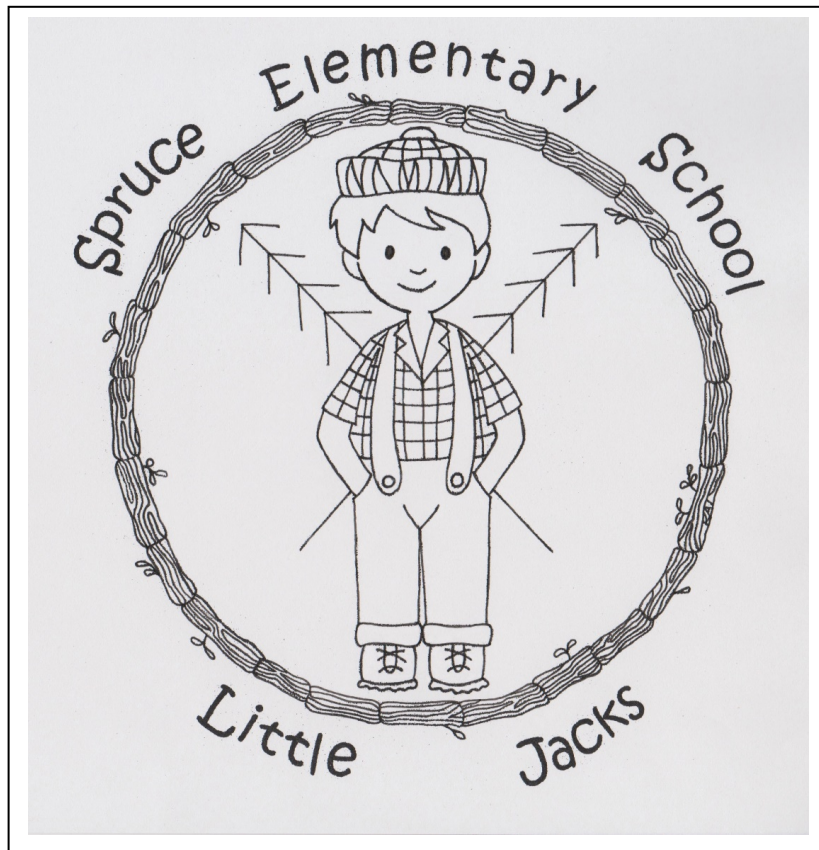


Spruce Elementary School  
Code of Conduct  
Student-Parent Handbook



195 Spruce Street  
North Tonawanda, NY 14120  
807-3850  
Patricia K. Adler, Principal  
Updated 7/21

**North Tonawanda City School District  
Elementary School Code of Conduct**

**Dear Parents and Guardians,**

The Board and I are pleased to welcome you and your children to a new school year. It is our belief that every student in North Tonawanda deserves an equal opportunity to the quality instructional programming provided by the district. The North Tonawanda Board of Education and I are committed to providing a safe and orderly school environment in which students receive, and district personnel deliver, quality educational services without disruption or interference. This requires responsible behavior by students, parents/guardians, district personnel, and visitors to achieve this goal. Therefore, the district's expectations for conduct on school property and at school functions are based upon the principles of civility, mutual respect, citizenship, character, tolerance, and integrity.

The following Code of Conduct outlines actions which violate school and bus rules, as well the age appropriate disciplinary consequences. It is each student's responsibility to know and follow these rules and to do his or her part to maintain a safe learning environment in the school.

The Board and I recognize the need to define these expectations for acceptable conduct on school property and/or at school sponsored events, identify possible consequences of unacceptable conduct, and ensure that discipline, when it is warranted, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct, which unless otherwise indicated, applies to all students, parents, district personnel, and visitors when on school property and/or attending school functions.

To help us provide a positive learning environment for each and every child, please discuss these rules as a family and contact your school principal if you have any questions or concerns. Working together, we can ensure a successful, positive school year for all!

Sincerely,  
Gregory J. Woytila  
Superintendent

\_\_\_\_\_

***(Please detach and return this section to your child's school)***

**I/we have read the Elementary School Code of Conduct 2021-2022, discussed it with my/our child(ren), and will support the school's effort for a safe and disciplined learning environment.**

\_\_\_\_\_

**Parent/Guardian Signature**

**Date**

**Student name:** \_\_\_\_\_

Dear Parents/Guardians and Students:

Please take some time to look over this handbook with your child. We have attempted to answer many of the most frequently asked questions in hope that this handbook proves to be helpful to you and your child(ren). We are all looking forward to a great year at Spruce. We would like to welcome all the new families and re-welcome all of our returning families.

I would like to take this opportunity to tell you a little about our Spruce Parent Teacher Organization (S.P.T.O.): As long as you have a child enrolled at Spruce School, you are a VIP member of our collaborative S.P.T.O. There are no annual dues. All you have to do is attend a meeting or special event. Childcare is always provided free of charge and the kids are always entertained. There are many ways parents can support our S.P.T.O. by attending meetings, where parents and teachers discuss and plan activities and fund-raisers. The Spruce faculty also share many of the exciting programs and instructional updates during these meetings. Please plan on attending our first meeting which will better inform you of what S.P.T.O. is all about.

The meetings are held in the cafeteria at 6:30 pm

S.P.T.O.: Dates for this year are:

|                               |                             |
|-------------------------------|-----------------------------|
| Wednesday, September 22, 2021 | Wednesday, October 13, 2021 |
| Wednesday, November 3, 2021   | Wednesday, December 8, 2021 |
| Wednesday, January 12, 2022   | Wednesday, February 9, 2022 |
| Wednesday, March 2, 2022      | Wednesday, April 6, 2022    |
| Wednesday, May 11, 2022       | Wednesday, June 8, 2022     |

I look forward to seeing you at our Spruce events. We are going to have a truly spectacular school year!

*Mrs. Adler*  
Principal



## **Important Phone Numbers:**

### **Spruce Phone Information:**

|               |          |
|---------------|----------|
| Spruce School | 807-3850 |
| Spruce Fax    | 807-3858 |
| Health Office | 807-3854 |
| Social Worker | 807-3856 |
| Counselor     | 807-3859 |
| Psychologist  | 807-3855 |

### **District Phone Information:**

|  |          |
|--|----------|
| Administration Building                | 807-3500 |
| Athletic Director                      | 807-3647 |
| S.A.C.C. Program                       | 874-5051 |
| Boys & Girls Club                      | 873-9842 |
| Central Registration<br>(Ad. Building) | 807-3535 |
| Drake School                           | 807-3725 |
| Ohio School                            | 807-3800 |
| NTI                                    | 807-3825 |
| NT Middle School                       | 807-3700 |
| NT High School                         | 807-3600 |
| Transportation                         | 807-3876 |

For more information about NTCSD or Spruce Elementary School, please visit our school website at:

<http://www.ntschoools.org>

**School Hours:**  
All Grades K-3  
9:15 (Doors Open)  
9:25 A.M. (school begins)  
3:50 P.M. (Dismissal)



**\*\*Please note:**

Children DO NOT have access to the building before 9:15A.M. and will remain outdoors if they arrive early. There is NO supervision of children before 9:15A.M.

PLEASE ARRANGE YOUR CHILD'S SCHEDULE SO THAT HE/SHE DOES NOT ARRIVE BEFORE 9:15A.M. unless attending the breakfast program.

Students must be in their seats at 9:25 A.M.

### **Drop-Off & Pick-Up Procedures:**

To ensure your child's safety, **park ONLY on Christiana Street or Spruce Street.** Students will exit through the appropriate door to meet you.

THE PARKING LOT IS NOT TO BE USED FOR PICKING UP OR DROPPING OFF STUDENTS (before or after school).

To relieve congestion in our hall at arrival time, parents/guardians should drop off and pick up students at the Main Entrance/the Spruce Street door.

### **Dismissal During the School Day:**

Written permission must be provided for any release during the school day. Parents must sign the log before their child is released. A child will be released to an adult other than the parent ONLY if WRITTEN permission is provided. In the event of unusual circumstances, when any other adult requests the release of a student, the parent will be called to verify.

**Photo identification will be necessary.**



## **Walkers:**

Walkers must arrive to school on time. Students will not be admitted to the building before 9:15A.M. unless they are attending the S.A.C.C. program or the breakfast program. Students who attend the breakfast program are to remain in the cafeteria until they are dismissed at the first bell (9:15A.M.).

**\*\*Please note there is NO supervision of students during breakfast.**

Students will enter the building in an orderly fashion and go directly to their classroom. Students will show respect to adults and peers.

Students are expected to promptly leave the building at 3:50 P.M. and are expected to go directly home or to a pre-arranged place. If students are waiting to walk home with friends, they must wait outside the building.

## **Safety and Awareness Suggestions for Walkers:**

It is recommended that children, who walk home, should walk with a partner.

- ☐ Encourage or arrange for your children to walk with a buddy rather than alone, whenever possible
  - ☐ Emphasize to your children to be aware of their surroundings when walking
  - ☐ Never accept rides from strangers
  - ☐ If a vehicle pulls up to a child to ask a question, maintain a distance from the vehicle
  - ☐ Talk with your children often about their days, experiences and observations– so that you can be aware of any potential safety concerns
  - ☐ Teach your children to report anything that is “out of the ordinary” to a responsible adult
  - ☐ Tell your children that if they are ever approached by anyone, for any reason, they should report the incident to a responsible adult
  - ☐ Make sure you are aware of where your children are and where they should be if they are not going home after school
  - ☐ Teach your children to be alert and aware of their surroundings and/or if they are being followed
  - ☐ Teach your children to listen to their “insides” -if they are uncomfortable with a safety issue, they should pay attention to that discomfort and move themselves to a safer environment or talk to someone they can trust
- ☐ Above all, remain calm as you review and discuss safety procedures with your children



## **6-Day Schedule:**

North Tonawanda City Schools operate on a cycle based on six days rather than the five day Monday to Friday calendar cycle. Each school day is assigned a cycle number, beginning with Day 1 on the first day of school. The days are marked on the district calendar and on the district web page. In the event of an unscheduled day off (such as a snow day), the six day cycle is not interrupted.

## **Y.M.C.A School Age Child Care Program:** **(SACC)**

Before school an enrichment program will be offered at Spruce School from 7:00A.M. to 9:15A.M. This program is called School-Age Child Care (SACC) and is provided by the YMCA. Breakfast is offered to students in the morning program. For more information about the SACC Program, call the Ken-Ton YMCA office, **874-5051**. **Parents must notify the teacher if their child will be attending SACC and of any changes in the student's schedule.**

## **Boys and Girls Club-Spruce Club**

The **Boys & Girls Club** of the Northtowns has a club here at Spruce. It runs every day **AFTER SCHOOL** from 3:50 P.M. until 6:00P.M. A snack after school and dinner are provided to each student. Variety of activities and programs are planned, including **Homework Club**. For more information, contact Boys and Girls Club at 807-3758 or 873-9842. The application can be found online at [www.bgcnt.net](http://www.bgcnt.net).

## **Emergency Situations (Illness/Injury):**

Parents are responsible for completing all information requested on the Emergency sheet (sent home in September or when you enter Spruce during the school year) **AND** to update any changes during the year. **EXAMPLE:** Parent changes place of work, a change in phone number, a change of address, or a change of family situation. Parents are responsible for providing transportation home in the event of illness/injury or other emergencies.

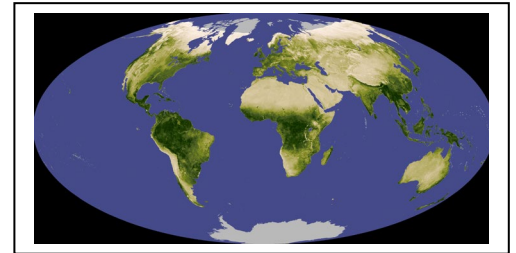
## **Emergency School Closings:**



Parents should make sure their children know what they should do in the event school is closed in the middle of the day. Any decision to send students home will be made by 11:00 A.M. Listen to the radio or T.V. or a district-wide Blackboard call for any school closing. **PLEASE DISCUSS WITH YOUR CHILD WHERE TO GO AND WHAT TO DO IF YOU ARE NOT HOME IN THE EVENT OF AN EARLY DISMISSAL.**

## **Global Connect:**

Blackboard is a massive telephone contact program that NT Schools uses if there is ever an emergency situation or district-wide information that needs to get to parents quickly. **IT IS IMPERATIVE THAT WE HAVE YOUR MOST RECENT, UP-TO-DATE CONTACT INFORMATION ONFILE!!!**



## **Telephone and Cell Phone Use:**

Telephone use by students during the school day is discouraged. Students should work with their parent/guardian to plan ahead to include homework, field trip permission slips, and sneakers for physical education within their preparation for each school day in order to build responsibility and organizational skills. **Children should also make arrangements for after school activities from home.**

Students may possess mobile and digital technology devices, such as cell phones and personal digital assistants, but their use is subject to the following rules:

1. No use of mobile or digital devices is permitted on school grounds. (This includes electronic watches, smart watches, etc.)
2. Students possessing these devices may NOT turn these devices on while on school grounds until the end of the official instructional day, unless during an emergency situation AND with adult permission.
3. These devices are to be stored in the student's book bag during school hours. (NO electronic devices of any kind should be on a student during school hours.)
4. The school and/or school district is NOT responsible for lost, stolen, or damaged equipment.
5. Should a cell phone or other device be seen or heard during the school day, these possessions may, in part or in whole, be removed by the teacher or adult in charge and held until parent pick-up can be arranged.

**\*Students who use their devices to intimidate, threaten, harass, or embarrass others may be subject to long-term suspension, counselor intervention, possible Superintendent's hearing, and law enforcement notification if deemed necessary.**





## **Lost & Found/Valuables:**

A box is located outside the cafeteria. Please have your child check for any lost articles. Please do not bring valuables to school. **The school is not responsible for lost or stolen possessions.**

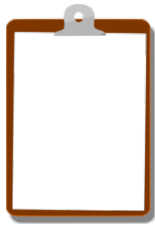


## **Absenteeism/Tardiness:**

It is the responsibility of the parent to notify the school on the day your child is absent for whatever reason. New York State law requires that when your child returns to school after an absence, parents/guardians must send a signed excuse with him/her. All absences must be verified in writing and parents/guardians have up to **2 days** to provide the documentation, otherwise the absence will be considered illegal. Children taken out of school for a vacation, during school time, are considered illegally absent.

### **Tardiness:**

If your child comes to school late, he/she must be accompanied to the office by a parent/guardian. They must have a signed, written excuse to explain their tardiness. Parents/guardians have up to **10 days** to provide this documentation; otherwise the tardiness will be considered illegal.



## **Home to School Note:**

All parents must keep us informed through the use of our Home to School note regarding special pick-up directions, early release, or reason for absences/tardiness. These notes are sent home for parents to keep on file for usage when necessary and may also be found in the main office or on the district webpage.



### **Visitor's Log:**

All visitors are required to report to the office upon entering the school. They must sign the visitor's log stating the nature of the visit BEFORE THEY CAN GO TO THEIR DESTINATION. All visitors must wear a visitor tag.

Keeping our school safe is of prime importance to our staff. As a means of maintaining security, we ask your understanding if, at any time during your visit, any of our personnel approach you and ask if you have signed the Visitor's Log. We treat this issue with the highest security because we care about your child and the safety of our students.

### **Safer Child/Safer Adult Training:**

All school staff, student teachers, program volunteers, or other volunteers MUST be trained in safer Child/Safer Adult Awareness Training. This program is coordinated through our School Social Worker and the district.

### **Foster Grandparent Program:**

Governed by the Foster Grandparent Association, we are lucky to have various 'grandparents' working with our primary classrooms alongside our teaching staff in order to provide additional support to our students.



### **Pets:**

Pets are **NOT** permitted in the building without previous arrangements being made with the principal and classroom teacher. Keep in mind that some of our children have allergies or might be frightened of certain animals.

If you have your pet with you when picking up your child, please stay on the sidewalk while waiting.



## **Custody:**

Copies of custody papers, restraining orders, or other legal documents which affect your child or his/her release to individuals should be brought to the main office to be kept on file.

Without **legal documents**, the school is obligated to release children to either parent. A “do not release” note from a parent is NOT sufficient to prevent release to either parent.



## **Transportation:**

### **Bus Conduct:**

Bus drivers are responsible for safely transporting students to and from school and enforcing bus rules. Children are responsible for reasonable and acceptable behavior while riding the bus. The following rules have been established by the Transportation Department:

1. Remain quiet in the bus line in school.
2. Walk in a single file on sidewalk to and from the bus.
3. Enter the bus without crowding, shoving or pushing.
4. Sit where directed by the bus driver or chaperone.
5. Remain seated.
6. Obey all directions of the driver promptly and courteously.
7. Keep all portions of the body inside the bus.
8. Keep hands and feet to self – NO FIGHTING.
9. No yelling, or loud talking.
10. Use appropriate language.
11. No throwing of any items from the bus or inside the bus.

It is school policy that bus students must have written permission from a parent or guardian for each instance they do not take the bus.

Students are NOT permitted to ride ANY bus other than the one to which they are assigned.

All Kindergarten students who ride a bus **must have a parent/guardian present at the bus stop.**

For all other grade levels, we **STRONGLY ENCOURAGE PARENTS TO MEET THEIR CHILD AT THE BUS STOP.**

## Know the Rules



### **Consequences for Bus Misconduct:**

Possible consequences for bus misconduct are:

- Conference with student.
- Report sent home to parent/guardian.
- Parent/guardian phone contact/conference.
- Possible denial of bus privilege for up to one week.
- Possible denial of transportation for increasing lengths of time.



### **Cafeteria General Information:**

Use of the Spruce School Cafeteria is a privilege that CAN BE REVOKED at any time if deemed necessary. Monthly menus are sent home, posted in the classrooms and can be found on the district web page ( [www.ntschoools.org](http://www.ntschoools.org) ).

Breakfast                      \$1.40

Lunch                              \$1.95

Prices are subject to change

### **Free and Reduced Breakfast & Lunch Program:**

This lunch program will be coordinated from the Administration Building. Applications may be obtained in the school office, or on the district web page at [www.ntschoools.org](http://www.ntschoools.org).

Parents should forward the completed form to the Administration Building or return the form to school and we will forward them. Eligibility will be verified and a letter will be sent to inform parents.

PARENTS MUST APPLY EACH SCHOOL YEAR. During the first few days of school, children who received Free or Reduced Breakfast/Lunch last year will continue to receive the same benefit until the new applications are processed.



## **Cafeteria Conduct:**

Students are responsible for their behaviors in the cafeteria. When rules are broken students are subject to disciplinary action.

### **Rules:**

1. Be Polite
  2. Stay in your seat
  3. Keep hands/feet to yourself
  4. Use a quiet voice
  5. Stop talking after “quiet signal”
  6. Eat food in the cafeteria
  7. Only eat YOUR food (no sharing)
  8. Leave a clean table/environment
- NO.....FIGHTING!
- NO.....THROWING OF FOOD!

### **Disciplinary Actions:**

1. Verbal warnings
2. Lunch at a quiet table
3. Notice to teacher
4. Notice to principal & phone call to parent.
5. Cafeteria privileges revoked

Parents may visit for lunch any day. Parents should notify the classroom teacher in writing prior to the visitation and must sign in at the office UPON arrival. Adult prices will be in effect. LUNCH RESERVATIONS slips are available in the office.

## **Discipline:**

The goal of the discipline policy at Spruce School is to establish a positive and safe learning environment for all students, which will help to strengthen respect and understanding for all persons. Discipline is a cooperative effort between parents, teacher, and child.

Children are responsible for their own behavior and should demonstrate self-control at all times. All students have the right to learn and anything that interferes with this will not be tolerated. The following behaviors are NOT ACCEPTABLE in school or on school property and will subject to **disciplinary action**:

1. Disruptive behavior of any kind such as pushing, shoving, running and loud talking.
2. Verbal and non-verbal disrespect or offensive language.
3. Defacing or destroying school property or the property of others.
4. Fighting, loitering, throwing snowballs.
5. Chewing gum, candy, or eating in the hall.

Teachers will provide specific rules for his/her own classroom. These rules will include an understanding of specific rights, responsibilities and consequences that may include discipline by the principal.

## **Playground Rules:**

No students are to be on the playground before or after school without adult supervision.

1. No rough games such as tackle football, tag or chasing games.
2. Any game that requires catching and rough handling of an opponent is prohibited.
3. Do not kick or throw playground covering.
4. No one is to leave the playground borders without teachers' permission.
5. Use the slide going down only. One person at a time.
6. Do not block the end of the slide.
7. No climbing up the slide.
8. No gymnastics such as backflips or front flips.
9. All students must be quiet in line before anyone enters the school building.
10. Rough or dangerous use of any of the playground equipment will not be permitted.
11. Proper footwear will be necessary for students to participate on the playground.



## **Dressing for Success:**

All students should be dressed in clothes that are best for work, as school is your child's "workplace". Dress affects your child's behavior, attitude and school performance. The more suitable your child's clothing, the more academic success they will achieve.

- Clothes and shoes will not present a safety hazard.
- Clothing will not be distracting to the learning environment, nor promote inappropriate messages and/or the use of alcohol, drugs, or tobacco.
- Shirts must cover chest, back, shoulders, and midriff.
  - A good rule of thumb for warm weather dressing:
    - Shoulder straps should be as wide as three fingers.
    - Shorts should be long enough that your fingertips touch the bottom.
- Hats and caps will be removed upon entering the building.
- Some types of clogs and sandals are not safe footwear for school floors. It is recommended that students wear sneakers or closed shoes (no open backs). Wheeled (Heely) shoes and "flip flop" sandals are not permitted.

Just as important as dress, sending your child to school clean, well-groomed and having had a nourishing breakfast ensures he/she will then be in an excellent frame of mind and ready to meet the varied learning experiences that Spruce School offers.

We appreciate your cooperation in maintaining the serious learning environment of our school.

## **PHYSICAL EXAMINATIONS**

New York State education law requires physical examinations before entry into kindergarten, 1<sup>st</sup> and 3<sup>rd</sup> grade. Students new to the district are also required to have a physical exam. If an updated physical is not provided, the district physician will perform the physical.

## **IMMUNIZATIONS**

New York State requires the following immunizations before registration or transfer into school:

I understand that, if my child transfers from a school district within New York State, I have two weeks from the date of admission or 30 days if transferred from outside of New York State, to produce an official record of my child's immunizations.



### **A child must be excluded from school for:**

1. An elevated temperature of 100 degrees or higher
  - a. Children must be fever free for 24 hours without the aid of medication to return to school.
2. Possible infectious disease
3. An active case of head lice
4. Unexplained rash
5. Diarrhea

### **MEDICATIONS**

New York State health education law states that any medication to be administered in school must be brought to the school **BY AN ADULT** in the bottle or container in which the medication was purchased or prescribed. Written permission from **both** the doctor and the parent is required before any medication can be given.

The note must include:

- permission for school personnel to administer the drug
- a statement of the reason, drug name, dose and time to be given

Administration of medication two or three times a day can usually be scheduled at home. Verbal and/or telephone requests to administer medications cannot be honored.

Students are only permitted to carry medications themselves if they have written permission from both their doctor and their parent.

## **Restroom Procedure Guidelines:**

1. Students must receive permission from an adult to exit the classroom.
2. Students are expected to walk quietly in the halls and proceed directly to their destination.
3. Students should respect school property and use the facilities in the manner intended.
4. Students should use the facilities and return to the classroom in a timely fashion.

## **Bicycles, Scooters, Skateboards, Roller Blades**

Racks are provided for parking and locking bicycles during the school day. Bicycles may not be secured to trees, poles, or anything other than the racks. Students are expected to walk their bicycles, scooters, etc. while on school sidewalks. This will help make arrival and dismissal time safer. Please keep in mind the law is that students to age 14 must wear helmets. The school is not responsible for stolen, lost or damaged equipment even if it is properly chained to the bicycle racks.

## **Parent Tips:**

### Calls to the Principal/Teacher:

Please discuss concerns or problems with the classroom teacher before contacting the principal. Usually a call to the teacher will better clear up any concerns or information regarding special classroom events. A conference with the principal/teacher should be scheduled by appointment. Your concerns are important and all calls will be returned in a timely manner.



### PARENT – TEACHER CONFERENCES:

North Tonawanda elementary schools schedule conferences during early dismissal days and in the evenings in the fall and spring of each year. Parents are encouraged to meet with their child's teacher to share information and to be sure they are aware of their child's progress. If you or your child's teacher wish to have a conference at other times of the year, you can always call to schedule an appointment.

Suggestions for achieving a successful conference:

1. Write yourself a few notes about things you would like to ask the teacher. Let your child have some input.
2. Be ready to listen to the teacher. She may be able to clarify any questions or concerns you have. Conferences should be a productive work sessions ~ not just a "listen and agree" session.
3. Ask questions about anything you do not understand. Sometimes educational jargon is unfamiliar and not easily understood. Let the teacher know.
4. Set up a conference appointment for another time if you have more questions or concerns. We welcome your interest.
5. If you are unable to attend a scheduled conference, please call or send a note to reschedule.

### FIELD TRIPS:

Field trips are an extension of the regular classroom and are always planned to support the curriculum. Parental permission slips are required for each bus trip. They must be fully filled out so that your child may participate. If all information is not provided, children cannot be permitted to attend. Children who are not members of the class are not permitted to attend field trips.

### Report Cards:

Communicating to parents is important to us. Report cards provide meaningful information regarding your child's progress in school. Please be sure to sign the report card envelope and return to your child's teacher in November and March.

### Central Registration/Transfers:

Arrangements to register a new student can be made by calling the North Tonawanda Administration building (807-3535) and setting up an appointment.

### *Student Transfers:*

If your child is going to transfer to another school, parents/guardians should notify the teacher and the school office as far in advance as possible. Textbooks and library books must be returned before leaving.

### Student Placement:

Our class placement process includes a variety of factors as we match teaching and learning styles, student abilities, and consideration of special needs. We examine each student's strengths and needs and look at achievement levels. We also consider special services such as remedial programs, resource room, and speech/language therapy.

During the month of May, Spruce School staff work together to develop class lists. Parental input regarding placement is welcomed at the beginning of the process. The March/April newsletter will outline the procedure to follow if you wish to provide information that should be considered in the decision of where to place your child. Your input is important. It is **one** of the factors that we consider as we make decisions that we feel will be the best for your child and for all of our students. Changes are not made once class lists are created unless the school program changes.

## **Student Evaluation**

Each year, your child is given a variety of tests to help the teachers better evaluate educational growth and confirm existing knowledge. Tests are one source of data that the teacher uses throughout the year. Class participation, assignments, and projects are considered along with test and quiz grades to determine report card grades.

### NEW YORK STATE TESTING PROGRAM

Third grade students throughout New York State are required to complete tests in English Language Arts (ELA) and Math. Results of these tests are reported to parents as soon as they are returned to the school.

Students who score below the state's minimum competency levels will receive Academic Intervention Services, provided by their classroom teacher and/or a teacher specialist in that particular subject area.

### HOW CAN PARENTS HELP?

Attendance at school on testing days, a good night's sleep, a good breakfast and encouraging your child's best effort are ways parents can contribute to their child's performance on tests. New York State tests cover information that has been taught over a number of years. They are not tests that students can study for at home. Teachers will help prepare our students for these tests by familiarizing them with the test format.

### SPECIAL SUBJECT AREAS:

In addition to regular classroom instruction in academics, students participate in classes taught by teachers who are specially trained and certified in their specialty areas.

| Subject            | Frequency   | Minutes | Grades |
|--------------------|-------------|---------|--------|
| Art                | 1 per cycle | 40      | K - 3  |
| Library            | 1 per cycle | 40      | K - 3  |
| Music (vocal)      | 1 per cycle | 40      | K-3    |
| Physical Education | 3 per cycle | 40      | K-3    |
| Computer           | 1 per cycle | 40      | K-3    |

## **SUPPORT SERVICES:**

### **SPEECH, LANGUAGE, AND HEARING SERVICES**

The speech and language specialist screens, assesses, and develops goals, objectives and therapy strategies for a variety of speech/language disorders. These may include:

1. delayed/disordered language development
2. delayed/disordered auditory perceptual development
3. delayed/disordered phonological development
4. delayed/disordered articulation development
5. stuttering/disfluency
6. voice disorders
7. hearing impairment

If you have any concerns about your child's speech, language, or hearing development, contact either your child's classroom teacher or the speech/language specialist.

### **Special Education Classes:**

Provisions are made for students with special educational needs. Programs are designed for each child individually.

### **Counseling:**

A counselor is available for students who are in crisis, in need of counseling or family support. The counselor also provides a variety of classroom instructions focused on improving student's self-awareness.

### **Social Worker:**

The school social worker is available to meet with children and parents as needed. She is a good source for referrals to outside agencies as well. Among the programs she conducts are Special Friends, counseling assessment, and individual and group counseling.

### **School Psychologist:**

The school psychologist provides services to children within the school community. She may administer tests to help determine learning style, ability level, and program adjustments necessary to help each child reach his potential. Testing results will be shared with parents and teachers to help determine together the learning style and program that will work best for each child.

**Let's Have a great school year!**

## ***NORTH TONAWANDA CITY SCHOOL DISTRICT CODE OF CONDUCT***

### **PHILOSOPHY AND INTRODUCTION**

The North Tonawanda Board of Education's commitment to provide a safe and orderly school environment in which students receive and district personnel deliver quality educational services without disruption or interference requires responsible behavior by students, district personnel, parents, and visitors in achieving its goal. The district's expectations for conduct on school property and at school functions are based upon the principles of civility, mutual respect, citizenship, character, tolerance, and integrity.

The Board recognizes the need to define these expectations for acceptable conduct on school property (including school busses) and/or at school sponsored events, identify possible consequences of unacceptable conduct, and ensure that discipline when it is warranted is administered promptly and fairly. To this end, the Board adopts this Code of Conduct, which unless otherwise indicated, applies to all students, district personnel, parents, and visitors when on school property and/or attending school functions.

### **DEFINITIONS**

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

**School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

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

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

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

**Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section s11[4] and 1125[3]).

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

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

**Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities

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

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

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

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

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

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

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

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

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

**Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender".)

**Sexual orientation** means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

**Disability** means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

## **PROVISIONS REGARDING CONDUCT IN SCHOOL OR ON SCHOOL PROPERTY**

No person on school district property will engage in or take part in any activities, which violate laws, threaten, result, or are likely to result in:

- 1) Physical injury to self or another person
- 2) Damage to school property, the property of students, employees or visitors
- 3) Disruption of orderly conduct in classes, hallway, cafeteria, lavatory, locker room, on school bus, or at any other school program or activity
- 4) Harassment of or interference with the rights of others
- 5) Sexual harassment
- 6) Disobedience of a direct request made by a teacher or staff member
- 7) Loitering on school property
- 8) Bullying and intimidation



## **DRESS CODE**

Children and adults will be dressed in clothes that are appropriate for school.

- 1) Clothes will not present a safety hazard.
- 2) Clothing will not be distracting to the learning environment.
- 3) Hats will not be worn in school.
- 4) Jewelry and accessories will not present a safety hazard and will not be distracting to the learning environment.

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

**With every right comes a responsibility.**

*It is the student's right:*

*It is the student's responsibility:*

- |  |   |  |
|--|---|--|
| 1) To attend school in the district in which one's parent or legal guardian resides.   | → | To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.   |
| 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.  | → | To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.   |
| 3) To be respected as an individual.   | → | To respect one another, and to treat others in the manner that one would want to be treated.   |
| 4) To express one's opinions verbally or in writing.   | → | To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.   |
| 5) To dress in such a way as to express one's personality.   | → | To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.          |
| 6) To be afforded equal and appropriate educational opportunities.   | → | To be aware of available educational programs in order to use and develop one's capabilities to their maximum.   |
| 7) To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability. | → | To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.   |
| 8) To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.                           | → | To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.  |
| 9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national   | → | To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters |

origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

## **ESSENTIAL PARTNERS**

### **Expectations for Parents**

- 1) Recognize that the education of their children is a joint responsibility of the parents or guardians and school community.
- 2) Send their children to school ready to participate and learn as required by New York State Education Law and in accordance with the District's Comprehensive Student Attendance Policy (#7110). Ensure that children attend school regularly and on time. Ensure absences are excused.
- 3) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- 4) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- 5) Know school rules and help their children understand them to maintain a safe, orderly environment in accordance with the District *Code of Conduct*.
- 6) Convey to their children a supportive attitude towards education and the District.
- 7) Build good relationships with teachers, other parents and their children's friends.
- 8) Work with our schools to maintain open and respectful communication.
- 9) Help their children deal effectively with peer pressure.
- 10) Inform school officials of changes in the home situation that may affect student conduct or performance.
- 11) Provide a place for study and ensure homework assignments are completed
- 12) Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

### **Expectations for Visitors**

- 1) Follow the District Code of Conduct at all times.
- 2) Report to the office and sign in before visiting a class or speaking to a teacher or pupil during regular school hours.
- 3) Wear a visitor's badge during regular school hours.

### **Expectations for Teachers**

- 1) Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 2) Be prepared to teach.
- 3) Demonstrate interest in teaching and concern for student achievement.
- 4) Know school policies and rules, and enforce them in a fair and consistent manner.
- 5) Communicate to students and parents:
  - a. Course objectives and requirements.
  - b. Marking/grading procedures.
  - c. Assignment deadlines.
  - d. Expectations for students.
  - e. Classroom discipline plan.
- 6) Communicate regularly with students, parents and other teachers concerning growth and achievement.
- 7) Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
- 8) Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

- 9) Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for School Counselors**

- 1) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 2) Initiate and appropriately document teacher/student/counselor conferences and parent/ teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- 3) Regularly review with the students their educational progress, career plans and graduation requirements.
- 4) Provide information to assist students with career planning.
- 5) Encourage students to benefit from the curriculum and extracurricular programs.
- 6) Coordinate Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
- 7) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 8) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **Expectations for Student Support Service Personnel**

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

### **Expectations for Other School Staff**

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

### **Expectations for Principals**

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

### **Expectations for the Superintendent**

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

### **Board of Education**

- 1) Collaborate with students, teachers, administrators and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
- 2) Approve and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- 3) Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
- 4) Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

### **Student Use of Electronic Communication Devices**

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other

provision in the District *Code of Conduct* that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress and behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

## **PROHIBITED STUDENT CONDUCT**

The District Board expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment. These expectations also apply to internships and student work experience.

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

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on District property or engaged in a District function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

### **A. Engage in Conduct That is Disorderly**

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

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- 6) Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

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

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

- 1) Failing to comply with the reasonable directions of teachers, school administrators or other District employees or otherwise demonstrating disrespect.
- 2) Missing or leaving school or class without permission.

**C. Engage in Conduct That is Disruptive**

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

- 1) Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.
- 2) Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior.

**D. Engage in Conduct That is Violent**

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

- 1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee.
- 2) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
- 3) Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
- 4) Possessing a weapon (see definition). Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- 5) Displaying what appears to be a weapon.
- 6) Threatening to use any weapon(s).
- 7) Using weapon(s).
- 8) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
- 9) Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

**E. Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others**

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

- 1) Lying, deceiving or giving false information to school personnel.
- 2) Stealing District property or the property of other students, school personnel or any other person lawfully on school property or while attending a school function.
- 3) Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- 4) Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- 5) Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

- 6) Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- 7) "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- 9) Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- 10) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- 11) Selling, using, possessing or distributing obscene material.
- 12) Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
- 13) Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
- 14) Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
- 15) Gambling and gaming.
- 16) Inappropriate touching and/or indecent exposure.
- 17) Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 18) Violating gender privacy when using school restroom facilities.

#### **F. Engage in Misconduct While on a School Bus**

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

#### **G. Engage in Any Form of Academic Misconduct**

Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism.
- 2) Cheating.
- 3) Altering records.
- 4) Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
- 5) Violation of the District Acceptable Use Policy for technology.
- 6) Assisting another student in any of the above actions.

#### **RANGE OF CONSEQUENCES FOR VIOLATIONS OF THIS CODE**

Options include but are not limited to the following:

- 1) Warning, verbal or written reprimand which stays in the students file (referral copy)

- 2) Time Out
- 3) Change of seat, Change of placement
- 4) Loss of privileges — includes eligibility and Probation at HS
- 5) Parent notification by teacher and/or administrator (call or note)
- 6) Assignment of detention
- 7) Suspension from school transportation
- 8) Suspension from class, and Suspension from school (all classes) includes In-school suspension
- 9) Referral to SST (Student Support Services)
- 10) Referral to CSE (Committee on Special Education), Referral to the Police or Law enforcement, Referral to social service agencies such as Child Protective Services, Referral to Family Court, PINS petition
- 11) Removal from school property

**DISCIPLINARY MEASURES and MINIMUM SUSPENSION PERIOD** for incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and/or threats of violence.

Acts such as the threat of serious physical injury, assault causing bodily harm, sexual assault, hate-motivated violence, robbery, extortion, possession and/or use of weapons, and extensive vandalism will result in suspension (minimum of five days) and possibly one or more of the following: Contact with police, alternative learning placement, and recommendation for expulsion.

*NOTE: The federal Gun-Free School Act of 1994 (20 USC 8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires school districts to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214 (3) (d) of the Education Law has been amended to comply with the federal law.*

**PROVISIONS FOR STUDENT DETENTION, SUSPENSION AND/OR REMOVAL FROM THE CLASSROOM**  
(consistent with Education Law 3214 and other applicable federal, state, and local laws).

- 1) Detention after school or before school may be assigned by teachers and administrators. Detention on Saturdays may be assigned by administrators. (24 hours notice is recommended)
- 2) Suspension may range from 1-5 days with prior notification to the parents. The preferred type of suspension is In School. However, a severe disciplinary situation may require Out of School Suspension. Only the building principal may suspend students.
- 3) Teacher Removal of a Student from the Classroom.
- 4) The classroom teacher must contact the building administrator's office to have a student removed. The teacher must decide whether the student needs to be escorted to the office and then inform the administrator concerning the situation.
- 5) The administrator will determine the length of removal after consulting with the teacher.
- 6) The classroom teacher must show the administrator evidence in writing, before the end of the day with the reason for removal. If not the first incident, the teacher must indicate communications with the home and interventions already used for this student. Teachers should be able to establish that they have sought assistance in any of the following ways:
  - a. Attempted communication with parents before the removal was requested. This will demonstrate that the parents were apprised of the situation and had ample opportunity to intervene at home. A written record of these communications must be kept.
  - b. Tried interventions (with specific dates) prior to removal - including, but not limited to, presentation of this student before the building SST (Student Support Team). A written record of these interventions must be kept.
  - c. Asked the SST to review the case.
  - d. Documented that this student is a known "Disruptive" and/or "Violent" student, with an FBA (FBA Functional Behavior Assessment) as well as a BIP already in place (Behavior Intervention Plan).
- 7) The Classroom Teacher must meet with the removed student within 24 hours to explain the reason for removal. At that time, the student must provide a completed Responsibility Plan for review before the student returns to the classroom.
- 8) For short-term REMOVAL, alternative placements and interventions will be considered by the administration.



- 9) The classroom teacher will continue to plan, using short-term curricular goals for this student and correct all work submitted by the ISS tutor (necessary for short-term removal).

*NOTE: Students with special needs may be referred back to the CSE (Committee on Special Education) for a placement review.*

**PROCEDURES BY WHICH VIOLATIONS OF THE CODE OF CONDUCT ARE REPORTED, DETERMINED, DISCIPLINARY MEASURES IMPOSED AND MEASURES CARRIED OUT INCLUDING PROCEDURES BY WHICH LOCAL LAW ENFORCEMENT AGENCIES SHALL BE NOTIFIED OF CODE VIOLATIONS**

All violations of the CODE OF CONDUCT must be referred to a building administrator in writing within a reasonable time frame (appropriate to the event). There will be an investigation into the alleged misconduct. All written teacher made referrals will be returned in writing. All student and parent referrals will be handled most expediently either by phone, in person, or in writing. The CODE OF CONDUCT and the appropriate School Handbook will be consulted to assign consequences for violations of the code. ALL HANDBOOKS WILL INCLUDE THE "CODE OF CONDUCT" AND ARE TO BE APPROVED ANNUALLY BY THE BOARD OF EDUCATION.

All students are expected to promptly report violations of the CODE OF CONDUCT to a teacher, school counselor/social worker, the building principal or his/her designee. Any student observing another student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, principal's designee, or the superintendent.

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

The building principal or designee must notify the appropriate local law enforcement agency of those violations that constitute a crime and substantially affect the order and security of the school (as soon as practical, but in no event later than the close of business the day the principal or designee learns of the violation). The notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the CODE OF CONDUCT and constituted a crime.

**UPDATES - PROVISION ENSURING THAT SUCH CODE AND THE ENFORCEMENT THEREOF ARE IN COMPLIANCE WITH STATE AND FEDERAL LAWS RELATING TO STUDENTS WITH DISABILITIES**

Every effort will be made to keep the CODE OF CONDUCT in compliance with prevailing laws. In addition, the school attorney will review and advise the District when any changes are proposed in either law or in the CODE OF CONDUCT.

**PARENT NOTIFICATION - PROVISIONS SETTING FORTH THE CIRCUMSTANCES UNDER AND PROCEDURES BY WHICH PERSONS IN PARENTAL RELATION TO THE STUDENT SHALL BE NOTIFIED OF CODE VIOLATIONS.**

Parents or person in parental relation to students shall be contacted by school personnel when their child is going to be suspended.

**REFERRALS - CIRCUMSTANCES UNDER AND PROCEDURES BY WHICH A COMPLAINT IN CRIMINAL COURT, A JUVENILE DELINQUENCY PETITION OR PERSON IN NEED OF SUPERVISION PETITION SHALL BE FILED OR WHEN A REFERRAL TO APPROPRIATE HUMAN SERVICE AGENCY SHALL BE MADE**

- 1) Counseling - The school counseling office (school counselor or a social worker) shall handle all referrals of students to counseling.
- 2) PINS Petitions - The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
  - a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.

- b. Engaging in ongoing or continual course of conduct which make the student ungovernable or habitually disobedient and beyond the lawful control of the school.
  - c. Knowingly or unlawfully possessing marijuana or any other illegal drug in violation of Penal Law §22 1.05. A single violation of this law will be sufficient basis for filing a PINS petition.
- 3) Juvenile Delinquents and Juvenile Offenders - The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
  - a. Any student under the age of 16 who is found to have brought a weapon to school, or
  - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20 (42).

*NOTE: The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. (A 14 or 15-year-old student who possesses a firearm on school grounds qualifies as juvenile offender under Criminal Procedures Law. See Penal Law 265 for weapon/fire-arm and Penal Law 220.000 (14) regarding juvenile offender status.*

## **FAMILY RIGHTS AND PRIVACY (FERPA)**

### **Notice Regarding Family Rights and Privacy**

The District's procedures for the confidentiality of student records are consistent with federal statutes, including the Family Educational Rights and Privacy Act (FERPA). The parents, those acting in a parental relationship, of eligible students of the North Tonawanda City School District are hereby notified that you have the following rights in relation to student records under the Family Educational Rights and Privacy Act (FERPA) and Board of Education Policy #7240:

- 1) The right to inspect and review student's education records, unless otherwise limited by court order or other legally binding instrument, within 45 days of receipt of request.
- 2) The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate.
  - a. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official); clearly identify the part of the record they want changed; and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.
  - a. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-460
- 5) If either a student's parent, those acting in a parental relationship, or the eligible student desire to obtain copies of the policy pertaining to student records, notification should be presented in writing to the Administration Building, 175 Humphrey Street, North Tonawanda, NY 14120.

*NOTE: All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 and petitions for self-determination, or attends a post-secondary school, or has been designated an “emancipated minor.” The student then becomes an “eligible) student.”*

### **Designated Directory Information**

The school district designates the following personally identifiable information contained in a student’s education record as “directory information” and shall release the information without prior written consent unless it is for commercial purposes.

1. Student’s name
2. Name(s) of the student’s parent(s) or legal guardians
3. Student’s grade designation (i.e. first grade, tenth grade, etc.)
4. Student’s extracurricular school activities and offices (e.g. member of the Math Club; Secretary of Student Council)
5. Student’s school achievement, awards and honors (e.g. member of National Honor Society; selected for MVP award in Soccer)
6. Relevant statistics and personal data if a member of an athletic team or other school sponsored course, organization or activity
7. Present and previous school(s) attended by the student

Any other information will require parental consent through an “opt-out” process to release to any agency including military recruiters, institutions of higher education, and potential employers. You must advise the school district *in writing* of any and all items which you refuse to permit the District to designate as directory information about the student.

### **DISSEMINATION AND REVIEW**

#### **Dissemination of Code of Conduct**

The Board will work to ensure that the community is aware of this Code of Conduct by:

- 1) Providing a public hearing prior to Board approval.
- 2) Providing copies of a summary of the Code to all students, in an age-appropriate, plain-language version, at a general school assembly held at the beginning of each school year.
- 3) Making copies of the Code available to all parents at the beginning of the school year.
- 4) Providing a summary of the Code of Conduct written in plain language to all parents of District students before the beginning of the school year and making this summary available later upon request.
- 5) Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the code as soon as practicable after adoption.
- 6) Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- 7) Making copies of the Code available for review by students, parents and other community members and provide opportunities to review and discuss this Code with the appropriate personnel.

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

The Board of Education, via a committee of representative stakeholders, will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the Code has been applied fairly and consistently.

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

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website, if available. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.