

**Fort Plain Junior-Senior High School Code of Conduct
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Introduction

The Fort Plain Junior-Senior High School is responsible for maintaining a safe, nurturing and orderly learning environment, and for ensuring the equitable treatment of all students. To achieve this end, there must be organizational rules governing the conduct and behavior of all who learn here. These rules must be firmly and consistently enforced throughout the school, on school buses, and at all school sponsored activities. However, for the purpose of this policy, the school day is from 7:55 a.m. until 2:38 p.m. The rationale of this discipline policy is to provide notice to parents, students and staff of their respective responsibilities and rights.

In accordance with the Dignity for All Students Act, Education Law, Article 2, the Fort Plain School District will strive to create an environment free of discrimination and harassment and will foster civility in our schools for students, staff and visitors.

In order to specify and clarify the fundamental guidelines of student behavior in our school and to establish procedures to be followed should serious disciplinary action by school authorities become necessary, the following rules and regulations have been adopted for the Fort Plain Junior-Senior High School under the direction of the Fort Plain Central School Board of Education.

I. Student Rights

The Fort Plain Central School District is committed to promote a safe, health, orderly and civil school environment. Students have the right to expect a school in which they have the opportunity to use available educational resources to study and learn to the best of their ability. Student rights are protected by the Constitution of the United States, New York State Educational law, and Regulations of the New York State Commissioner of Education.

The following statements set forth the rights of Fort Plain Junior-Senior High School students.

A. Student's Property

A Student's personal property is his/her own. Students are discouraged from bringing to school valuables such as jewelry, electronic items, and valuable clothing, which could be stolen or damaged. Bringing money to school other than that necessary for lunch or other school-related activities is discouraged. If valuable property is to be used in a school-related project, the student must arrange with staff for safekeeping.

If a student brings valuable personal items to school, he/she is solely responsible for his/her property even if that valuable is placed in a hallway or gym locker. If said personal property is found to be missing during the school day, the educational process of other students will not be interrupted to locate the

property. The school district is not responsible for replacing or reimbursement of said item.

B. Search and Seizure

The district retains the right to search persons and property on school premises or at school functions consistent with applicable laws.

Students and parents should be aware that:

- Lockers, school desks and computer files are school property and students should have no expectation that the contents of the locker and/or desk will remain private. A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis. During these inspections items which are school property may be collected (example: overdue library books). The privacy rights of the pupil will be respected regarding any items that are not illegal or against school policy.
- Students shall not place, keep or maintain any articles or materials forbidden by district policy in vehicles parked on school property.
- Searches of student's outer clothing, pockets or property may be conducted if a reasonable cause exists. Intrusive invasion of a student's privacy, such as searches of the student's person, will be conducted only if probable cause exists to believe that the student possesses contraband.
- All items which have been seized will be turned over to proper authorities or returned to the true owner, depending upon the situation.
- Periodic unannounced use of canines accompanied by law enforcement officials will be permitted.
- Cell phones/i-pods may be temporarily confiscated if a student is seen to violate the cell phone policy. (See Electronic Devices pg. 12-14)

C. Police Questioning of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

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

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with

applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal) or the questioning of students concerns a crime committed on school property. If the police wish to speak to a student without a warrant, they should take the matter up directly with the student's parent/guardians. If a student is 16 years of age or older, parental permission is not required for police questioning.

II. Student Responsibilities

Students share with the administration and staff the responsibility to maintain a climate within the school that is conducive to effective learning. No student has the right to interfere with the educational opportunity of other students. Students are expected to use reason, good judgment, respect for others, proper manners, and to follow school rules and policies. Students are expected to attend school and classes regularly, arrive on time, bring required materials, and to fulfill to the best of their abilities the course objectives. Students should be willing to contribute toward establishing and maintaining a school climate that emphasizes mutual respect for all students, teachers, and school personnel.

In order to fulfill this responsibility, the student should:

- Respect and protect the rights of ALL involved in the educational process (from fellow students to administration).
- Practice academic honesty.
- Express ideas and opinions in a respectful manner which does not offend or slander others.
- Be aware of all rules and regulations for student behavior, and abide by them
- Be willing to assist in the investigation of disciplinary actions.
- Dress and groom so as to meet fair standards of health and safety, and not cause disruption to the educational environment.
- Assist the school staff in maintaining a safe learning environment for all students.
- Assume that until a rule is waived or altered, it is in full effect.
- Protect and take care of school property.
- Make up work when absent or suspended from school following established guidelines.
- Do not use indecent or obscene language.
- To adhere to the code of conduct contained herein when participating in or attending school sponsored extracurricular events. The student is a representative of Fort Plain Central School, and as such, should show high standards of conduct, demeanor and sportsmanship.

Along with their responsibilities, students must recognize that there are channels through which rules or conditions can be studied or questioned, and must realize that they should use these channels.

III. Parent Responsibilities

Connections between home and school are important. Discipline begins in the home between parent and child, and continues in the school with the relationship between the teacher, student and administration. Each has a mutual responsibility for the maintenance of that discipline.

The parents of Fort Plain Junior-Senior High School students should:

- Send your child to school ready to participate and learn as required by New York State Education Law and with the District's Comprehensive Attendance Policy. Ensure your child attends school regularly and on time. Ensure absences are excused.
- Provide for your child's health, personal cleanliness, acceptable grooming, and suitable dress.
- Listen to, consult with, understand and trust your child.
- Work with school personnel to communicate concerns which may interfere with a child's education.
- Teach your child to respect the law and rights of others.
- Teach your child 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.
- Contact your child at school by calling the Main Office, (518) 993-4000.

IV. Teacher Responsibilities

The maintenance of an orderly and safe learning environment is crucial to the academic success of the students. In order to maintain this environment; the teachers must:

- Respect the individuality of students.
- Assist students to become self-reliant, independent, and effective learners.
- Work with parents, students and school staff to provide for a positive change. In this light, teachers will make an effort to contact parents for both positive as well as negative issues.
- Notify parents and/or students that a student may be failing a course.
- Be fair, firm, and consistent in enforcing both classroom rules and school rules.
- 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 the understanding of appropriate appearance, language and behavior in a

school setting, which will strengthen students' self- image and promote confidence in learning.

- Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employees or any person who is lawfully on school property or at a school function.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- Report incidents of discrimination and harassment that are witnessed or brought to a teacher's attention to building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
- Teachers should exemplify and reinforce all school and Board policies and help students develop an understanding of appropriate appearance and conduct in the school setting.

Before the students are referred to the office, the classroom teacher will make every effort to improve student behavior as it relates to classroom (non-administrative) offenses.

A. Non-Administrative Offenses

These offenses may include:

- rude or discourteous behavior
- being disruptive or uncooperative
- unprepared for class
- cheating on school work
- refusing to comply with classroom rules

Actions to be followed by the teacher may include (but are not limited to):

- verbal reprimand
- conference with student
- change in seating assignment
- telephone call to parent/guardian
- letter mailed to parent/guardian
- conference with parent/guardian
- teacher detention

At the least, the teacher will inform the parent by telephone or by mail after the second incident of inappropriate behavior, as well as inform the administration of continuing behavior. They will also be in contact with the parent/guardian when they refer this student to the office.

The classroom teacher is required to handle discipline matters in the classroom. When all attempts by the classroom teacher to resolve the situation have failed,

students referred to administration will be disciplined in keeping with the school discipline code.

B. Minor Behavior Incidents

Fort Plain Junior Senior High School has instituted a program to help our students successfully transition from the elementary school. In keeping with the log-in program of the elementary school, the Minor Behavior Incident program (MBI) will be used for documenting and addressing the behavior of students in grades seven and eight. This form is a vehicle for dealing with minor behavioral infractions before it becomes necessary to incorporate administrative discipline through use of the Discipline Referral Form.

When a student is cited for non-administrative discipline, the staff involved will record behaviors on the MBI form. The Conduct Coordinator will address inappropriate behaviors, assign consequences and notify parents. Repeated offenses will result in a formal discipline referral.

Serious offenses will be immediately reported on a Discipline Referral Form which may result in administrative consequences.

V. Administrative Responsibilities

The principal, along with all other supervisory personnel, is responsible for setting a climate of understanding for the school, not only for students and their parents, but for the staff as well. The administrative staff will seek to develop a sound and helpful atmosphere of mutual respect within the school by:

- Knowing and consistently fairly enforcing the rules and policies of the district.
- Encourage innovative practices which will increase student self-respect, self-reliance and educational progress.
- 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 the understanding of appropriate appearance, language and behavior in a school setting, which will strengthen students' self- image and promote confidence in learning.
- 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).

A. Administrative Offenses

Administrative offenses will include the interaction with the school administrative staff, and possibly law enforcement authorities. Since the school environment is an extension of the public community, any legally unacceptable behavior, demonstrated in a school setting will also include the intervention of public law officials. Administrative offenses will be documented through the Discipline Referral Form.

VI. Disciplinary Measures

The following are some examples of disciplinary action, which may be used when a student's behavior interferes with his educational opportunity or that of others or with the safe orderly conduct of school activities.

- **Conference-** A meeting arranged for consultation between school personnel and parent.
- **Removal from classroom-**A student's behavior can affect a teacher's ability to teach and make it difficult for other students in the classroom to learn. Teachers will establish rules concerning general student behavior. Violators of these classroom rules are to be handled by the individual teacher on a reasonable basis. A student may be temporarily removed from a classroom and referred to the office when the seriousness of the offense, the persistence of the misbehavior, or the misconduct disrupts the educational process of the other students in the classroom, or the student has been disrespectful and defiant to the teacher.
- **Detention-**As an alternative disciplinary method, the Principal or teacher may establish a detention period. A teacher detention is encouraged to be held after school is dismissed, but may be held at another time, at the teacher's discretion. Principal's detention will be held after school from 2:40-3:40. Each faculty member who assigns a student a detention will be responsible for the student serving the detention.
- **Suspension-** A student may be suspended from school for a definite period of time by the Superintendent or Principal for violation of any law, of this Student Code of Conduct, a School District Policy, regulation, or rule. Any violation of the state or local law will promptly be reported to the appropriate law enforcement authority. Suspensions may be temporary or for an extended period. The severity of the penalty should be relative to the seriousness of the offense. Parents will be notified of the dates and reason for the suspension. The classifications of suspension are:
 - A. **ISS - In School Suspension** – Students are assigned to the in school suspension room from 8:00 to 3:40. Teachers provide students with work and assignments during the entire school day, and the student will receive credit for the work completed. The student may not participate in extra-curricular activities the day(s) of the suspension. As per the Athletic Policy a student may *practice* only. However, this is at the coach's discretion. He/she will be notified of the incident.
 - B. **Out-of-School Suspension** – This suspension is for serious infractions, and may last from 1 to 5 days. During an out of school suspension, the student may not be on school grounds in any school building or at any school event for any reason, including participation in clubs, sports and extracurricular events. After the third day, the parent/guardian may request a tutor for their

child. A conference may be required with the administration and parent/guardian before the student is allowed to re-enter school.

- C. Superintendent's Hearing** – A Superintendent's Hearing is for a major infraction where a long term suspension will result.

VII. Corporal Punishment

The Fort Plain Central School District's Board of Education and New York law prohibits corporal punishment. Corporal punishment means the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense.

Parents and students should be aware the following is **not** corporal punishment:

- Restraining or removing a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school related activity and/or if that pupil has refused to comply with a request to refrain from further disruptive acts.
- Quelling a disturbance that threatens physical injury to any person.
- Protecting oneself, another student, teacher, or any other(s) from immediate physical injury.
- Obtaining possession of a weapon or other dangerous object upon or within the control of a pupil.
- Protecting property of the school or others.

VIII. Categories of Misconduct

These categories of misconduct have been prepared to assist students, parents and staff to understand what actions are inappropriate in our school.

The following list, while it sets forth some very important areas of misconduct, does not contain every possible action which might violate the rules and rights of others. Any action which disrupts school activity or which might cause danger to persons or destruction of property may result in disciplinary action. Any behavior which has a negative impact on the health, safety and welfare of persons or on the learning environment may result in discipline at the discretion of administration.

The penalties set forth are only the minimum penalties. All days of suspension reflect days in which school is in session. More severe discipline, up to and including a superintendent's hearing, may result depending on the seriousness of the misconduct. In appropriate circumstances, there may also be a referral to law enforcement or other agencies.

IX. Cafeteria Behavior

All students are expected to be in the cafeteria through their scheduled lunch time. Classes are still in session so hallway behavior should not distract or disrupt our learning environment. Cafeteria behavior should be no different than your behavior in the classroom.

Be aware that you:

- Must report directly to the cafeteria once your class has been dismissed. There are three minutes between classes which does not change for lunch.
- May sign out of the cafeteria with:
 - A presigned pass
 - Scheduled lunch with teacher in classroom (teacher should notify cafeteria)
 - Verbal permission from person on duty

All students must use sign out form before leaving the cafeteria.

Failure to follow the above procedures will result in lunch detention, loss of cafeteria sign out privileges, and/or movement of the student to another location within the cafeteria at the discretion of the supervising staff.

X. Intimidation, Harassment, Menacing, or Bullying

Students are expected to conduct themselves in an appropriate and civil manner, with proper regard to the right and welfare of others. Intimidation, harassment, menacing and bullying will not be tolerated. Examples of such conduct include, but are not limited to:

- 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, over teasing, etc.
- Threatening, stalking, or seeking to coerce or compel a person to do something.
- Engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process is strictly prohibited.
- Any form of harassment that *does not involve actual physical contact* but does involve the *threat* of harm, including verbal harassment.
- 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, ethnic group, religion, sexual orientation, gender or sex.

- Communication by any means, including oral, written or electronic (such as through the internet, email, or texting) off school property, that can be interpreted as a threat to commit an act of violence on school property or results in a substantial disruption to the educational environment is strictly prohibited.

Harassment may also include the posting of aggressive or disparaging remarks on social networking sights or through other electronic means. Harassment may also be of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings ("sexting") and other verbal or physical conduct or communication. Remarks made outside of school should be handled by parents and/or police. If the administration believes any electronic postings are in violation of child pornography or cyberbullying or sexting laws, such information will be shared with the police.

Violations will result in the steps outlined in the discipline policy.

XI. Academic Honesty and Integrity

Academic success is dependent on the individual student's efforts. Students are expected to complete work with honesty and integrity, representing work that the student can do. Cheating of any type has no role in the Fort Plain Junior-Senior High School learning community.

Cheating is defined as representing someone else's work as your own, or allowing someone else to represent your own. In a broad sense, cheating includes, but is in no way limited to, the following:

- Copying work (of any type) or allowing someone to copy your work.
- Looking on another's test or quiz or letting another student look on a test or quiz.
- Using any secretive method of giving answers on a test or quiz.
- Taking someone else's assignment and submitting it as your own.
- Using programmed materials in watches, calculators, cell phones or PDA's where prohibited.
- Using any type of summaries/commentaries (Cliff Notes, Spark Notes, etc.) instead of reading assigned materials.
- The use of online computer translators to do assignments in a foreign language classroom.
- Submitting material written by someone else (or rephrasing the ideas of another) without indicating the author's name or source.
- Submitting purchased papers as one's own.

Individual teachers may also indicate other circumstances which, in their classrooms, would be considered as cheating. It is left to the discretion of the individual teacher to impose a grade based as a consequence for that particular class. This may include, but is not limited to, a "0" for the assignment (quiz/exam), the possibility of failing the class, or the possibility of being removed from the class in the college credit courses.

Parents/Guardians will be notified by the teacher in all instances of cheating. Parental knowledge of this lack of integrity is very important. The teacher will also fill out either a FYI or Discipline Referral form, according to their perspective of the severity of the offense. If there are repeated offenses, the additional consequences will be imposed by the administration, including a conference with the parents/guardians.

XII. Dress Code

All students are expected to take pride in their personal appearance. They should be clean, neat and dressed in the proper clothing. Certain styles and trends in clothing and appearance, now in fashion, will not be permitted. Attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or their peers.

Teachers and administrators are necessarily left with the responsibility of maintaining the general appearance of the students as representatives of the school and community. The principal has the final authority if the dress of a student interferes with the orderly conduct of classes.

The following guidelines are for acceptable school attire (the school day is from 7:55 a.m. to 2:38 p.m.):

- Head wear, such as caps, hats, bandanas, and sweatbands, may be worn during school hours. This privilege is based upon teacher/staff discretion within the classroom. It is expected that hats will be removed during assemblies, reciting of The Pledge of Allegiance and singing of the national anthem. Students who fail to abide by these stipulations may lose this privilege.
- Due to the fact that hoods obstruct the view of a student's identity, no hoods will be allowed to be worn during school hours.
- Sunglasses are not to be worn in school during the school day.
- Some type of footwear must be worn. However, footwear that may cause damage to individual property, i.e. shoes with cleats, may not be worn. Socks are not considered to be footwear. Due to safety issues high heels should be no more than 3 inches in height.
- All pants, shorts and skirts must be worn at the waist or hips with no undergarments visible.
- Students may not have chains hanging from their belt loops. Such chains may be considered as a weapon.

- Students are permitted to wear shorts, skirts and dresses of moderate length. They should be no shorter than mid-thigh.
- Clothing with tears or holes that expose bare flesh or undergarments is not acceptable.
- Any article of clothing with printed word or pictures advertising or promoting alcohol, tobacco, drugs, derogatory connotations, profanity or sexual suggestions is strictly prohibited.
- Shirts or blouses must completely cover the midriff area and not have plunging necklines.
- Strapless or backless (halter) shirts, dresses and blouses are not permitted unless worn with another garment covering the students back and shoulders.
- No mesh or see through blouses, shirts or dresses may be worn.
- Coats and jackets will not be worn during school hours and should be kept in school lockers unless the student has permission from an individual teacher for that class.

Students wearing such clothing will be required to remove, change, or turn the clothing inside out. Students may call home for proper apparel. If proper apparel cannot be brought to school, students may change into gym clothes, see the nurse for clothes, or assigned to ISS. Continued violations of the Dress Code will result in the steps outlined in the discipline policy.

XIII. Public Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display.

Only the following will be allowed on school property:

- Holding hands
- A quick hug
- A quick peck (kiss) on the cheek
- Escorting (an arm around the shoulder or waist)

All other public displays of affection are deemed inappropriate and will be dealt with as per the discipline policy.

XIV. Electronic Devices

It is recognized that the use of electronic devices can be a crucial part of the curriculum of many courses. However, with the ever expanding capabilities of many electronic devices, opportunities for inappropriate use by the students increase. We want our students to learn to use portable communication devices responsibly.

Portable communications devices are portable two-way communications devices, including but not limited to cellular telephones, walkie talkies, other computing devices (when such device is being used as a communications device), and any new technology

developed for similar purposes. Junior and senior high school students may only use portable communication devices for instructional purposes as defined and supervised by the classroom teacher or administrator. Students shall not display, use, or activate portable communications devices during any other parts of the instructional day. The “instructional day” is defined as 7:55 a.m. to the final dismissal bell at 2:38 p.m. The “instructional day” includes, but is not limited to, study halls, lunch breaks, and any other structured or non-structured instructional activity that occurs during the normal school day. Students are responsible for ensuring that their devices are turned off and out of sight during the instructional day when not in use as directed by a teacher or administrator.

School officials shall take possession of portable communication devices for any violation of this regulation. The first time this occurs the cell phone will be returned to the student at the end of the school day. A second offense will require that the student's parent/guardian pick up the confiscated phone. A third event will result in in-school suspension. The Fort Plain Central School District will not be held responsible for the loss, theft, destruction, or damage of any portable communication devices or for any communication bill associated with the authorized or unauthorized use of portable communication devices.

Phones are located in each classroom and in the main office if students need to call home. If parents/guardians need to contact their children they should call the school office. The school office staff is excellent at relaying messages from parents to students. Therefore, cellular phones are not needed during school hours.

Students are prohibited from using such devices 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, threaten or harass others. This type of harassment is generally referred to as cyberbullying and includes the use of instant messaging, emails, websites, chat rooms and text messaging. When internet bullying interferes with the operation of school or infringes on the general health, safety and welfare of students or employees, students will be subject to disciplinary action up to and including police involvement.

Students may **not** wear headphones during school hours unless for educational reasons and under teacher’s supervision. If a student violates this policy the headphones will be confiscated. They will be returned at the end of the day. A second offense will require that the student's parent/guardian pick up the confiscated headphones.

Laptop computers, tablets, E-Readers or other computerized information resources may only be used in classrooms for educational purposes at the discretion of the individual teacher. Under no circumstances, should they be in a student’s possession during testing situations. Any devices that have the capability for infrared beaming (such as

laser pointers) may not be used in school. Students are not to play games or watch videos on an electronic device during school hours (7:55 a.m. to 2:38 p.m.).

- The Fort Plain Central School District will not be held responsible for the loss, theft or destruction of any electronic devices.
- Portable electronic devices may not be connected to any part of the school computer network.
- Use of a portable electronic device in the classroom is up to the discretion of the teacher as to how and when the device may be used.
- Fort Plain reserves the right to review files on any portable electronic device brought into the school.
- Any violation of the above rules will result in the loss of the student's privilege to bring an electronic device to school.

XV. Alcohol, Tobacco and Drugs

Alcohol, tobacco and other drug use is illegal and interferes with both effective learning and the healthy development of the student. Fort Plain Central School District has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug free educational environment.

Alcohol/Tobacco/Drug use includes handling, possessing, using, soliciting, advocating or being under any degree of influence (legal intoxication not required) of any alcohol, tobacco products, electronic cigarettes, drugs, narcotics, hallucinogens, counterfeit or designer drugs (“synthetic marijuana” or “bath salts”), stimulants, depressants or other controlled substances (not medically prescribed for the individual or not used according to prescription). Student’s may not use or share prescription or over the counter drugs. This includes products purchased over the counter. Students may not have in their possession drug paraphernalia.

In addition to the Discipline Code, student athletes are further regulated by the rules of the adopted Athletic Code for the Fort Plain Central School District.

Whenever a student is suspected of having any involvement with drugs or alcohol this fact should be immediately reported to the principal or counselor.

1. The administration will immediately investigate the matter and notify student and parent/guardian of the investigation.
2. Notify the parents in writing of the mandatory disciplinary action that will be imposed if there is a finding of drug or alcohol involvement, and their right to review the action.
3. The principal will not impose any disciplinary action until there is a finding made that the student is involved with drugs and/or alcohol. The student will be permitted to remain in class while the investigation is conducted, except in cases where a student’s physical well-being is threatened.

4. If it is determined that the student is involved with drugs or alcohol, the principal will take disciplinary action and immediately notify the parent/guardian and police.
5. If an intervention is needed, the administration/counselors will meet with student and parent/guardian to discuss the suspected problem and determine whether the student needs to seek professional support. The student's welfare is the first and foremost concern of the school.
6. A complete report will be sent to the office of the Superintendent of Schools.

If the administration has reason to believe that the student has consumed alcohol or used drugs at a school activity or on school premises, or at a time previous to entering school premises or activity, the administration will immediately contact parent/guardian. Disciplinary actions for being under the influence of alcohol, tobacco or non-prescription drugs on school property or at school sanctioned activities are set forth in the Disciplinary Code.

XVI. Weapons Possession

It is unlawful for a student or non-student to intentionally possess a firearm on school property or within 1000 feet of school property or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus is designated a firearm free zone.

Students are strictly forbidden to possess any firearm or weapon while on school property, in any school building, or at any school event. This will include, but not be limited to, possession of a firearm or weapon on their person or in an automobile, backpack or locker. A "weapon" includes any firearm, knife, explosive, or other object even if manufactured for non-violent purpose that has a potentially violent use. Also included are any dangerous or deadly instruments which are not necessary for school purposes and which could be used as a weapon. Any object regardless of its original design or intent, which is used to cause harm through its inappropriate use is considered a weapon.

Considering the severity of such an act and potential for harm and injury, any student found in the possession of a firearm will be suspended from school for a period of not less than one year. The Superintendent of Schools may modify such penalty upon consideration of particular facts of the case, including but not limited to the totality of circumstances surrounding the offense and the student's previous record.

It is recognized that many of our students live and work in environments where it is necessary to carry a utility (pocket) knife. If such a knife is accidentally brought to school, the student must immediately turn the knife in to the principal who will contact the parent to pick it up. If this occurs, there will be no penalty to the student. It should be noted that this is a one-time practice. Further incidents will result in steps outlined in the code of conduct.

XVII. Transportation Conduct

In an effort to maintain a safe and orderly environment on the school bus for all Fort Plain students a behavioral plan has been instituted. This plan will address unsafe behaviors in an incremental manner so that repeated offenders are subject to more severe consequences. This plan was developed with the understanding that riding the school bus is a privilege and therefore is subject to forfeiture in the event of habitually inappropriate behavior. Excessive noise, pushing, shoving, fighting, harassment and discrimination will not be tolerated. The following is an explanation of how the school will address discipline and safety incidents on the school bus:

- 1st offense: Written explanation of infraction to parents.
- 2nd offense: 1 day suspension of bus riding privilege.
- 3rd offense: 3 day suspension of bus riding privilege.
- 4th offense: 5 day suspension of bus riding privilege.
- 5th offense: Forfeiture of bus riding privilege for remainder of the school year.

When transportation for summer school is offered, it is considered a privilege. Therefore, the first disciplinary incident on the bus will result in parental contact and a warning and the second will likely result in removal from the bus for the remainder of summer school. A major safety infraction will result in immediate suspension of bus privileges.

No student is permitted to park in faculty/visitor parking lot without permission and proper documentation. Students found in violation are subject to administrative consequences and towing of vehicle.

APPENDIX

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Glossary of Terms

Academic dishonesty refers to cheating which includes the actual giving or receiving of unauthorized aid or assistance (including copying homework assignments/tests). It also includes plagiarism or the copying of language or thoughts of another and representing it as one's own work and altering records (such as forging parental signatures and/or notes).

Assault refers to intentionally or recklessly causing serious physical injury to another person with or without a weapon.

Bomb threat refers to intentionally making or being involved in a bomb threat.

Bullying refers to the unwanted aggressive behavior that is intended to harm a person physically, emotionally or mentally. This involves a real or perceived imbalance of power. The behavior is repeated or has the potential to be repeated over time.

Bus misconduct refers to any action which interrupts the safe and orderly operations of any bus transporting students. Behaviors may include, but are not limited to, shouting, changing seats, fighting, inappropriate language or gestures and rudeness.

Cyberbullying refers to the use of electronic means (instant messaging, text messages, chat rooms, etc.) to intimidate, harass or threaten others.

Defamation refers to any action that damages or injures a person's good name or reputation. This includes verbal and written comments and posting or publishing of videos, video recordings and/or pictures through cell phones, internet and social media.

Disability refers to: (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.

Discrimination refers to treating an individual or group in a negative manner based on race, color, weight, national origin, ethnic group, religion, disability, sexual orientation and/or gender.

Disruptive behavior refers to any action causing the disruption or disturbance of any class, activity or event by any type of conduct (noise, intimidation, threat, passive resistance, force, etc.).

Employee refers to 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.

False alarm refers to intentionally causing a false fire alarm, making a false fire report, pulling a fire alarm, or intentionally making a false 911 call.

Gambling refers to playing games of chance for money or stakes.

Gender refers to actual or perceived sex and includes a person's gender identity or expression.

Harassment/intimidation refers to any action that reasonably causes a student to fear for their physical and/or emotional well-being. Harassment is subjecting another person to unwanted physical contact with the intent to annoy, tease, or alarm another person. This also includes intimidation through electronic means.

Inappropriate language refers to any language that may be deemed as vulgar, obscene or offensive by another. This includes verbal and written language, as well as, pictures or gestures.

Insubordination/defiance refers to the refusal to comply with reasonable directions of teachers, staff, or administrators. Such actions may undermine the effectiveness and/or authority of school personnel.

Peer conflict refers to a mutual disagreement or hostility between peers or peer groups of equal or similar power. It is unplanned and does not involve violence or result in serious harm.

School bus refers 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.

School function refers to a school sponsored extracurricular event or activity.

School property refers to 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.

Sexual harassment refers to the uninvited and unwelcome verbal or physical behavior of a sexual nature. This consists of any verbal, physical conduct or communication of a sexual nature which includes taking, sending or receiving sexually explicit videos, pictures and/or recordings.

Sexual orientation refers to actual or perceived heterosexuality, homosexuality, or bisexuality.

Skipping class refers to being absent from a class without the knowledge or permission of the classroom teacher or administrator.

Tardy to class refers to entering class late (up to 15 minutes) after the bell has rung. After 15 minutes the student is considered absent from class.

Tardy to school refers to entering the building after the 1st period class bell has rung (8:00 a.m.).

Theft refers to taking or removing property belonging to another without that person's consent.

Threatening/menacing refers to any statement or action intended to inflict pain, injury or damage to another in retaliation for something done or not done.

Truancy refers to being absent from school without the knowledge or permission of parent and/or school personnel.

Vandalism refers to the willful destruction of school property or property not belonging to the student.

Weapons possession refers to possessing, using, handling, transmitting, or threatening to use any object or material that is ordinarily or generally considered to be a weapon. This includes the use of fireworks.

