parents, and school staff.
6. Provide teachers and staff with relief of serious problems as soon as practicable, and support all building personnel in maintaining appropriate and effective discipline.
7. Assume responsibility for the dissemination and enforcement of the District's Discipline Policy.
8. Ensure fairness, reasonableness, and consistency in the policies of the school.
9. Comply with the State Laws, Commissioner's decisions, court cases, governing hearings, suspensions, and students' rights.
10. Communicate with the staff about actions taken on disciplinary measures with students.
11. Maintain open lines of communications between the school and parents.
12. Become acquainted with students by visiting classrooms and attending school activities.
13. See that discipline for students with disabilities is imposed in accordance with State and Federal Law, and that their rights are protected.
14. Keep language, gestures, and behaviors free of profanities and obscenities.

## **Role of the Superintendent and Board of Education**

1. Maintain a well-trained staff at all levels.
2. Adopt and support a clearly defined discipline policy for the School District.
3. Inform the community of the rules and regulations and what happens if rules are violated.
4. Listen and respond to views of the community.
5. Give full support to the staff charged with the responsibility for enforcing discipline, in accordance with District policies and New York State Law.
6. Follows procedures for discipline of students with disabilities in compliance with State and Federal Laws.
7. Be fair and consistent in making final decisions regarding those students whose behavior problems have been referred to the Superintendent or School Board.
8. Approve procedures for hearing appeals relating to disciplinary actions which will protect the rights of all parties in the actions.
9. Provide time for regularly scheduled in-service training for all school employees to insure efficient implementation of school policies and the discipline code.
10. Become acquainted with the school, staff, and attend school activities.
11. Act in a manner that exhibits professionalism and courtesy to the public and to the staff of the school community.
12. Keep language, gestures, and behavior free of profanities and obscenities.

## **Steps in Progressive Discipline**

<i>Verbal Warning</i>	This is between a staff member and a student. It is when a school employee observes unacceptable behavior.
<i>Written Warning</i>	Teachers will complete referrals on students who are in violation of either the Code of Conduct or the Student Handbook.
<i>Confiscation</i>	Items that are illegal or distracting or in violation of the handbook will be taken from the student until these items are claimed by the <u>student(s)</u> <u>parent</u> .
<i>Clean-up</i>	The student will clean up any mess they make.
<i>Loss of Privileges</i>	Students will not be able to attend any school-related activity, such as assemblies, field trips, dances, sporting events or other extra-curricular functions. Driving and parking privileges will be revoked.

<i>Isolated at Lunch</i>	The student will eat lunch away from the class or other students.
<i>Activity Period Detention (APD)</i>	A student may be assigned APD by a staff member for incidents of a less serious nature. The staff member assigning APD will be responsible for Supervising the student that he/she assigns to APD. A student that does not report to APD will be referred to the Principal.
<i>After School Detention (ASD)</i>	A student may be assigned ASD by the Principal or Superintendent. ASD will be from 3:05 until 5:00 p.m. Students will be bussed home.
<i>In-School Suspension (ISS)</i>	The student will be in a designated area during the full day without attending any classes. Classroom work will be provided and tutoring as necessary, equivalent to classroom instruction. The student will not be allowed to participate in, or be an observer at, any extra-curricular activity during the day(s) of the suspension.
<i>Out-of-School Suspension (OSS)</i>	This is when a student is placed out of school (for up to five days) by the Principal or Superintendent. A student on OSS may not attend after-school functions, be on school property or take part in any after-school activities of a non-academic nature. The Principal can assign OSS up to five days at a time, based on the discipline code, the severity of the act, and the record of the student. If a student is suspended on a Friday, he/she cannot take part in any school activities that weekend.
<i>PINS Diversion (Person in Need of Supervision)</i>	Children who are experiencing difficulty in managing their relationships with school, parents, peers, or other groups, and who do not respond to conventional approaches (counseling, IST, etc.) can be referred to a multi-agency group. This group will assess the child's situation and needs and make recommendations to parents, school, etc. for treatment or to enroll in a preventive program. If this works for the child, no further referrals are made. However, if unsuccessful, a referral to Family Court may occur. This is not to be used when the conduct is found to be related to his/her disability.
<i>Superintendent's Hearing</i>	This occurs when there is a suspension of more than five (5) consecutive school days.

### **Corporal Punishment**

No teacher, administrator, employee, or agent of the school shall use corporal punishment against a pupil.

Corporal punishment is defined as an act of physical force upon a pupil for the purpose of punishing that pupil.

This ruling does not prohibit the use of **reasonable** physical force under the following circumstances:

1. To protect yourself from physical injury, to protect another student, teacher or any other person from physical injury.

2. To protect the property of the school or property of others.
3. **Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.**

### **Right of Appeal:**

#### **A. Grievance Procedure**

(For in-school and out-of-school suspensions) This process is separate and apart from any appeals that may take part in the suspension procedures.

1. The student/parent/guardian should discuss the suspension with the Principal.
2. If the above discussion does not result in a satisfactory solution, the student/parent/guardian shall state his/her complaint in writing and deliver a copy to the Principal within three (3) days of the conference cited above.
3. The Principal will respond in writing to the written complaint within three days of receipt.
4. If the parent/guardian wishes to appeal the Principal's disposition of the complaint, they may submit a written appeal, within three days of the receipt of the Principal's disposition, to the Superintendent of Schools. The Superintendent will advise them of his/her decision within five (5) days. Since a meeting with the parties may be required, five (5) days will be waived in order to set up a meeting.
5. If the parent or guardian wishes to appeal the Superintendent's disposition of the complaint, they may submit a written appeal, within five (5) days of the receipt of the Superintendent's disposition, to the Board of Education. The Board of Education will have 20 days to answer the appeal. Since a meeting with the parties may be required, the 20 days will be waived in order to arrange a meeting.

Students, who commit any of the following offenses in or on school property, shall be subject to the penalties included in the Code of Conduct.

### **Grades Pre-K-6 Elementary:**

#### **Class A Offenses**

- Endangering the student body—any willful act which disrupts the normal operation of the school community, such as, but not limited to, destruction/defacement of school property, exploding devices, false bomb or fire alarm threats, or arson.
- Assault with serious injury.
- Possession of a weapon (knives or firearms).
- Racial or sexual harassment.
- Theft of school property (robbery).
- Use or possession of tobacco, alcohol, or other drugs.
- Vandalism.

#### **Class B Offenses**

- Bullying, harassment – verbal or physical intimidation, menacing or hazing

- Fighting- assault with physical injury,(any student who fights, regardless of who starts it, will be suspended from school
- Theft.
- Trespassing.
- Verbal abuse to an adult.

Class C Offenses

- Insubordination
- Lying to staff members.
- Reckless endangerment (pushing, throwing dangerous objects).
- Vulgar language

Class D Offenses

- Bus violations
- Cafeteria violations
- Failure to attend APD or ASD
- Inappropriate language
- Loitering in school after 3:05
- Minor class disruptions
- Riding bicycles, skateboards, rollerblades or heeies on school property other than to and from school

Class 1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

A	OSS (1-4 days)	OSS (2-5 days)	Superintendent's Hearing
B	ISS/OSS (1 day)	ISS/OSS (2 days)	ISS/OSS (3 days)
C	APD (2 days)	ASD	ASD (2 days)
D	Teacher Warning	Warning	APD

\*Consequences for the offense(s) may include but are not limited to the above pending administrative decisions.

**Grades 7-12 High School:**

Class A Offenses:

- Endangering the student body—any willful act which disrupts the normal operation of the school community, such as, but not limited to, destruction/defacement of school property, exploding devices, false bomb or fire alarm threats, unsafe driving on school property or arson.
- Assault with serious injury.
- The possession/use/consumption, sale, gift or reasonable suspicion thereof involving any alcoholic beverages, any controlled substances, over-the-counter, or other drugs and paraphernalia.
- Possession or use of firearms, knives or other weapons.
- Smoking, chewing, possessing, or using tobacco products and paraphernalia.
- Theft of school property, (robbery).

- Vandalism.
- Extortion/theft of personal property—any personal item (games, electronics, clothing, jewelry, etc.) of value should not be brought to school. The school is not responsible for losses or thefts of such property.
- Racial slurs/comments.
- Sexual battery/offenses.
- Sexual harassment.

#### Class B Offenses:

- Fighting – assault with physical altercation, (any student who fights, regardless of who starts it, will be suspended from school).
- Trespassing (during or after school).
- Selling, using or possessing obscene material.
- Cheating or academic dishonesty – teacher discretion.
- Forgery of notes/passes.
- Bullying, harassment – verbal or physical intimidation, menacing or hazing.
- Verbal abuse to an adult—abusive or vulgar language used towards an adult.

#### Class C Offenses:

- Reckless endangerment. Any act that affects the health and welfare of others.
- Skipping Class
- Insubordination—Failure to comply with the directions of school personnel, i.e. leaving classroom disruptively.
- Lying to a staff member.
- Vulgar language/obscene gesture towards another student.
- Leaving school without parental note or administrative permission.
- Internet access violation.

#### Class D Offenses:

- Dress code violation—wearing profane, vulgar clothing (including abusive language or words).
- Inappropriate use of elevators.
- Tardiness to school/class.
- Public displays of affection—no kissing, touching private body parts, or hugging.
- Not following hall procedures
- Cafeteria violations.
- Wearing hats and coats (during school hours).
- Entering or leaving school entrances restricted to students.
- No excuse for absences.
- Using projectile device (spit wad, snowball, rubber band, etc.).
- Disruptive behavior—discretion of teacher and/or principal (refer to School Violence (SAVE) Law).
- Loitering in the restroom, hallway or unauthorized areas.
- Pass Abuse: Out of the assigned class without a pass.
- Academics: Failure to attend remediation and unprepared for class.

- Leaving class without permission.
- Riding bicycles, skateboards, rollerblades or scooters on school property, other than to and from school.
- Loitering in school after 3:05 p.m. dismissal.
- Inappropriate language.
- Bus violations.

For each incident, these may be the consequences to be assigned for the class and offense. The type and extent of the punishment shall be determined by the Principal or Superintendent. Such disciplinary measures shall be appropriate to the seriousness of the offense, and, where applicable, to the previous disciplinary record of the student.

<u>Class</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
A	OSS (1-5 days)	OSS (5 days) Super's Hearing	Superintendent's Hearing
B	OSS/ISS (2 days)	OSS/ISS (2-5 days)	OSS (3-5 days)/Superintendent's Hearing
C	ASD/ISS (1 day)	ISS/OSS (1-2days)	ISS/OSS (3-5days)
D	Warning	APD (1 day)	APD/ASD (1-2 days)

\*The following actions may be taken in conjunction with the above offenses: parent conferences, apologies, changing inappropriate clothing, calling civil authorities, probation and counseling recommendations; as an example, 4 counseling sessions for any substance abuse.

## **Dignity for All Students Act**

The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Additionally, under the Dignity Act, schools will be responsible for collecting and reporting data regarding material incidents of bullying, discrimination and harassment. The Dignity for All Students Coordinator for Crown Point Central School is Lead Teacher/Dean of Students, Tara Spaulding.

Crown Point Central School is committed to providing an educational and work environment that promotes respect, dignity and equality. The Board recognizes that harassment, hazing, bullying and cyber bullying are prohibited behaviors and detrimental to student learning and achievement. It interferes with the mission of the district to educate its students and disrupts the operation of the school. Such behavior affects not only the students or employees who are its targets but also those individuals who participate and witness such acts.

To this end, Crown Point Central School condemns and strictly prohibits all forms of harassment, hazing, bullying and cyber bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. The above actions that occur off campus that may create or would foreseeably create a risk of substantial disruption within the school environment and where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property are prohibited.

For the purposes of this policy, the terms “harassment”, “hazing”, “bullying” and “cyber bullying” collectively shall refer to any intentional written, verbal, or electronic communication or physical act or emotional harm which intimidates or threatens another on the basis of race, color, national origin, creed, religion, weight, height, marital status, sex, age, sexual orientation, disability, socio-economic status, class, food allergy, club affiliation or other distinguishing characteristic.

**Dignity Act Coordinator:** Tara Celotti

(Amended 7-1-2014)

**\*\*See page 78 for Bullying Prevention Pledge Form\*\***

## Absence

Parents and guardians may request that you be excused from school for all or part of the school day; however, only school authorities (Principal, Nurse) may legally excuse you.

If your absence is excused (therefore legal), you will be required to make up any schoolwork you miss and to participate in co- and extra-curricular activities immediately following your return to school. If your absence is not excused (therefore illegal), you will be required to make up any school work you miss; however, you will be denied permission to participate in co- and extra-curricular activities immediately following your return to school for the day.

The absences noted below will be excused, within the meaning of Education Law, by school authorities:

- illness or injury
- quarantine
- death in the immediate family
- medical, dental, or similar appointment
- required court appearance
- military obligation
- pre-approved college visits
- family emergency which requires your presence
- certain religious holidays or observances
- activities sanctioned by the Superintendent or Board of Education

Student's absences for various school reasons, including field trips, music lessons, remediation, etc.

The absences noted below cannot be excused within the meaning of the Education Law, by school authorities:

- family trip or vacation
- shopping
- missing the bus
- "going to breakfast"
- "going over to the store"
- employment, including paper routes and baby-sitting
- job hunting
- hunting or fishing
- truancy from school
- "skip-day"
- oversleeping
- Car/motorcycle failing to start, breaking down, having a flat tire, etc.

It should be noted that you may not receive a passing grade for any course from which you have had excessively unexcused absences, as defined by Board policy. **\*See Attendance Policy.**

## **New York State Guidance / Attendance Policy:**

In February, 2001, the Board of Regents discussed a framework for development of a statewide school attendance policy. Regulations and guidelines together will create the framework. The primary purposes of school attendance policies are to promote school attendance and to maximize student interaction with teachers and peers. Research tells us that there is a positive correlation between consistent school attendance, academic success and school completion. Providing a safe and positive teaching and learning environment for students is essential for keeping them engaged so that attendance and academic achievement can improve. Attendance policies that provide for early identification of problems and effective methods to address them are most likely to have positive results.

There are several purposes for taking attendance: to know the whereabouts of every student for safety and other reasons; to determine the District's average daily attendance for State Aid reimbursement; to verify that individual students are complying with various compulsory education laws; and to identify individual and group absence patterns in order to provide programs and services that will assist each student to be successful in meeting higher academic standards.

The administration and staff developed a new attendance policy for the Crown Point Central School District. The policy, with BOE approval, became effective on September 1, 2003.

Parents are requested to review the attendance policy with their children who attend Crown Point Central School. In addition, each student (7-12) will receive a copy of the attendance policy. The Principal will review the policy with our students at the Annual Handbook Review Assembly in September of each school year. Teachers (K-6) will review the attendance policy with their students in the classrooms.

### **Crown Point Central School**

#### **ATTENDANCE POLICY**

##### **1. GOALS/OBJECTIVES**

School attendance is both a right and a responsibility. Crown Point School is an active partner with parents and students in the task of ensuring that all students meet or exceed the New York State Learning Standards and are prepared to enter college or the work force. Because the school recognizes that consistent school attendance, academic success and school completion have a positive correlation, the school district will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- A. To increase school completion for all students
- B. To raise student achievement and close gaps in student performance
- C. To know the whereabouts of every student for safety reasons
- D. To verify that individual students are complying with education laws relating to compulsory attendance
- E. To determine the district's average daily attendance for state aid purposes

## **2. DEFINITIONS**

- A. Pupil: a child enrolled in any public or non-public elementary, middle or secondary school
- B. Register of Attendance: any written or electronic record maintained for the purpose of recording the attendance, absence, tardiness or early departure of a pupil
- C. Scheduled instruction: every period that a pupil is scheduled to attend actual instructional or supervised study activities during the course of a school day, during the school year
- D. Teacher: a member of the teaching or supervisory staff of a public or nonpublic elementary, middle or secondary school
- E. Employee other than a teacher: a suitable person other than a teacher employed by a school in a position appropriate for the maintenance of pupil records
- F. Seat time: minutes of instruction required per class by New York State Education Department

## **3. PROCEDURES**

The CPCS attendance policy includes the following elements:

- A. The process for taking and recording daily attendance for all students:
  - 1. For pupils in pre-kindergarten through grade six, each student's presence and absence shall be recorded after taking attendance once in the beginning of the day.
  - 2. For pupils in grades seven through twelve each pupil's presence and absence shall be recorded after the taking of attendance in each period of scheduled instruction.
  - 3. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards in this policy.
  - 4. In the event that a student in any grade, pre-kindergarten through grade twelve, arrives late or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with this policy.
  - 5. A record shall be kept of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances such as weather, impairment of facilities, shortages of water or fuel, etc.
  - 6. Attendance records shall also indicate the date when a student enters, withdraws or is dropped from enrollment in accordance with Education Law Section 3202(1a)
  - 7. For grades pre-kindergarten through six, names of absent, tardy or pupils departing early will be sent to the attendance officer in the morning. For pupils in grades seven through twelve, names of absent, tardy or pupils departing early will be sent to the attendance officer at the beginning of each period.
  - 8. The attendance officer will record and code all absences, tardies and early departures on the pupil's record of attendance.

B. The definition of excused and unexcused absences:

1. Excused: a note from parent/guardian with stated reason for absence including:
  - a. Personal illness with written parental excuse
  - b. Illness or death in the family with written parental excuse
  - c. Medical appointments with written verification on health providers' letterhead
  - d. Administration approved field trips
  - e. Impassable roads preventing bus transportation
  - f. Religious observance
  - g. School related activities
  - h. Legal appointments with written verification on legal providers' letterhead
  - i. Administration approved college visits
  - j. Administration approved work or internship programs
  - k. Military obligations previously approved
  - l. Other reasons approved by the Superintendent, Board of Education or CVES
2. Unexcused:
  - a. Any reason that does not fall into the excused categories such as family vacation, truancy, hunting and fishing, refusing to come to school, haircut, babysitting, road test, obtaining a learner's permit, oversleeping, missing the bus, etc.
  - b. No excuse or note from parent/guardian after three days.

C. Explanation of Coding System:

- |          |                               |
|----------|-------------------------------|
| 1. PS    | Personal illness              |
| 2. FI/D  | Family illness/death          |
| 3. MA    | Medical appointment           |
| 4. ET    | Educational trip              |
| 5. WC    | Weather                       |
| 6. RO    | Religious observance          |
| 7. SRA   | School related activities     |
| 8. LA    | Legal appointment             |
| 9. CV    | College visit                 |
| 10. W/I  | Work/Internship               |
| 11. Mil  | Military obligation           |
| 12. S/BA | Superintendent/Board approved |
| 13. TR   | Truancy                       |
| 14. EL   | Education Lesson              |

D. Attendance requirements and course credit:

Crown Point School believes that pupil performance and grasp of the subject matter is directly related to active classroom participation and will be reflected in the pupil's final grade. Active participation means that the pupil is present, prepared, and productive during class. Consequently, for each marking period, a percentage of the final grade will be based on classroom participation as well as classroom performance on homework, tests, papers, etc. as determined by the classroom teacher. Pupils are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences, tardiness or early departure will affect a pupil's grade.

All absences, whether excused or unexcused, will be counted for the purpose of this policy, except in the case of absence which results from attendance at a school activity required for a course. Educational field trips, band, chorus and athletic events will not be considered in this policy.

At the secondary level, pupils with unexcused absences **15% of the time** or **twenty-seven (27)** absences for a **full year course** and **fourteen (14)** absences for a **half year** course will not take the final exam for the course. Since the final exam is 20% of the final grade, a pupil with less than the minimum required attendance may not receive credit for the course.

Regardless of whether the absence is excused or unexcused, it is the responsibility of the pupil to obtain and complete all missed work and tests. Pupils with properly excused absences, tardies or early departures for which the pupil has performed all assigned work and tests shall not be counted as an absence for the purpose of determining the eligibility to take the final exam. (Pupils with unexcused absences, tardies or early departures for which the pupil has performed all assigned work, tests and seat time shall not be counted as an absence for the purpose of determining the eligibility to take the final exam.) A pupil will have **five (5) calendar days** to complete and return missed work in order to receive credit.

Tardiness and early departure will be tracked and converted into excused and unexcused absences by the attendance officer to be reflected in the pupil's record. **Three (3) instances of tardiness to a given class are to be counted as one (1) unexcused absence,** unless an excuse is provided. At all levels, excessive tardiness will be addressed as outlined in the Student Handbook.

Transfer pupils or pupils re-enrolling will be expected to attend a prorated minimum number of scheduled classes during the time of their enrollment.

It is the responsibility of the student to schedule time to make up missed work and seat time with the teacher. Students will start to make up seat time from the day they return to school. Activity period is a time available for teacher-student consultation and make-up work and for completion of seat time missed due to absence.

#### F. Attendance Incentives:

Crown Point School believes that attendance at school is a student - parent responsibility. Further, encouraging student responsibility and regular school attendance is the responsibility of all school staff. To that end, the school will make every effort to develop incentives that will encourage regular school attendance including:

1. Student of the Month program
2. Names of students with perfect attendance posted at school and in the newspaper
3. Perfect Attendance Celebration quarterly
4. Other classroom opportunities set up by teachers to support responsibility and regular attendance
5. Perfect attendance certificates awarded at the end of the year

G. Parent/ Student Notification of Attendance:

Crown Point School will keep parents, guardians and pupils informed about the district's policy and the attendance of their child(ren). The following procedures will be followed:

1. The attendance policy will be printed in the pupil handbook and given to each student in the beginning of the year or at the time of enrollment. It will also be mailed to parents in the beginning of each school year or at the time of enrollment.
2. The Attendance Officer will contact the parent when a student is absent.
3. The Principal or School Counselor will meet with pupils who reach certain district benchmarks and make a phone or letter contact with the parent.
4. Notification to parents and/or students will be made at these benchmarks regardless of the reason for the absence:

**Benchmark Pre-Kindergarten –Grade 6**

<u>Benchmark</u>	<u>Action</u>
<b>Stage 1</b>	6 absences, teacher will send a note to parent about importance of regular attendance.
<b>Stage 2</b>	12 absences, teacher will notify parent with a letter and send a copy to the principal and counselor.
<b>Stage 3</b>	18 absences, teacher will notify the principal and counselor. A parent conference will be held with the principal and/or counselor. A plan to improve attendance will be developed.
<b>Stage 4</b>	27 absences, teacher will notify the principal and appropriate action will be taken.

**Benchmark Grades 7-12**

<u>Benchmark</u>	<u>Full-Year Class</u>	<u>Half -Year Class</u>
Stage 1	6 days	-----
Stage 2	12 days	6 days
Stage 3	18 days	9 days
Stage 4	27 days	14 days

When a student reaches **Stage 1**, the teacher will conference with the student to reiterate the importance of regular attendance.

When **Stage 2** is reached, the teacher will notify the parent in writing. A copy of the letter will be sent to the Principal and Counselor.

At **Stage 3**, the teacher will notify the Principal and Counselor in writing. A parent conference will be held with the Principal or Counselor. A plan to improve attendance will be developed.

When **Stage 4** is reached, the teacher notifies the Principal and Counselor in writing. At this point, the student has reached the maximum number of days absent, twenty-seven (27). The Principal will evaluate the absences according to the Attendance Policy and will notify the parent/ guardian via certified mail that unless the seat time is made up, the student is ineligible to take the final exam in the course(s) and thus is in danger of not passing the class. The consequences of continued irregular attendance, including a possible PINS (Person In Need of Supervision) with family court, will be reviewed.

When an elementary student reaches **Stage 1 and 2**, the same procedure will be followed. If **Stage 3** is reached, the student will be immediately referred to the counselor and Principal. The Principal will meet with the parent/guardian and determine what further measures need to be taken.

5. An attendance committee will be appointed annually by an Administrator for the purpose of assisting with implementation of the district policy and serving as an appeal board and making recommendations for changes to the policy. Membership may include:

Administrator- Mrs. Celotti  
School Counselor-Mrs. Mazzotte  
Attendance Officer - Mrs. Condit

A Teacher – Mrs. Farrell  
A Parent – Mrs. LaDeau  
A Student –TBA

### **Tardiness:**

Tardiness is an unexcused, late arrival or early departure from an assigned room or area. You can easily avoid tardiness by going promptly from one class to the next. A warning bell rings at 8:10 a.m. to remind you that your first class begins in five minutes. The bell, which rings at 8:15 a.m., indicates the beginning of the school day. Students arriving after 8:15 a.m. will be considered tardy, (late to school).

Students arriving to any class without a pass from a previous teacher, shall be held accountable for their lateness. After three tardies to any class the student will be assigned an APD with the teacher.

### **Truancy:**

Truancy is any absence, with neither the parent/guardian/Principal's consent, for all or any part of the school day. Truancy is also any absence, with the parent/guardian's consent but without the Principal's consent, for any part of the school day. Repeated tardiness is considered truancy after other steps have been taken without success to encourage promptness.

### **ATTENDANCE AT EXTRA-CURRICULAR EVENTS**

Spectators and participants are subject to the following rules:

1. Students may not leave the building. Students who leave the building may not return to the building. This applies to all extra-curricular and school events.
2. In accordance with the Federal and State laws, alcohol & tobacco are prohibited in school buildings and on school property.
3. Food and drink is not permitted in the gym and will be sold only at half time and between games.

4. Spectators and participants are required to follow the rules of ethics and/or sportsmanship related to specific events.
5. Students in grade 6 and below must be accompanied by an adult for all after-school and evening extra-curricular events. Parents will be asked to come and get their children if they are at school unsupervised.
6. Pre-Kindergarten-12 students may not attend after school activities if they were not in attendance that school day or if they were sent home sick that day or excused other than legal.
7. Students who are academically ineligible are not allowed to attend extra-curricular events.
8. All spectators and students should remain in the gym during the game. Any break should be taken during game breaks.
9. Students participating in events which begin after 3:05, may not remain in the building after 3:05.
10. Students that have after school activities or practice at 3:05 are to remain in the sports activity study hall until 3:05, unless they have a pre-signed pass from a teacher. No student should be in the hall or any room unsupervised for any reason at all.
11. Students need to be in school the entire school day, from 8:10AM-2:25PM. Extra-curricular activities and athletics will be impacted if you are not in attendance for the school day in its entirety. Doctors notes will be requires for absents/tardies.
12. Teachers, working with school administrators, have the authority to exclude the participation of students whose behavioral history suggests the possibility that they may endanger themselves or others while on a field trip. This decision must be made on actual student behavior and not based on disability identification.

### **Sports Study Hall Rules**

1. School/Homework WILL be done during sports 'study hall.
2. The monitors will have a list of students who need to attend remediation with specific teachers each day. Athletes will then sign out to the teacher who needs them for remediation and get there promptly. Students should not be loitering in the hallways.
3. If you do not have schoolwork, homework, or are needed for remediation, please bring a book to read or an electronics device to listen to music.
4. You may chat with the people at your table and only at your table, quietly! If the others at your table are working, do not disrupt them.
5. Students will stay in their seats, unless asked permission to move about ort to another table. There is **NO** running around the cafeteria or disruption to those who are working.
6. You will have **THREE** strikes for your behavior in which the Sports Study Hall Monitor will keep track of. After three warnings, you will receive afterschool detention.
7. On Fridays, there will be an option for game day. Games approved by your study hall monitors will be allowed.

**This class is like any other class during your school day.**

**Please do not be disruptive or disrespectful or consequences will be incurred.**

## **Behavior on School Property**

After School Hours:

Any student on school property during after school hours must follow Crown Point Central School's Code of Conduct rules. If such rules are not followed, students will not be allowed to be on school property for a designated period of time.

## **Bicycles/Skateboards/Scooters/Rollerblades/Heelies**

Riding any of the above to school is a privilege, and there are many risks involved. If you choose to ride to school, you should observe the following precautions:

1. Park or place any of the above in an approved area at school and leave it there until dismissal.
2. Walk on the school sidewalk. Students will not ride any of the above in the parking lot.
3. You must wait until all buses leave the school grounds at dismissal before you may ride home.
4. Observe traffic and safety rules at all times.
5. The school assumes no responsibility for the safety of your equipment.

## **NOTE:**

Bicycles, skateboards, rollerblades and scooters are forbidden on the school's campus except for transportation to/from school. (School insurance does not cover the use of any of the above equipment on the campus.)

## **Bus Transportation:**

Our buses transport a large number of students every day. The drivers have a tremendous responsibility with 40 to 50 students on each bus. Behavior which interferes with the driver's ability to provide safe transportation is prohibited. Drivers, therefore, have complete charge of passengers entering, leaving, and/or riding the bus. Therefore, the following guidelines will apply.

All rules of conduct for school apply to behavior on the bus as well.

- The rules posted on the bus should be followed.
- No food or beverages are allowed on the bus. Exceptions: eating or drinking on the bus on sports runs and possibly field trips is allowed. The bus must be left clean by the team or class as per the anaphylaxis policy.
- Discipline referrals for reporting improper conduct will be in effect. The bus driver would write the referral, and a copy will be given to the parent/guardian.
- The student will be suspended from riding the bus depending on the severity of the offense(s).
- In the afternoon, young students or special needs students will not be left at their stop unsupervised; they will be kept on the bus. It is important that a parent, guardian or other adult be at the stop each day.

It is essential that guidelines established for safety be strictly followed. Any conduct that distracts the driver is a potential safety hazard.

- Always stand back from the road while waiting for the bus.
- Written notes from parents or guardians are required to change bus destinations. Phone calls cannot be honored due to liability.
- At school, you may board buses only from the bus loading area.
- DO NOT attempt to stop buses that have left the loading area.
- Any safe object you can hold on your lap without protruding into the aisle is permitted. No live animals, birds, or fish are permitted.
- Always wait until the bus has come to a FULL STOP and the driver has opened the door before you attempt to board or leave the bus.
- If you must cross a road after leaving the bus, wait until the driver has signaled that it is safe to do so. Stay far enough in front of the bus, at least 15 feet or more, so that you can always see the driver.

## **Bus Drills**

Under paragraph 156.3 of the Regulations of the State Education Department, which became effective December 12, 1977, members of the teaching staff and/or pupil transportation staff are required to give bus safety instruction regarding emergency drills on school buses.

### A. Location of safety equipment:

- Fire extinguishers: All buses have extinguishers which are located at the front of the bus.
- First aid kit: Each bus contains a first aid kit which is located at the front of the bus.
- Emergency Exits: Each bus has an emergency exit in the rear of the bus. In addition, each bus has emergency exits at window locations. Each emergency exit is identified with an exit sign.

### B. Emergency Exit Drills:

Three emergency drills are required each school year. The first during the first week of school; the second prior to January 1; and the third prior to May 1.

Instructions to students:

- Follow the instructions of the driver or student designated by the driver as a student leader.
- Leave your belongings (books, etc.) on the bus.
- Move in an orderly manner.
- After all persons have left the bus, return to get your books.

- Know what to do, how to do it, and when to do it.

Use the emergency exits only in the case of real emergencies or in the case of emergency drills under the specific instructions of the driver. All school rules regarding behavior apply on buses as well as in school. Conduct which endangers the safety of passengers and/or the driver, such as fooling around with water or throwing objects, will result in the suspension of bus privileges.

You must ride on your regularly scheduled bus unless you have a written request from your parent or guardian in advance, which is approved by the Main Office. These same guidelines also pertain to students who wish to get off the bus at any place other than their regular stop.

The directions of the bus driver must be obeyed.

## **Cafeteria**

### 1. Breakfast and Lunch Services:

- A. Your lunch period is determined by a schedule. During this period you will have time to eat your lunch in the cafeteria. You must report to the cafeteria during your assigned lunch period. You may either bring your lunch or buy it in the cafeteria. If you buy your lunch at school, you have a choice of a full lunch or a la carte choices. If you provide your own lunch, you may purchase milk or other items.

### **Prices for the 2017-2018 school year are as follows:**

Breakfast	25¢ (reduced) / 50¢ full
Lunch	\$2.00 (PK-6), \$2.25 (7-12)
Milk	30¢

### 2. Lunch Pins:

- A. Each student will be issued a PIN to be used for the purchase of breakfast and lunch.  
B. This PIN will record all of each student's cafeteria expenses.

### 3. Cafeteria Conduct:

- Students should report directly to the cafeteria during their assigned lunch period.
- Students should walk when entering and leaving the cafeteria. While in the cafeteria, students should not run, push or act in an otherwise disruptive manner.
- Students should stand in an orderly line while waiting for their food. They should not cut in line.
- All refuse should be deposited in the proper receptacles.
- Food and beverages may not be removed from the cafeteria, unless approved by the Principal due to scheduling.
- Students should not sit on tables.
- Students are to leave the tables clean for others.
- Conversation should not be loud or boisterous. Yelling and screaming are not acceptable.

- Food or other objects are not to be thrown.
- Respect for others should be demonstrated.
- No student shall sit at the food allergy table unless they have a food allergy or have been given permission by the lunchroom monitor.

### **Care of School Property by Students**

All students must show respect and care for Crown Point Central School property. Any damage to property should be reported to the Main Office or the appropriate teacher.

Acts of vandalism are crimes against the School District and the community which supports the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law.

If a student damages school property, such student and/or his/her parents or guardians shall be required to pay the District for the value of the damaged property up to the limit of the law. State law now permits parent liability for up to \$5000.

### **Cheating & Plagiarism**

Cheating is never acceptable. If the teacher or advisor finds a student cheating, the student may not be permitted to continue and a grade of zero may be given for the work.

### **Classroom Decorum**

You should begin each class with the idea of getting as much as possible educationally from the time spent there. Have with you all the materials you will need; to borrow is inconsiderate of others. Give your teacher your undivided attention. Successful education requires that the teachers fulfill their responsibility—to teach—and that you fulfill your responsibility—to learn. Learning requires your active involvement and cooperation; even listening is an active process.

Disruptive conduct in the classroom or anywhere in school is not fair to the students who are not creating the disturbance, to the teachers, or to other staff.

### **Controlled Substances and/or Illegal Drugs**

The illegal or inappropriate use of controlled substances and/or illegal drugs (i.e., tobacco, alcoholic beverages, narcotic drugs, pseudo-speed, prescription drugs, and other substances) constitutes a hazard to the positive development of students. Such use/abuse is thoroughly discussed in health classes. The guidelines apply in school, on school property, on school buses, and at school activities outside school hours.

### **Discrimination and Harassment**

Crown Point Central School will not discriminate on the basis of race, sex, creed, handicap, or national origin, in any of its educational programs or activities.

Any questions or complaints about discrimination should be directed to the office of the Superintendent.

Harassment or discrimination of students consists of different treatment on the basis of race, sex, creed, handicap, or national origin in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the District's programs, services or privileges.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect the occurrence of any harassment or discrimination, will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation.

A student who believes that he/she has been subjected to harassment or discrimination is to report such conduct to the administration. Allegations of sexual harassment may be reported through informal and/or formal complaint procedures which can be secured through the Main Office.

Confidentiality of all reports of harassment or discrimination will be maintained to the extent feasible. Subject to all applicable laws, the guidelines, which can be reviewed in the Office of the Superintendent of Schools, shall be utilized in the investigation and a resolution of harassment or discrimination complaints.

### **Dress Code**

Students should be models of behavior for one another and for younger students.

Students are not permitted to wear clothing which makes reference to alcohol, tobacco, other drugs, or which uses inappropriate language or sexual references or shows racial, ethnic or religious prejudice. Such attire may cause a substantial disruption or interference with the work or discipline of the school, constitutes a health hazard, or otherwise infringes on the rights of others. Students who wear unacceptable clothing will be asked to change to appropriate attire. (Students may NOT wear chains [i.e., wallet chains, spiked bracelet and/or necklace]—such attire could be used as a weapon.)

Students are expected to be clean and neat in personal appearance and clothing when they come to school. It is expected that they will be modest and well-groomed in appearance. The following are some examples of improper attire:

- Halter tops
- Midriff tops
- Low cut tops
- Tube tops
- Men's sleeveless undershirts
- Pajamas
- See-through or cut-out clothing
- Tops must connect to shorts or pants
- Tank tops must be at least two fingers wide
- Shorts and skirts should be appropriate
- Undergarments should not be visible
- Going barefooted or stocking footed in school cannot be allowed for reasons of health and safety.

- **Hats**, head attire and sunglasses may not be worn in the school building, during regular school hours. Under extraordinary circumstances the Principal may allow a student to wear a hat at all times.

Physical education clothing must adhere to this policy as well.

Any faculty/staff member observing inappropriate attire will notify the administration immediately. The administration will meet with the student and parent(s), if needed, to rectify the situation.

### **Fire Alarms and Drills**

- There are fire alarm boxes throughout the building. They are installed so they cannot be set off accidentally. Any tampering with alarms or extinguishers, regardless of motive, presents a serious hazard to everyone in the building and will be referred for disciplinary action.
- Fire drills are required by law as an important safety precaution and will be conducted periodically.
- When the fire alarm sounds:
  - stop all talking;
  - leave the building with your class and under the supervision of your teacher through designated exits to designated areas;
  - move quietly and quickly but do not run;
  - move away from the building;
  - remain with your class in the designated area;
  - leave the building with whatever group is nearest if you are not in a classroom or regular instructional area;
  - do not return to the building until instructed to do so; and
  - Teachers are to take their grade books with them and take attendance when a safe area is reached.

A building floor plan should be posted in every room and instructional area. During the first week of school, faculty members should ensure that all students know the routes to the nearest exit and alternate exit should the nearest exit be blocked.

Except for the Superintendent, Principal, and Head Custodian, ALL students, faculty and staff members, and visitors are to leave the building during fire drills unless specifically requested to do otherwise by the administration.

### **Firefighters**

Policies for Fire Fighters responding during school hours:

1. First call on all structure fires.
2. Second call on all other calls, (second call meaning 2 siren situations).

3. Responders are not permitted to leave school for ambulance calls unless said students are EMT level and then only after a period of 3-5 minutes after first activation.
4. Under no circumstances are Junior Firefighters to leave school during school time hours for calls.
5. Firefighters must not leave during Regents Exams.
6. Any student Firefighter who is academically ineligible cannot leave for fire calls.
7. All Firefighters must sign out at main office.
8. Firefighters' pagers must be on vibration only. Firefighters must leave the classroom to check call.

### **Food and Beverages**

Food is not allowed in the classroom except for when the teacher has announced a special occasion. Water bottles are allowed in the classrooms as long as students use them responsibly. Soda or other drinks are not allowed during the school day except for beverages brought from home for lunch kept in locker. Being late to class to purchase beverages is unacceptable and will result in referrals. Also, no open containers are allowed.

### **Glass Bottles and Containers**

Glass bottles or containers are a health and safety problem in school and on school grounds. Glass may break, and the contents can easily become a hazard. Such containers and their contents will be confiscated.

### **Guidance Services:**

The Guidance Counselor's duties include education, vocational, personal and social development, study assistance, help with home schooling, and social concerns.

Some ways in which the Guidance Counselor may be able to assist you are:

- Planning your schedule and school program.
- Helping you make your course selections and plans for your future.
- Listening to your problems and trying to help you.

### **Hallway Behavior**

Safe and orderly conduct is expected in the hallway. Unacceptable hallway behavior includes, but is not limited to, public displays of affection, loitering, excessive noise, running, chasing others, or not having a pass. In most cases you will be reminded to eliminate the behavior if it happens.

### **Leaving School for Any Part of the School Day**

You may not leave school property, including the bus loading areas and parking lots from the time you arrive in the morning until 2:25PM unless you have permission from the nurse or an administrator. A written request for permission to leave school for any part of the school day, written and signed by your parent or guardian must be given to the Main Office or brought to the school before 8:10 a.m. Such

request must include your full name, the date, the time you should be dismissed, your reason for being dismissed, and a phone number at which all of this information can be confirmed. Phone requests cannot be honored. Students should sign out in the Main Office before leaving and sign in if and when they return before the end of the day. Parents must come into the Main Office to pick up their youngsters, signing them out before they are allowed to leave. Office staff cannot honor telephone messages to release children except in emergencies.

A child may leave the building only when accompanied by a parent, guardian, or person designated on the medical card, under the circumstances of a written excuse for early dismissal. Any student leaving school **before 2:25PM without a legal excuse** may not be eligible to participate in athletics or extra-curricular activities on that day.

### **Lockers and Gym Lockers**

Because of the school's responsibility for the safety and welfare of all students, and since your locker remains the exclusive property of the school, it can be searched by school authorities at any time, with or without your knowledge or permission.

You are assigned a locker on a yearly basis. Lockers are loaned to you for your convenience. They should not be banged, defaced or otherwise damaged. Any decorations must not be offensive. It is your responsibility to take care of your locker and to keep it locked.

### **Locker Rules**

1. Don't change lockers, except with permission of the office.
2. Keep your locker neat at all times. It is small but more will fit if you keep it neat.
3. Keep your lockers locked at all times.
4. Don't leave valuables in your locker. Take valuables to the Main Office for safekeeping.
5. Don't share your combination or locker with any other student.
6. Don't open a locker that is not assigned to you.
7. Report any problems with your locker to the Main Office or to a custodian.
8. Always remember to close your locker tightly, and lock it.
9. Bags, books, skateboards and other personal effects must be locked in lockers at all times!
10. Any sports equipment can be secured in the Physical Education Department.
11. If items must be left on top of lockers, they should be neatly stacked.

### **Medical Excuses from Physical Education Class**

Except for emergency situations, (determined by the Nurse), you cannot be excused from participation in physical education activities unless you have a request written by your parent or guardian. If such a request covers more than three classes, the request must be written by your doctor. Students with medical excuses are responsible for completing any alternative assignment or physical activities given by the instructor.

### **Electronic Devices**

For safety, cell phone purposes are permitted to be with students. They are, however, not to be used for phone and/or texting purposes during the school day, with the exception of an emergency

(lockdown, evacuation, bomb threat, fire) and/or when granted permission by an educator or administration.

It is preferred, due to theft or injury of the devices that they are not on school property. The responsibility of the electronic devices is solely of that of the owner. The school is NOT responsible for any lost, broken or stolen items.

Electronic devices may be used in the classroom where permission has been given by the discretion of the teacher. If misuse takes place, these items may be confiscated by educators or administration. When confiscated, these items will be released to a parent or guardian or the student at the end of the school day.

### **Passes**

Any student in grades 7-12 leaving a classroom **must have a pass** that states their destination. Teachers will keep a pass log in each classroom. Students who are late to a class should have a pass from their previous teacher or in extenuating circumstances from the office staff or Principal. Such privilege should not be overused. Students who request frequent late passes may be issued APD by the Principal or teacher. No more than **one** student should leave the class at the same time.

### **Possession of Other Controlled Substances and/or Illegal Drugs**

All staff members shall report to the Principal or his/her designee any suspicion or knowledge of possession of a controlled substance and/or illegal drug by a student. If possible and reasonable, professional staff members shall confiscate any substance they believe to be controlled or illegal and convey it to the Principal or his/her designee.

When there is knowledge or a reasonable suspicion that a student possesses a controlled substance and/or illegal drug, a faculty member may confiscate the substance. The Principal or his/her designee, after evaluating the evidence, may conduct a search of the student's person, the student's locker(s), and/or the student's personal possessions. A student, who refuses to be personally searched, shall be confined until the parent/guardian is informed and grants permission or is present to conduct such a search him/herself. The presence of any controlled substance and/or illegal drug on the person of a student or in or on any of the student's personal property or lockers will generally be presumptive evidence of possession.

When there is reasonable evidence to support the allegation that a student knowingly possesses(ed) a controlled substance and/or illegal drug, the Principal shall notify law enforcement authorities as required by law. Whatever legal charges can be justified will be brought by the Principal.

### **No student may be interrogated by law enforcement without a parent/guardian present.**

Such a student shall also be suspended from school, in accordance with the education law and Board Policy, **from one to five days** (for possession), pending a superintendent's hearing, at which a greater suspension may be imposed. Prior to the student's return to school following suspension for possession of a controlled substance and/or illegal drug, arrangements shall be made by the Principal—in concert with the parent/guardian—for relevant specialized counseling or instruction by a school counselor. This counseling or instruction shall focus on helping the student understand and accept the

medical, social, personal, psychological and/or legal consequences of possession and other abuse of controlled substances and/or illegal drugs.

Parents/guardians will be urged to educate themselves concerning controlled substances and/or illegal drugs and their abuse. The community counselor will be available for such counseling or instruction.

The Principal shall, whenever circumstances warrant and justify such an action, request a Superintendent's hearing. The Principal also shall, whenever circumstances warrant and justify such an action, suspend the student's privileges to participate in and/or attend co- and extra-curricular activities and school-sponsored events and programs outside the regular school day.

### **School Violence (SAVE)**

This bill establishes the Safe Schools Against Violence in Education (SAVE) Program. This comprehensive school violence prevention program contains the following elements:

1. **Teacher Removal of Disruptive Students:** Teachers are given the authority to remove violent and disruptive students from classrooms. These classroom removals are subject to review by the Principal. Students who are removed from the classroom cannot return to the classroom until the Principal makes a final determination about the facts of the case.
  - A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Main Office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this Code.
  - On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.
  - A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.
  - If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.
  - If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she

was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

- The teacher must complete the District-established disciplinary removal form and meet with the Principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.
- Within 24 hours after the student's removal, the Principal or another district administrator designated by the Principal, must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or designee to discuss the reasons for the removal.
- The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. 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 parents.
- The Principal may require the teacher who ordered the removal to attend the informal conference. If, at the informal meeting, the student denies the charges, the Principal or designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.
- The Principal or designee may overturn the removal of the student from class if the Principal finds any one of the following:
  - a. The charges against the student are not supported by substantial evidence.
  - b. The student's removal is otherwise in violation of law, including the District's Code of Conduct.
  - c. The Conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.
- The Principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.
- Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he/she is permitted to return to the classroom.
- Each teacher must keep a complete log (on a District-provided form) for all cases of removal of students from his/her class. The Principal must keep a log of all removals of students from class.
- Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he/she has verified with the Principal or the Chairperson of the Committee

on Special Education that the removal will not violate the student's rights under State or Federal law or regulation.

2. **Principal's Authority to Suspend:** Principals are given clear statutory authority to suspend students.
3. **Assaults on Teachers or Students:** An assault on a teacher or student on school grounds is raised from a Class A misdemeanor to a Class D felony. Similar penalties already exist for assaulting police, firefighters or EMT's while they are carrying out their professional duties.
4. **Code of Conduct:** Every Board of Education in the state is required to establish a detailed Code of Conduct for the maintenance of order on school grounds. A summary of the Codes of Conduct are required to be distributed to all students at a general assembly at the beginning of the school year and mailed to parents of students.

### **Squirt Guns, Laser Light (Beam), etc.**

The above items are not permitted in the school. These articles interfere with maintaining an orderly environment and will be confiscated. When confiscated, these items will be released to a parent or a guardian or to the student at the end of the school year.

### **Student Safety**

All staff and/or students who are made aware of physical and/or verbal threats to students must immediately report these threats against students to the next level of supervisory authority for prompt actions. The immediate supervisor must then inform the Superintendent/designees, including any action taken, after learning of such threats to students

### **Action Steps for Students**

There is much students can do to help create safe schools. Talk to your teachers, parents, and counselor to find out how you can get involved and do your part to make your school safe. Here are some ideas that students in other school have tried.

- Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult - such as a school psychologist, counselor, social worker, leader from the faith community, or other professional. If you are very concerned, seek help from them. Share your concerns with your parents.
- Create, join, or support student organizations that combat violence, such as "Students Against Destructive Decisions".
- Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these community groups and businesses can support your efforts.

- Organize an assembly and invite your school psychologist, school social worker, and counselor – in addition to student panelist – to share ideas about how to deal with violence, intimidation, and bullying.
- Get involved in planning, implementing, and evaluating your school's violence prevention and response plan.
- Participate in violence prevention programs such as meditation and conflict resolution. Employ your new skills in other settings, such as the home, neighborhood and community.
- Work with your teachers and administrators to create a safe process for reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti and vandalism.
- Ask for permission to invite a law enforcement officer to your school to conduct a safety audit and share safety tips, such as traveling in groups and avoiding areas known to be unsafe. Share your ideas with the officer.
- Help to develop and participate in activities that promote student understanding of differences and that respect the rights of all.
- Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
- Know your school's code of conduct and model responsible behavior. Avoid being part of a crowd when fights break out. Refrain from teasing, bullying and intimidating peers.
- Be a role model – take personal responsibility by reacting to anger without physically or verbally harming others.
- Seek help from your parents or a trusted adult – such as a school psychologist, social worker, counselor, teacher – if you are experiencing intense feelings of anger, fear, anxiety, or depression.

### **Student Vehicle Regulations**

Driving a motor vehicle to school is a privilege, and there are many risks involved. If you want to drive a vehicle to school at any time, you must observe the following rules:

1. All student motor vehicles must be registered at the front office.
2. You must obey all rules of the NYS DMV Code and PARK ONLY IN THE DESIGNATED AREA AT THE FAR END OF THE PARKING LOT, beyond the fire hydrant by grade 1-3 addition
3. You must yield the right-of-way to school buses on school grounds at all times and drive at a slow speed for everyone's safety.
4. You should not loiter in or around your vehicle at any time.
5. You may not leave the school grounds without permission before the end of the school day.
6. Students are not allowed to drive to BOCES, except in special circumstances, and parental/Principal permission is required.

7. Students are not to use vehicles as “lockers.”
8. Student drivers should use the sidewalk to and from the designated parking area at and beyond the 1-3 classrooms.

**Reminder:** State law forbids any guns and weapons to be on school property. This law includes pistols, rifles and bows and arrows, knives, and explosive materials.

Any violation of the above rules may result in student suspension, the loss of the privilege to park on school grounds, the car being towed at the owner’s expense and/or the student having free time restricted.

### **\*\*Study Hall\*\***

All study halls and our library (media center) are for private individual work. Students are to use this time for studying, leisure reading, project work and research. Therefore, all students are to work quietly for the respect of others and follow posted rules of conduct.

Tutoring (students helping students) may occur with approval of the study hall monitor or librarian, however, all tutoring must be done quietly as to not interfere with the studying by others.

Students working at the Senior Table and/or National Honor Society Table must keep talking and noise levels to a minimum. These students must also respect others who are working in the same room.

The library (media center) is used for: library research, book selection, and reading of periodicals.

Pre-signed passes to other locations are necessary in order to leave study hall.

Card and Computer games are not allowed on any school computers from Monday- Thursday. If a student has an average above an 80, all of their homework is completed, and the study hall monitor is in agreement, they may play educational games on Fridays. These games are found on the school’s website and are the only games that should be played. Gambling is NOT allowed in school. Arm Wrestling is **not** allowed in school.

During study hall, students may listen to their iPod as long as they are working. If they have no work, they should be working on their independent reading and not listening to music.

### **Walkers**

Walkers, drivers and students who ride with others should arrive at 8:10 a.m. There is no supervision for students until 8:00 a.m. in the auditorium. **No** students should arrive before 8:00 a.m. The sidewalk should always be used to arrive or to depart from school. At the end of the day walkers and drivers should report to the cafeteria. Walkers and drivers will be dismissed from the cafeteria after the buses have left.

## Academics

### Academic & Behavioral Eligibility: MIDDLE AND HIGH SCHOOL:

Both student discipline and academic achievement affect eligibility. The purpose of eligibility is to encourage students to set, achieve, and maintain high standards of academic achievement, and to develop individual responsibility for their own behavior. Participation in extra-curricular activities and class activities is a privilege for all students. Students are encouraged to participate, but not at the expense of academic class work. To encourage all students to work diligently in their academic classes, each student's eligibility to participate in extra-curricular and class activities (all school activities that are non-credit and/or after-school activities) is based on the following standards:

- Students can not be failing two or more classes at any one time.
- Students must demonstrate acceptable attendance habits and must be prompt to school and classes.
- Students must demonstrate proper citizenship in school and while representing the school.
- Students must demonstrate responsibility for their own education and achievement. It is each student's responsibility to know their academic status in each class and to take the necessary steps for academic success.
- Students must have returned to the appropriate advisor, coach or office, any permission slips, school property, uniform, equipment, or money owed to the class, prior to attendance or participation in any extra-curricular activities.
- Permission for participation in extra-curricular activities and field trips must be received in writing. Students will not be allowed to call home for permission.

### Adding/Dropping a Course:

If a student chooses to add or drop a course it must be done by September 22 (Fall Semester) and January 19 (Spring Semester). To add or drop a course the student must meet with the Guidance Counselor and complete the required paperwork, which must be signed by the student, parent/guardian and teacher.

If a teacher feels that a student has been placed inappropriately, the teacher may request a conference with the principal and the counselor to discuss the matter. After consulting with the parent and student, the student placement may be changed. However the record of your class participation may reflect permanently on your transcript.

### Academic Review & Reports to Parents & Guardians:

Every five weeks, each student's grades will be reviewed. Written progress reports (five-week period only) and report cards (10-week marking period) will be sent home with students in an effort to communicate effectively with parents/guardians.

The school gives quarterly report cards after the close of each 10-week quarter. The following list is how students are marked:

Pre-K-5, State Standards (1-4)

6-12, Numerical Grade

For 6-12 students, the final average is calculated by averaging each quarter grade and the final exam/final project. Each quarter and the final counts as 1/5 of the final average

Progress Reports will be given to all students at the mid quarter for grades 6-12.

Parents/Guardians have access to your child(s) Course progress via the Parent Portal. Please visit our website, [cpcsteam.org](http://cpcsteam.org) and click on the Parents link at the top. Any questions about the portal, please contact Vicki Mero in the main office.

### **Incompletes:**

Any student scoring below a 50 during quarterly marking periods should receive an incomplete. Students will have two weeks from the close of the marking period to make up any incomplete work. Incompletes issued because of a grade lower than a 50 will be used in determining academic eligibility (please see section "Academic Eligibility" below). This policy will be in effect for the first three quarters of the school year.

During the fourth quarter, teachers will work with students, parents, and/or guardians to remediate failing grades prior to the testing period.

Incompletes may also be used if a student has had a serious illness, some other extenuating circumstances, or at the discretion of the teacher. All incompletes should be made up within two (2) weeks of the close of the marking period.

### **Academic Eligibility**

All students on academic probation or academic ineligibility are expected to stay for remediation from 2:25p.m.-3:05p.m. Tuesday, Wednesday & Thursdays.

**Probation:** After each five-week academic review, students who are failing two or more classes will be placed on probation for two weeks. Once a student is placed on probation, he/she is still considered a member of the activity and must continue to practice and/or plan with the group. While on probation, the student is allowed to participate in after-school, evenings, and game events. During probation, students will not be allowed to leave Study Hall (including Senior Lounge) except for the class(es) for which they are on probation. The student will meet with the teacher in each failing class to raise his/her academic standing to a passing grade during the probationary period.

\*An **athlete** on Probation may practice with the team and compete in all contests.

**Ineligibility:** After two (2) weeks, if the student is still failing the same two classes, the student is ineligible from participation in extra-curricular activities and games until the next review of grades. Based on student academic success, evidenced by a passing grade and teacher input, a student may be removed from the list, and be eligible for full participation in the extra-curricular and/or class activity.

\*\*An **athlete** listed as Ineligible will not be eligible for contest or participation in games. However, athletes will still maintain practicing, attending games in dress clothes and act as part of the team as they normally would, Coaches will be made aware of their student-athletes' academic standing, so they can be a positive reinforcement to said athletes to make sure they maintain their progressive academic standing.

At the 15, 25 and 35 week review, all students who are still failing the same 2 or more subjects will continue to be ineligible, not placed back on probationary status.

**Review Schedule**

	5 Weeks	2 Week Check	Report Cards	2 Week Check
Quarter 1	10/13/17	10/27/17	11/17/17	12/01/17
Quarter 2	12/22/17	01/12/18	02/02/18	02/16/18
Quarter 3	03/16/18	03/30/18	04/20/18	05/04/18
Quarter 4	05/25/18	06/08/18	06/22/18	N/A

An Academic Eligibility Review Board will be established each year to review extenuating circumstances for eligibility for activities such as the Junior Prom and the Senior trip.

**Final Grades, Final Exams, Regents Exams:**

Students in grades 7-12 will be given a final exam or will complete a student project that demonstrates understanding of the curriculum. Final grades are required in all classes with the final exam counting as 1/5 of the average. All grades are on a 0-100 numerical scale.

Regents Exams given in June are calculated as the final exam. Students who pass the June Regents Exam but fail the course will be given credit for the course if the following criteria is met:

- Based on the student’s past academic performance, the superintendent of a school district or his or her designee, determines that the student will benefit academically by exercising this alternative;
- The student achieves a score of at least 85, or its equivalent as determined by the commissioner, on a State-developed or State-approved assessment pursuant to section 100.2(f) of this Part;
- The student passes an oral examination or successfully completes a special project to demonstrate proficiency, in such knowledge, skills and abilities normally developed in the course of but not measured by the relevant Regents examination or State-approved examination if used, as determined by the principal;
- The student attends school, or received substantially equivalent instruction elsewhere, in accordance with section 3204(2) of the Education Law.

**Regents Testing**

Because NYS Regents exams are only offered three times per year, it is expected that students who fail a June Regents exam will retake the exam in the August testing period.

Failure to re-take the exam in the next testing period *could* impact course assignments for the next school year, including the opportunity to attend programs at the CV-TEC center in Mineville as well as promotion to the next grade level.

Exceptions to this policy must be approved by the School Counselor and the Lead Teacher in advance.

## **Committee on Special Education Meeting Attendance Policy**

Pursuant to state and federal law, the Crown Point Central School District Board of Education shall make available to all students eligible under the Individuals with Disabilities Education Act and Article 89 of the Education Law, a free and appropriate public education in accordance with the New York State Education Law and applicable provisions of the Regulations of the Commissioner of Education. To assist in meeting the individual needs of students with disabilities, it is the Crown Point Central School District's policy to extend verbal invitations to students age 15 and above in conjunction with meeting notice requirements.

Part 200.5 (c) (2) (vii):

If the purpose of the meeting is to consider postsecondary goals and transition services, the meeting notice must also:

- (a) Indicate this purpose;
- (b) Indicate that the district will invite the student; and
- (c) Identify any other agency that will be invited to send a representative.

It is Crown Point Central School's procedure that all special education students age 15 and above (or not later than the first IEP to be in effect when the student is age 15) will be invited by their teacher (who will be attending said meeting) to their CSE meetings whenever the CSE meets to discuss postsecondary goals and transition services.

## Diploma Credit & Regents Information for Graduation

### Traditional Paths

Credit Requirements	Discipline	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
4	<b>English Language Arts</b> <ul style="list-style-type: none"> <li>English 9</li> <li>English 10</li> <li>English 11</li> <li>English 12 (.5) <b>AND</b> Senior Seminar (.5)</li> </ul>	<u>Regents 11<sup>th</sup> Grade</u> English Language Arts	<u>Regents 11<sup>th</sup> Grade</u> English Language Arts
4	<b>Social Studies</b> <ul style="list-style-type: none"> <li>Global History &amp; Geography 9</li> <li>Global History &amp; Geography 10</li> <li>U.S. History &amp; Government 11</li> <li>Economics (.5) <b>AND</b> Government (.5) 12</li> </ul>	<u>Regents 10<sup>th</sup> Grade</u> Global History & Government <u>Regents 11<sup>th</sup> Grade</u> US History & Government	<u>Regents 10<sup>th</sup> Grade</u> Global History & Government <u>Regents 11<sup>th</sup> Grade</u> US History & Government
3	<b>Mathematics</b> <ul style="list-style-type: none"> <li>Algebra I 9</li> <li>Geometry 10</li> <li>Algebra II 11</li> <li>Math Electives</li> </ul>	<u>1 Math Regents</u> Typically: Algebra I (9 <sup>th</sup> Grade)	<u>3 Math Regents</u> Typically: Algebra I (9 <sup>th</sup> Grade) Geometry (10 <sup>th</sup> Grade) Algebra II (11 <sup>th</sup> Grade)
3	<b>Science</b> <ul style="list-style-type: none"> <li>Living Environment 9</li> <li>Earth Science 10</li> <li>Chemistry 11</li> <li>Science Electives</li> </ul>	<u>1 Science Regents</u> Typically: Living Environment (9 <sup>th</sup> Grade)	<u>2 Science Regents</u> Typically: Living Environment (9 <sup>th</sup> Grade) Earth Science (10 <sup>th</sup> Grade) Chemistry (11 <sup>th</sup> Grade) <i>*Must earn 2 Regents credits: 1 Life Science <b>AND</b> 1 Physical Science</i>
.5	<b>Health</b>	Health 10	Health 10
1	<b>The Arts</b>	Multiple Options**	Multiple Options**
1	<b>Languages Other Than English (LOTE)</b>	<u>Achieve 1 Credit</u> Typically 8 <sup>th</sup> Grade with Proficiency Exam	<u>Achieve 3 Credits</u> <b>AND</b> Pass the <b>Checkpoint B LOTE Exam</b> Typically: 10 <sup>th</sup> Grade
2	<b>Physical Education</b>	Earn .5 Credit Yearly	Earn .5 Credit Yearly
3.5	<b>Electives</b>	3.5 Credits	3.5 Credits
<b>22</b>	<b>TOTAL REQUIRED</b>	<b>22</b>	<b>22</b>

(New York State Education Department Requires 22 credits earned for a high school diploma.)

\*\* The Arts Credit may be achieved in a variety of ways including: Band, Chorus, Orchestra, Studio Art, Art electives, Rustic Furniture & some Technology electives.

**22 Credits=the minimum number of credits required to graduate!**

## Special Diploma Endorsements

**Honors:** A student earns a computed average of at least 90 on the Regents exams applicable to either a Regents diploma or a Regents diploma with Advanced Designation. The locally developed Checkpoint B LOTE exam is *not* included in the calculation.

**Mastery in Math &/or Science:** A student meets all the requirements for a Regents diploma with Advance Designation **AND** earns a score of 85, or higher, on 3 math Regents exams and/or 3 science Regents exams.

**Technical Endorsement:** A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with Advanced Designation **AND** successfully completes a department approved CTE program including the 3 part technical assessment.

(6/17)

### **Grade Point Average for college transcripts:**

When students are required to submit a numeric/letter grade to a college the following chart will be utilized. This chart is for college transcripts only.

<u>Letter Grade</u>	<u>Numeric Grade</u>	<u>Numeric Range</u>	<u>Quality Points</u>
A	4.0	93-100	4.0
A-	3.7	90-92	3.7
B+	3.3	87-89	3.3
B	3.0	83-86	3.0
B-	2.7	80-82	2.7
C+	2.3	77-79	2.3
C	2.0	73-76	2.0
C-	1.7	70-72	1.7
D+	1.3	67-69	1.3
D	1.0	63-66	1.0
D-	0.7	60-62	0.7
F	0.0	Below 60	0.0

### **Homework (K-12):**

Homework is part of our curriculum and will be required to be completed by each student, if assigned to them. It will be part of your student's overall grade. Each teacher will define their own homework policy and inform the students at the introduction of their class. The "Homework" policy for CPCS is as follows:

Homework is recognized and encouraged as an extremely valuable activity, and as an appropriate extension of classroom instruction. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Teachers are cautioned to avoid overloading students with excessively lengthy homework assignments or with overly brief and empty assignments. Planning homework assignments should be given as much care as the planning of any other aspect of a lesson. Recommended amounts of homework items are: K-3 = 30 minutes; 4-6 = 60 minutes. An assignment important enough to be done must be considered worthy of teacher evaluation.

Homework shall be assigned according to these guidelines:

1. Homework should be a properly planned part of the curriculum extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.

4. The number, frequency, and degree of difficulty of homework assignments should be based on the abilities, activities, and needs of the student. However, the grade given for the homework is dependent on the student's performance.
5. As a valid educational tool, homework should be clearly assigned and its product carefully and promptly evaluated.

The Board of Education believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide conditions that are conducive to their successful completion.

### **Honor Roll:**

**Exceptional Honors** will be awarded to students in Grades 6-12 for earning a 90.0 or above GPA in all classes in any one marking period.

**High Honors** will be awarded to students in grades 6-12 for earning a 90.0 or above GPA in any one marking period. All courses are included in the Grade Point Average (GPA).

**Honors** will be awarded to students in grades 6-12 for earning 85.0 to 89.99 GPA in any one marking period.

**Failing grades** in any course will disqualify the student from the Honor Roll regardless of the grade point average. At the secondary level (9-12), a student must have a minimum of 5.5 units of credit in progress to be eligible for the honor roll. (Please note: all athletes must be taking at least four subjects including physical education in order to represent their school in a sports activity.)

Honor roll is calculated by averaging each class taken by the student. Any course taken every day for credit will be counted as a full grade. A course taken over the full year for a half credit will be counted as half the grade. The sum of these grades will be divided by the credits taken, not by the courses taken.

### **Crown Point National Honor Society:**

#### **Requirements:**

**Class requirements:** To be eligible, a student must have taken and passed, the following advanced Regents degree requirements (course and regents for that course): English, History, LOTE, Regents Science, and Regents Math. Continued eligibility for NHS requires a member to maintain high academic requirements. A member will enroll in and successfully complete classes and exams required to obtain an Advanced Regents Diploma. English, History, LOTE (or the 5 unit equivalent), third level Regents Math and three Sciences (two Regents) will be required. A minimum overall average of 85.0% must be maintained. Failure to maintain this minimum average will result in a warning the first time this occurs. The second instance will result in a suspension until the next ten week marking period and a third time will result in immediate expulsion. If a failing mark is obtained on a regent's exam which is needed for the advanced designation on the diploma, the exam must be retaken and passed within one year. Each class taken must have a passing average each quarter. The consequences for failing any class are the same as for failure to maintain an 85.0% average. Failure to maintain this minimum average will result

in a warning the first time this occurs. The second instance will result in a suspension of privileges until the next ten week marking period, and a third time will result in a written notification and hearing for potential dismissal.

### **Induction and Continued Membership:**

**Academic:** Students who meet the following criteria at the end of the third marking period of their sophomore year may be considered for National Honor Society. An over-all average of 85.0% must be maintained and all credit-bearing classes are averaged. Averages are calculated in accordance with the honor roll policy (see above).

**Character:** Only students with good character are inducted. A survey of all school employees is conducted to determine the observed character of a candidate.

**Leadership:** Candidates are asked to submit a written list/letter to help determine any positions of leadership. Observation of leadership qualities is included in the survey.

**Service/Community Involvement:** Continued membership requires members to be active in their community. Two service projects are required yearly for continued membership: one will be a chapter project in which the entire membership will participate, and the second will be an individual service project or 10 hours of community service that reflects his/her particular interests or talents.

### **Council:**

A five member National Honor Society Council composed of five teachers appointed by the principal, upon reviewing all surveys and letters, has final determination on the acceptability of each candidate for induction. The National Honor Society advisor cannot be a voting member of this council. Any member of the NHS has the right to request a hearing of the council when a sanction is invoked.

### **Continued Membership:**

To remain eligible for NHS membership, a member must maintain the same high degree of criteria that got him/her elected in the first place. Failure to maintain this degree of excellence will result in revoked membership. Any student whose membership is revoked for any reason will not be considered in the future. Please see our local NHS Constitution or Advisor.

### **Privileges of National Honor Society Students:**

All National Honor Society students should wear their pins or have their cards for proof of membership before they receive their privileges.

1. Freedom to go from a study hall or activity period study hall to other areas of the school without a written pass. National Honor Society students are required to inform the study hall monitor or teacher where they are going.
2. Three minutes early dismissal from their class prior to their lunch period at discretion of teacher.
3. Freedom to leave the school bus upon its arrival at the school. Students must remain on school grounds at this time.

4. Freedom to eat outdoors in the fall and spring.
5. Freedom to leave study hall for a designated outside area in the fall and spring.
6. After signing out in the main office Honor Society Students may be on the fields and playground from 2:30PM to 3:05PM on days there is a second bus run.

**Promotion and Retention of Students:**

**Promotion and Retention of Students Regulations:**

**Elementary School (Pre-K-6)**

Students must be placed in the best possible learning levels for successful educational experiences. Retention shall be limited to those situations where in the best interests of the child’s successful learning experience is reasonably assured. Diligent effort shall be made to utilize all available resources to determine the child’s appropriate placement.

**Middle School (7-8)**

1. Students who pass all subjects will be promoted automatically.
2. Students who fail one subject will have the failure evaluated and a determination made as to the reason for the failure. The student may be required to repeat the subject, but in typical cases shall be promoted with recommendation for summer school. The decision shall be arrived at by consensus from a case conference approach involving the Teacher, Principal, and Guidance Counselor.
3. Students who fail two subjects shall have their cases considered on an individual basis through a case conference approach as in (2) above.
4. Students who fail more than two subjects shall fail for the year as well as the semester.

**Senior High School (9-12)**

In general, promotion from one class to the next shall be contingent upon the passing of all required subjects and the accumulation of 4.5 units of credit (minimum) at each year level with the total accumulation.

**Promotion and Retention Grades 9-12:**

Effective with the Class of 2009, students must achieve the following credits to move to the next class:

FROM: Freshman to Sophomore	4 ½ credits
FROM: Sophomore to Junior	11 credits
FROM: Junior to Senior	15 credits

Students must be able to fit into their schedule all courses required to graduate.

In grades 9-12 students must not be more than 1 year behind in any content area to advance to the next grade level.

### **Children Who Fail or Underachieve:**

Pursuant to Part 203 of the Regulations of the Commissioner of Education, students who have “failed continuously” or are underachievers must undergo suitable examinations to ascertain the physical, mental and social causes of such failure or underachievement.

The physical examination shall be made by a licensed physician and shall precede any other necessary examinations. Any needed psychological exam shall be made by an approved psychologist.

The result of the exam shall be reviewed by the appropriate school authorities in order to determine the best procedures to alleviate or remove, insofar as possible, the causes of failure or underachievement for the child.

### **Physical Education:**

Each student in grades 9-12 **MUST** successfully complete the physical education course during each year of attendance in school in order to qualify for graduation. **TWO** units of PE are mandated by the Regulations of the Commissioner of Education, and these units are in addition to those credits necessary for a Regents or local high school diploma.

Students must wear appropriate Physical Education clothing, per the teacher’s request and per school dress code.

If a student requires a special or adaptive physical education program, he/she should notify the guidance counselor and PE teacher as soon as possible. A note from the student’s physician may be required.

### **Reports to Parents & Guardians:**

The school gives quarterly report cards after the close of each 10-week quarter. The following list is how students are marked:

Pre-K-5, State Standards (1-4)

6-12, Numerical Grade

For 6-12 students the end of the year (course) mark is computed on the basis of 4/5 for the average of the quarters and the 1/5 for the final examination and/or project.

Progress Reports will be given to all students at the mid quarter for grades 6-12.

### **Service Credit (9-12):**

Semester ½ credit is awarded to students in grades 9-12 for service to the school community. During service credit, students must help teachers and must be in contact with students either in a tutoring capacity, small group setting, or helping in the classroom. As schedules allow one Senior will be available through the service credit program for assistance for each 40-minute period.

During school hours, students who wish to participate in service credit experience **MUST** be academically eligible for this opportunity. However, any students (grades 9-12) may also assist custodians and/or sponsors of clubs, classes or activities **after school**.

To arrange a service credit experience, a student must complete a Service Credit Registration Form and return it to the Guidance Office. NO service credit experience should start until it has been officially added to the student's course schedule.

ONLY teachers who can directly supervise the student during the entire service credit experience can arrange these opportunities. Teachers will be responsible for taking attendance during service credit assignments as well as for providing grades for students. Service credit experiences are graded only as Pass or Fail. Additionally, in order for a student to earn service credit, the student must be available for a 40-minute period for at least three days within the six-day schedule rotation.

Finally, NO SERVICE CREDIT EXISTS FOR 7<sup>th</sup> AND 8<sup>th</sup> GRADES.

### **Independent Study**

At times, it may be necessary to schedule students in an independent study when the needed course offerings do not accommodate all of a student's needs for the academic year. In these situations, the following steps will be taken to develop a learning plan for an independent Study:

1. The student and course teacher will establish a plan for course assignments, due dates, and grading for the full duration of the course within one week of starting the independent study.
2. The student, parent/guardian, teacher, school counselor, and lead teacher must approve the learning plan in order for this to be official. Final plans will be kept in the Guidance office and with the teacher.
3. Absences and other grading policies apply to independent study contracts just as they do with regular courses.
4. Independent study courses will be included in the student's permanent record and transcript just as any other course is recorded.

## **Vocational Programs at CV-TEC**

While Crown Point Central School believes in providing a wide range of educational programs for its students, attending CV-TEC is a privilege. Student commitment and engagement in the program is essential. The following general requirements must be met before a student may attend:

1. Student progress towards graduation must be on track.
2. Student attendance must meet the school standard.
3. Student career interest must match the technical program.
4. Once a student attends it is expected that he/she will complete the program.

Students not meeting these standards may be removed from the program

## **EXTRA-CURRICULAR**

### **7-12 Extra-Curricular Activities:**

The purpose of extra-curricular activities is to enhance the academics by providing opportunities for students to develop citizenship, commitment, and self-discipline, and skills in a less formal group/team situation. Participation is a privilege for all students. Students are encouraged to participate but not at the expense of academic class work. Participation is subject to eligibility requirements, and addressed in the District's *Eligibility Policy*. All participants are to attend school for a full day on the day of an activity or competition. If a pattern of lateness or absence appears the day after an activity or event, a special corrective plan will be implemented for that student. The only excuse for lateness or absence that can be accepted the day of an event is from a doctor, dentist, counselor, lawyer, court officer, or motor vehicle official on their official stationary. This applies to all extra-curricular activities listed below. Failure to comply with this rule means the participant is ineligible for the next activity/competition. The following extra-curricular activities may exist at CPCS depending upon BOE approval and funding.

National Honor Society  
Student Council  
Journalism  
Yearbook  
Academic Bowl  
FCCLA  
Varsity Basketball  
Cheerleading  
Intramurals

Drama Club  
Chorus  
Band  
S.A.D.D.  
Quiz Bowl  
Varsity Soccer  
Modified Basketball  
Senior Class Trip

Varsity Softball  
Modified Softball  
Varsity Baseball  
Modified Baseball  
Golf  
Modified Soccer  
Junior Prom

## EXTRA CURRICULAR MEETING SCHEDULE

<b>Week</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>1</b>	Club Meetings	S.A.D.D.	Student Council
<b>2</b>	Honor Society	Academic Bowl/Fall Quiz bowl/Spring	Journalism
<b>3</b>	Class Meetings	CFES Leadership Varsity Club	Student Council
<b>4</b>	Yearbook Year Book	Academic Bowl/Fall Quiz Bowl/Spring	FCCLA

### Advisor's List for 2017-2018

**Class Advisors:**

Freshman	Mrs. Erica Carey
Sophomore	Mrs. Connie Pereau
Junior	Mrs. Jaci Pockett
Senior	Mrs. Crystal Farrell
Academic Bow	Mr. Shane Thelen
Quiz Bowl	Mr. Shane Thelen
Student Council	Mr. Shane Thelen
Drama	Mrs. Crystal Farrell
Journalism	Mrs. Crystal Farrell
FCCLA	Mrs. Rachel Charron
News Coordinator	Mrs. Rachel Charron
National Honor Society	Mrs. Patti Wolf
SADD	Mrs. Jaci Pockett
Yearbook	Mrs. Tieah Gunniosn
Band/chorus	Mrs. Jeris French
Varsity Club	Mr. John Swinton
Athletic Director	Mr. John Swinton

### Class Officer Job Descriptions

**Class President:**

The president is the chief executive officer of the class and takes the lead in determining class objectives. The president should set the tone for the class and relationship with the class' advisor. The president works with the advisor, class officers and all members of the class to ensure that the class interests are being observed in matters of finance, class news, class meetings and fundraising programs. The class president is responsible for chairing each class meeting.

### **Class Vice-President:**

The vice-president works with the class president and other officers in planning, organizing, and implementing class programs. In the absence of the president, the vice-president exercises the powers and duties of the president. The vice-president also should work closely with the class treasurer to ensure the system of checks and balances.

### **Class Secretary:**

The secretary communicates news about the class through many types of medias. Forms needed for activities should be filled in by the secretary and class points should be recorded and monitored with the help of the class treasurer. The secretary should also keep minutes at each class meeting and keep an updated class list.

### **Class Treasurer:**

The treasurer serves a critical role for the class. The treasurer should be involved in planning and finances for every program the class undertakes. The treasurer budgets and disperses class funds to pay necessary and authorized charges and maintains all financial records for the class. The treasurer gives a financial report setting forth the amount, management and disposition of the class funds at each class meeting. The treasurer shall work closely with the district treasurer in all financial matters.

### **Class Points System:**

Each class member will receive points for any class activity recording a financial profit. Points are awarded based on:

1. Amount of profit
2. Amount of participation
3. Any donations made by a class member

Students will work various class fundraisers to increase their final point's total. The final points total may only be used to pay for cost incurred by the class member's Senior Trip. Any remaining balance of points after the Senior Trip and purchase of a class gift will be applied to end of year class activities.

### **Extra-Curricular Dances/Events/Field Trips for Students from another district:**

There will be a sign-up sheet in the office for each event for CPCS student to sign in students who attend neighboring districts. Some events may require additional paperwork, like a permission slip for the signed in students to complete prior to the event.

Crown Point Central School will review the educational standings and disciplinary history of all students who are signed up to attend. **Upon review students may be required to have additional measures such as but not limited to parental/adult support at the event if deemed necessary by the advisor and/or Crown Point Central School administration for the necessity for the additional support.**

Permission slips and/or pertinent paperwork for all students attending from school or districts other than Crown Point Central School are due the week before the event for review.

### **Elementary Dance Rules:**

1. Dances will not begin before 4:00 p.m. and end by 6:30 p.m.
2. Students will not be permitted in the building prior to 4:00 p.m.

3. General admittance to the dance shall begin 4:00 p.m. and end at 5:00 p.m. NO STUDENTS will be allowed admittance after 5:00 p.m. without prior authorization from a chaperone on the day of the dance with a legitimate reason.
  4. Students will be required to sign in and indicate the time prior to admittance.
  5. Any student suspected of using alcohol or drugs will remain in the front office until a parent or guardian picks them up.
  6. Students are not allowed to leave the building prior to the dance conclusion, unless a parent or guardian picks them up or the student has written permission from the parent or guardian. Such written permission should be given to a chaperone. The student should sign out indicating time of departure.
  7. Students will be expected to remain in the auditorium except during breaks or intermission. Students failing to adhere to chaperone's requests will remain in the front office until a parent or guardian comes to get them.
  8. The sponsoring organization is responsible for vandalism and/or custodial maintenance that occur during the activity. In the case of vandalism, all efforts will be made to the person(s) responsible prior to assessing the organization.
  9. All dances must have at least four (4) chaperones with two (2) being staff members. (One male and one female). One chaperone must also be AED certified.
  10. Students abusing school dance rules will have their privileges revoked for a period no less than 10 weeks.
  11. Students attending dances should follow the Crown Point Central School's dress code.
- Dance request forms must be submitted to the office two (2) weeks prior to the dance.

### **7-12 Grade Dance Rules:**

1. Dances will begin at 7:00 p.m. and end at 10:00 p.m.
2. Students will not be permitted in the building prior to 7:00 p.m. with the exception of student workers.
3. General admittance to the dance shall begin at 7:00 p.m. and end at 7:30 p.m. NO STUDENTS will be allowed admittance after 7:30 p.m. unless the student has contacted the advisor or chaperone the day of the dance with a legitimate reason.
4. Students will be required to sign in and indicate the time prior to admittance.
5. Any student suspected of using alcohol or drugs will remain in the front office until a parent or guardian picks them up.
6. Students are not allowed to leave the building prior to 9:45 p.m. unless a parent or guardian picks them up or the student has written permission from the parent or guardian. The student should sign out indicating time of departure. Such written permission should be given to the advisor or chaperone to the dance.
7. Students will be expected to remain in the auditorium except during breaks or intermission. Students failing to adhere to chaperone's requests will remain in the front office until a parent or guardian comes to get them.
8. The sponsoring organization is responsible for vandalism and/or custodial maintenance that occur during the activity. In the case of vandalism, all efforts will be made to find the person(s) responsible prior to assessing the organization.
9. Sign-up sheet for guests will be located on Mrs. Mero's counter until noon of the day of the event. Any student signing up a guest is responsible for the conduct of the guest and must be in attendance for the guest to attend.

10. All Dances must have at least four (4) chaperones with two (2) being staff members. (One male and one female.) One of the chaperones must also be AED certified.
11. Students abusing school dance rules will have privileges revoked for a period no less than 10 weeks.
12. Students attending Dances should follow the Crown Point Central School's dress code.
13. Dance request forms must be submitted to the office two (2) weeks prior to the dance.
14. Former graduates of the previous year of Crown Point Central School may attend dances.
15. Ineligibility reports will be checked by administration and advisor previous to each dance/function.

## **Prom Rules:**

### **Junior Prom Rules:**

The Prom is sponsored in May of each year by the Junior class. The Prom is scheduled from 8:00 p.m. until 12:00 midnight with the crowning at 11:30 p.m. All arrivals must occur by 8:30 p.m. Spectators for the crowning should arrive between 11:00 p.m. and 11:30 p.m., a small fee will be charged for entrance.

#### 1. Eligibility for attendance:

- A. Students must be in grades 9-12 to attend the Prom.
- B. A student in grades 7 or 8 is only allowed to attend the Prom if their date is a high school student. Also, 7<sup>th</sup> and 8<sup>th</sup> grade students are allowed to be servers at the Prom.
- C. Former graduates of Crown Point Central School or area schools of the previous year may attend the Prom with a high school date.
- D. Students of good standing from other school districts will be allowed to attend with a Crown Point Central School student date.
- E. Students should be in attendance for the full day on Friday before the Prom unless they are absent with a legal excuse.
- F. The previous year's court, including the King & Queen, Prince & Princess, Lord & Lady, and Duke & Duchess will be admitted to Prom free of charge, to crown the new class's royalty. However, their dates will have to purchase a ticket.

#### 2. Decorating for the Prom:

- A. Decorating for the Prom will be done in the evenings and during the school day preceding the Prom (if held on campus), not during Study Hall.
- B. Juniors and their advisors should be the ones decorating. If advisors request, other students may be allowed to decorate.
- C. Mr. Caleb Spaulding should be consulted for fire and safety regulations.

#### 3. Voting for the Prom Court:

- A. Voting for the King & Queen, Prince & Princess, Lord & Lady and Duke & Duchess will be done the Friday before the Prom in the Superintendent's office, between 11AM and 11:30AM by the students in the Junior class.

#### 4. General rules for the school dances may apply for the Prom.

##### Rules for Participation in Extra-Curricular Activities:

Students, who are in Grades 7-12, are required to sign the code of conduct for any extra-curricular activity that they might participate in at the beginning of the school year. Otherwise, they will need to appeal to the advisor and the administrator to join that activity at a later date. Playing Interscholastic Sports or participating in extracurricular activities of any sort is a privilege not a right extended to you as a student at Crown Point Central School. We are proud to have you represent us. In return, we expect you to be dedicated to your program and committed to the following rules and regulations.

1. The possession, use, consumption, sale, gift or reasonable suspicion thereof involving any alcoholic beverages, any tobacco product, any controlled substance, over the counter or other drugs and paraphernalia will result in the suspensions listed below.
2. Vandalism and theft will also result in the suspensions listed below.

##### **Suspensions:**

First Offense: 15 extra-curricular days (includes ISS, OSS, and additional extra-curricular suspension days)

Second Offense: 45 extracurricular days

Third Offense: Time of offense to the start of the same activity the following year

A repeat offender may be subject to all of the above consequences up to and including a scholastic career suspension. This will be determined by the Athletic Director or Advisor and the Administration. Suspensions will be cumulative throughout a student's scholastic career.

An **extra-curricular day** is defined as a day when school is in session and, in addition a day that the activity meets. This suspension or another and equivalent disciplinary penalty will be imposed if the violation takes place before the start of or after the completion of a particular season or school year. The violation must be reported immediately to the advisor, Director of Athletics or Administration.

The student will attend four counseling sessions on four separate days whenever alcohol, drugs or tobacco are involved in a violation.

The student and the person in parental relationship will be notified of the opportunity to informally meet with the advisor, director and administrator to discuss the conduct being reviewed if they choose to do so.

After ISS or OSS obligations have been satisfied, the student will be expected to attend all practices, events, and contests not to include dances or non-educational field trips, but will not actively participate. They will ride school transportation to any event with their activity. Students will sit with their activity group, but cannot dress or wear the uniform of the activity. The student will also be required to present a reinstatement letter to the Athletic Director or Advisor and Administration.

1. Dress codes as developed by the advisor must be observed.
2. Dress Code: All athletes, team personnel and coaches must observe the following dress code during basketball season. Students are a representation of their school and it is expected that they will be modest and well-groomed in appearance. The following are examples of proper attire: dress slacks/pants, polo shirt/collared shirt, shirts and skirts which meet the general school dress code, jeans and t-shirts are unacceptable attire for athletes before an event. Students dressing inappropriately will not be allowed to participate in that day's event(s). Students will follow the school dress code, (page 28) for all other extra-curricular activities and/or more specific guidelines developed by the advisor for that particular activity.
3. All rules for the use of the locker room during gym class must be followed. Clothing and personal effects must be secured in the lockers using only those locks provided by the school district.
4. A student should ride to and from extracurricular events on transportation provided by the school district. Any exceptions must have prior approval by a school administrator. A special permission slip for this purpose is available in the main office. A student who uses other transportation to or from an event without the approved permission slip is subject to disciplinary action.
5. A student is personally responsible for any issued equipment. Such equipment must be returned in person to the advisor or the person designated by the advisor to receive it with a receipt being issued if requested. A student will be billed for any equipment not properly returned or for equipment that is damaged beyond what is expected by reasonable wear.
6. No student should be unsupervised in the advisor's office or in the locker room or other areas of the building.
7. Any student arriving to school after 9:00 a.m. without a legal excuse will not be able to attend or participate in any event, meeting or practice that day. It will be counted as an unexcused absence. Any student leaving school for illness during the school day will not be permitted to attend or participate in any extra-curricular event that day. **In addition, any student leaving school for a non-legally excused reason during the school day will also not be permitted to attend or participate in any event that day.**
8. Students need to notify their advisor in advance of any absences (other than personal illness) for them to be considered excused for that day. The following will result if a student is not excused for the activity:
 

First Offense:	advisor warning
Second Offense:	one event suspension
Third Offense:	dismissal from activity

Insubordination to advisors or coaches will result in the following:	
First Offense:	warning and event suspension
Second Offense:	dismissal of activity
9. A student participating in any extracurricular event must remain in the school building or on school playing fields unless the advisor gives permission otherwise.

10. Student must attend all scheduled practices and games unless they are legally absent from school. Illegal absence from school is not acceptable and may result in disciplinary action, including dismissal from the team.
11. No student will be allowed to participate in any extracurricular program until agreement to these Rules for Participation by both the student and the parent or guardian is indicated by the return of the fully completed attached consent form.
12. Any major violation of the code of conduct will make the student ineligible to receive a school award for that activity.
13. Additional rules may be added by the advisor/coach with the approval of the administrator /director.
14. By signing the attached consent form the student and parent or guardian also indicates their understanding that participation in extracurricular activities may result in severe injury, including permanent paralysis or death.
15. All students who attend an extracurricular activity (including sports practice) at 3:05 p.m. (or immediately after school) must report to the Activities Study Hall beginning at 2:25 p.m. Be prepared to study and/or complete homework.
16. The Code of Conduct Rules and Regulations of the CPCS Handbook shall apply to all extracurricular activities.

### **Spectator Sportsmanship Expectations:**

Good Sportsmanship has always been a tradition at Crown Point Central. Spectators, as well as those directly participating in the event, are expected to behave in a respectful manner. When we are the host school, we will treat our opponents as guests in our school. When we play away, we must act as courteous guests.

Anyone who cannot abide by these rules will be asked to leave the contest. Repeat offenders may be barred from attending any further home events. All spectators are expected to:

- a. Maintain and exhibit self-discipline and restraint during and after the contest.
- b. Conduct themselves in such a manner that attention is drawn not to them but to the participants playing the game
- c. Regulate their actions at all times so they will be a credit to the team, knowing that Crown Point Central gets the praise or blame for their conduct since they represent their school just as the athlete does.
- d. Treat the visiting team and spectators as guests by being courteous and fair.
- e. Accept the judgement of the coaches and game officials. \Respect the property of the school, even at away games.
- f. Display good sportsmanship by being modest in victory and gracious in defeat.
- g. Appreciate the good plays of both teams.
- h. Showing sympathy for an injured player of either team.

- i. Direct their energy to encouraging their team rather than booing the officials
- j. Learn the rules of the game in order to try to be a more intelligent and appreciative fan.
- k. Remain seated until designated breaks.

**No personal comments, distractions, or negative cheers will be directed at the players, coaches, or officials. (No name-calling or profane language) This may result in removal from the contest.**

**\*\*See page 80 for Extra-Curricular Consent Form\*\***

**CROWN POINT CENTRAL SCHOOL**  
PO Box 35, 2758 Main Street, Crown Point, NY 12928

**Senior Class Trip Rules**

You will receive two copies of these rules, one for you to keep, and one to be signed, notarized, and returned to acknowledge that you have read these rules and agree to abide by them.

1. The chaperones for your trip are \_\_\_\_\_. You will be responsible to them in all your activities. They will enforce these rules and any others that they deem necessary to ensure a safe, enjoyable trip for everyone. Failure to heed any chaperone's directions may result in your being sent home immediately.
2. You agree not to use any alcoholic beverages or any drugs, other than legitimate medicines, at any time during this trip. If you are taking any prescription medication, it must be in its prescription container and the chaperones are to be notified prior to the time of the trip.
3. You agree that any of your chaperones has the right to inspect your luggage or room if they suspect you possess alcohol, drugs, or any illegal substances. If alcohol is found in your luggage before you leave, you will not be allowed to go on the trip, and no money will be refunded.
4. You agree that you will stay with the organized senior trip at all times. You must be with at least two other students at all times. No one will be allowed to split from the group to meet separately with relatives or friends, or for any other reason unless previously agreed by parents and Superintendent of Schools.
5. You agree to dress appropriately at all times and to follow the directions of your chaperones in this regard.
6. You will report to a designated place at designated times as dictated by your itinerary or by chaperone's instructions. You must be on time for all activities.
7. You agree to a nightly curfew. You will not leave the hotel grounds without permission from the chaperones.
8. You agree not to break any civil laws by shoplifting, destroying hotel property, or any other illegal act.
9. You will sleep only in your assigned room, and you agree to have no sexual relationship with any other student or anyone else during this trip.

Any student who chooses to transgress any of these rules is subject to being sent home at the discretion of your chaperones. If this should occur, your parents will be notified of the infraction, and you will be sent home immediately at your expense.

**\*\* See page 82 for Senior Trip consent form \*\***

### **General Information Personal Property/Thefts:**

Electronic devices, games, personal sports equipment, baseball cards or other collectibles and other non-required but valuable items should not be brought to school. Such items may easily be stolen. The school is not responsible for losses and thefts of such personal property.

If you believe you have been the victim of theft of property other than mentioned above, report it to the front office as soon as possible. Provide complete identification and other information. The school will try to help you recover your property but does not have insurance to cover your loss.

### **Special Education:**

The School District currently offers special education services which are designed to assist exceptional students through special programs offered by Crown Point Central and BOCES. The Committee on Special Education, meeting on behalf of disabled students, guarantees continuous concern and action for meeting the needs of these students swiftly and appropriately. For information on programs or the committee, contact the CSE Chair, Tieah Gunnison.

### **Telephone:**

A student phone is available in the Main Office during designated times of 8:10 until 8:30 a.m. and 2:15 until 3:05 p.m.

Students will NOT be allowed to be excused from school early by phone call. Students will be called to the office for a phone call only in an emergency situation.

The office phone is to be used in emergency situations only with permission from the office staff.

### **Textbooks, Library Books and Other School Materials:**

- All books, musical instruments, sports uniforms, and other school property issued to you are your responsibility. You are to care for them properly. Books should be kept in your locker when not in use. If any of these materials are lost or damaged, you will pay the depreciated value of the item.
- All books will be appropriately covered and kept covered throughout the school year.
- Books will be returned to the teacher prior to the final exam.

### **New York State Online Learner Permit:**

High school students will be able to take their learner permit knowledge test at CPCS via an Internet connection. Students may contact the office for further information.

### **Use of School Building:**

The Board of Education has the responsibility, under law, to determine and regulate the use of school buildings. The use of school facilities has increased each year as more groups and organizations request permission to use them. Accordingly, a schedule has to be adhered to, and appropriate forms

must be completed in order to provide orderly and efficient services. Application and inquiries should be made by filling out a building request form, which is in the office. If the building is requested for use when the custodial staff is not scheduled to work, such as Saturdays, a cost has to be charged for the building use and custodial salary. The Superintendent will estimate the cost when the details for the event are provided. All organizations using school facilities are expected to follow all of the rules regarding the use of school facilities.

### **Visitors:**

Students are discouraged from bringing friends/relatives to school with them. Your most important job in school is to get an education. This responsibility to yourself is more difficult to accomplish when you are hosting a guest. Student visitors who wish to attend Crown Point Central School while in session are required to arrange such visits. Such visits are at the Principal's discretion.

### **Working Papers (Employment Certificates):**

Employment certificates are issued in the Main Office. An employment certificate or permit is required for individuals between the ages of 14 and 18 before they may begin work. A certificate of physical fitness (within the last 12 months), a copy of their birth certificate, a copy of their Social Security card and an application signed by parent/guardian is required when applying for an employment certificate. The employment certificate is valid for two years and may be used for an unlimited number of successive job placements. Multiple copies may be procured. The certificate of physical fitness requirement can be fulfilled by the interscholastic sports physical provided by the school. A certificate from a medical practitioner is also acceptable.

### **Health Office Policies and Procedures:**

#### **Accident and Illness:**

If you are injured anywhere on school property, please follow these procedures:

- Report all accidents to the teacher, coach, or other adult in charge of your activity.
- Complete an accident report in the Nurse's Office on the day the accident occurs.
- Failure to report an accident immediately may result in loss of insurance coverage.

If the School Nurse determines that medical attention is required, parents will be immediately notified and the correct injury procedures will be followed.

#### **Accident Insurance:**

Crown Point Central School has a non-duplicating type of insurance plan. The District's insurance will cover, for an accident at school, only what your personal insurance will not cover.

### **AIDS Instruction:**

In compliance with the Commissioner's Regulations, the District will provide AIDS instruction as part of sequential and comprehensive health program for all CPCS students. The school provides age-appropriate instruction, which must include the following information:

1. the nature of the disease;
2. methods of transmission of the disease; and
3. methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

A copy of the course outlines (by grade level) is kept in the Principal's office for public information. Parents may request to have their children excused from that segment of AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools

### **Health Services:**

If you become ill during school, you should report to the nurse. She will determine if you should be sent home and will make the necessary arrangements. You should not leave the school because you are ill unless the nurse gives you permission to do so.

Students who have medical or dental appointments during school hours must have a written note from their parents or a signed appointment card. The note should be given to the school secretary first thing in the morning.

### **Medication Policy**

The administration of any medication to a student during school hours will be permitted ONLY when failure to take such medication would jeopardize the health of a student. Medication will include all prescribed medication by a physician and includes over the counter medications such as Aspirin, Tylenol, Cough Syrup, etc.

BEFORE ANY MEDICATION MAY BE ADMINISTERED TO A STUDENT during school hours the New York State Department of Education and Health and the Crown Point Central School Board require:

- The written consent of the parent and the physician, which will give permission for administration of medication and relieves the board and its employees of liability.
- The written consent of the physician, describing dosage, appropriate time to medicate, possible side effects, diagnosis, etc.
- The medication has to be in its original container showing the original prescription with the pharmacist's label attached.

Procedures for administering medications will require:

1. All medications will be brought to school by the parent/guardian or a designee appointed by the parent and personally given directly to the school nurse. The nurse will count the medication with the parent/designee and record. .
2. All medications will be administered by the school nurse, superintendent, the principal or her/his designee.
3. Medications will be securely stored and kept in their original labeled container, locked in the nurse's office.
4. The school nurse will maintain a record of the name of the student to whom medication is to be administered, the prescribing physician, the dosage, time of administration, and initialed by the nurse, or her/his designee at each scheduled time.
5. All medications should be picked up at the end of the school year or at the end of the medication regime, whichever comes first. **ALL MEDICATIONS NOT PICKED UP WITHIN FIVE (5) DAYS AFTER END OF MEDICATION PERIOD OR CLOSE OF SCHOOL WILL BE DISCARDED.**

**\*\* See page 84 for Authorization for Administration of Medication \*\***

## **Medication administration on field-trips or in after school activities**

Students are or can be taught to be self-directed in administering their own medication. For field trips or after school activities, teachers or other school staff should carry the self-directed student's medication so the student can take his/her own medication at the appropriate time.

For students who are not self-directed

- The parent or guardian may attend the activity and administer the medication.
- The parent or guardian can personally request another adult who is NOT employed by the school to voluntarily administer the medication on the field trip and inform the school district nurse in writing of such request prior to the scheduled activity.
- The student's health care provider can be consulted and may order the medication time to be adjusted or the dose eliminated.

If no other alternative, New York State Department of Health states, the medication must be administered by a licensed professional school nurse, Superintendent, Principal, substitute school nurse or physician employed by the Crown Point Central School District. A child may not be prevented from participating in an educational activity such as a field trip, solely on the basis of a special health need.

The medication has to be in the original container with the child's name, name of the medication and dosage, and the time medication is to be taken. Only -prescribed amount of medication is to be sent on the field trip or event.

ALL MEDICATION WILL BE CHECKED FOR ACCURACY BY THE SCHOOL NURSE PRIOR TO THE TRIP.

## **Medication**

1. **Prescription Drugs:** New York State mandates that all prescription medications, authorization for which has been written by a medical practitioner, to be given during school hours, must be accompanied by written permission from the parent/guardian. The medication, in its original container with the prescription on the label, must be brought to the nurse's office in the morning and will be dispensed at the appropriate time.
2. **Non-Prescription Drugs:** Non-prescription drugs, including aspirin and Tylenol, will not be stocked in the nurse's office at school. All students who need to take non-prescription drugs during school hours have a signed parental permission slip for the medication and authorization by a medical practitioner, both to be kept on file by the nurse. These medications will be dispensed as indicated on the label. Parental permission forms are available in the nurse's office. All prescription and non-prescription drugs must be brought in by a parent or guardian (this includes inhalers).

The Crown Point Central School District is capable of providing student access to both the internet and electronic mail. Student access to the Internet and electronic mail is controlled in the following ways:

1. Students are not allowed to access the Internet without a teacher's supervision.
2. "Chat rooms", "news groups", "e-mails", and social networks are not allowed to be accessed at any time.
3. Computers require username and password to access the Internet.
4. Internet capable computers are equipped with software that blocks and monitors access to objectionable sites.
5. Students will read these rules and policies.

A few facts about the internet:

- Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.
- Crown Point Central School is not responsible for power outages or mechanical failings that may occur on computer equipment.
- All information on the Internet is copyrighted material. Any information that is available on the Internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video, and sounds.
- You can be sued for violating local obscenity laws in other localities.
- Because information on the Internet comes from all over the world, neither Crown Point Central School nor any staff member controls the content of this information.
- The Internet is a powerful resource tool. When at school, students will use it under the direction and guidance of professional staff for educational purposes only.

### **District Internet and Electronic Mail Policy**

1. The Internet is an educational forum. Access to network services is given to students who agree to act in a considerate and responsible manner. All decisions regarding all aspects of student Internet use and access are solely the provision of the administration, faculty, and staff of the District.
2. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Furthermore, while teachers are responsible for disciplining students who violate these rules, teachers are not themselves liable or responsible if a student should violate a rule such as that prohibiting access to objectionable materials.
3. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. The privacy of electronic mail cannot be guaranteed.

4. The following are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright law.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Adding or downloading software without permission.
- Using another user-id, password, or account on school computers to access any service.
- Purchasing goods and services without administrative permission.
- Political activity of any type.
- Giving out personal information on the Internet. Using any Internet service without a teacher present in the room.
- Individual student web pages.
- Forging or attempting to forge email messages.
- Using the network to send anonymous messages or files.
- Revealing personal address, phone number, or using personal disks on the district's computers without permission.
- Stealing data or intellectual property.
- Interception without permission of one party's electronic messages.
- No personal laptops or tablets are allowed to be brought into school to access the school's network or Internet.

Violations may result in a loss of access as well as other disciplinary or legal action.

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## 2017-2018 CPCS's Student Email System Policy

### Conditions and Notification of Use Policy:

- All student Electronic Mail (email) accounts are property of the CPCS Board of Education. Email activities must comply with Board of Education Internet Access Policy. The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Use of the district's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of either Administration or the Director of Instructional Technology. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Electronic mail sent or received by the current internet system is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the Board of Education may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- The Technology Department, along with Administration and Educators, are responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Director of Instructional Technology.
- If necessary, the Board of Education, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board of Education or administration will be in effect.

**Left Blank Intentionally**

**CROWN POINT CENTRAL SCHOOL**  
**Internet Permission Form**

If you wish to allow your child access to the district's computer network and the Internet, please sign and return this form. Failure to return this form will result in your child being denied access to the Crown Point School Network and Internet.

As the parent or legal guardian of \_\_\_\_\_, I grant permission for my son or daughter to access networked computer services such as Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Agreement Form**

As a user of the Crown Point Central School computer network, I hereby agree to comply with the above stated rules, communicating over the network in a reliable fashion, while honoring all relevant laws and restrictions. I understand that some materials on the Internet may be objectionable and are inappropriate and unacceptable for use in a school environment. I accept responsibility for Internet use when selecting, sharing or exploring information and media.

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

**E-Mail Permission Form**

I give my child \_\_\_\_\_ permission to have a school based e-mail based upon the Student E-Mail System Policy on page 70 & 71.

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

**CROWN POINT CENTRAL SCHOOL PHOTO RELEASE**

Dear Parent or Guardian,

Please read the photo consent below, check "yes" or "no" , sign, and return to your child's first period teacher.

YES                      NO  
                     

I give permission for my child's photo to be used on the Crown Point Central School website for educational accomplishments and work.

YES                      NO  
                     

I give permission for my child's photo to be used in written materials, such as school newsletters or local newspapers for educational accomplishments and work.

**Left Blank Intentionally**

## **Crown Point Central School**

### **Dignity for All Students and Cyber Bullying Prevention Pledge**

We the students of \_\_\_\_\_ agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

**By signing this pledge, we the students agree to:**

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.
12. Not engage in embarrassing and hurtful comments using digital technology.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**CROWN POINT CENTRAL SCHOOL**  
PO Box 35, 2758 Main Street, Crown Point, NY 12928

**Extra-curricular Activities Rules Acknowledgement and Consent Form**

STUDENT:

I have read and understand the Crown Point Central School rules for participation in Extra-curricular Activities and hereby agree to abide by them. I also hereby state that I have never knowingly violated any of the eligibility rules and regulations of the New York State Athletic Association.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
TODAY'S DATE

**PARENT OR GUARDIAN:**

I have read the Crown Point Central School Rules for Participation in Extra-curricular Activities. I have reviewed them with the student above, and I hereby give my consent for this student to participate in Crown Point Central School approved extra-curricular activities. I understand that failure of a student to abide by the Rules for Participation may result in disciplinary action, including dismissal from the activity or team, by the advisor or by the Director of Athletics in consultation with the administrator in charge of discipline.

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
TODAYS DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\*\*\*\*\*  
FOR OFFICE USE:

\_\_\_\_\_  
ADVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
DATE

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**CROWN POINT CENTRAL SCHOOL**  
**Administration of Medication in School**

**Authorization for Administration of Medication by Parent / Guardian**

I request that my child \_\_\_\_\_ Grade \_\_\_\_\_

receive the medication as prescribed below by our licensed health care provider. The medication is to be furnished by me in the original labeled container from the pharmacy. I understand that the school nurse, or other designated person in the case of the absence of the school nurse, will administer the medication.

Signature: (Parent / Guardian) \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed by the Licensed Health Care Provider**

I request that my patient listed below, receive the following medication:

Name of student \_\_\_\_\_ DOB \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of medication: \_\_\_\_\_ Time to be administered \_\_\_\_\_

Duration of treatment \_\_\_\_\_

Possible side effects and adverse reactions (if any) \_\_\_\_\_

Other recommendations \_\_\_\_\_

Name of licensed physician and title \_\_\_\_\_

(Please Print)

Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

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