

**ATTENDANCE** - The district has an automated system that will call the home of any student not in attendance by 8:15 AM for Grades 7-12 and by 9:15 AM for Grades K-6. It is not necessary to call the school unless you feel that the attendance call has been made in error.

1. Early Pick-Up - If you wish to have your child excused from school before the end of the school day, please send a **written note** to the teacher indicating the time you expect to come for your child. **No child can be excused early without written authorization signed by the student's parent or legal guardian.** Please come to the office and the secretary will call for your child.
2. Excuses - When your child is absent from school, please send a written, dated excuse stating the reason for the absence with your child upon his or her return. Excuses must be signed by the student's parent or legal guardian.
3. Tardy - Any student not in his/her assigned classroom at the start of school is considered TARDY. Tardy students must report directly to the office to receive a late pass.

It is the belief of the Watertown City School District that opportunities for students to achieve their fullest potential are maximized by regular school attendance that allows a student to take advantage of full interaction with his or her teachers and peers. The Watertown City School District also believes that class attendance is a major component of academic success, and that improved student achievement will reduce the dropout rate. Therefore, it is the goal of the Watertown City School District to provide for the early identification of attendance problems and to establish effective methods to address such problems. Successful implementation of this policy will require cooperation among all members of the school community, including parents, students, teachers, administrators, and support staff.

Each student's presence or absence shall be recorded in a register of attendance (electronic student management system) during each period of scheduled instruction. Any absence from the school day or portion of the day shall be recorded in the register as excused or unexcused. In addition, any student's arrival late or departure early from scheduled instruction will be recorded as excused or unexcused.

Section 175.6 of the Commissioner's regulations define the following as **excused absences**: personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner. All instances of excused absence require a written parent/guardian excuse. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature.

Most absences not mentioned above are interpreted under the law as **unexcused absences** including but not limited to vacation, shopping, babysitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence are: 1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence. 2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

The register of attendance shall be reviewed by the principal in charge of each school building and by the building designee. The designee shall be responsible for addressing students' unexcused absences, tardiness, and early departures from scheduled instruction. The designee will attempt to notify parents or guardians of any unexcused absences, tardiness or unexcused early departure and remind them of the attendance policy.

Students who have an unexcused absence, late arrival, or early departure from scheduled instruction will be subject to a series of incremental interventions including communication with parent, counseling, mentoring, progressive disciplinary action, and referral to community agencies services.

Students (of compulsory school age) with excused absences will be given the opportunity to make up work in order to gain course credit. If the absence is excused, the student is to arrange with his or her teacher for an assignment to make up the missed work. Make up opportunities must be completed by a date specified by the teacher.

The district shall annually review this Attendance Policy and make any revisions in order to improve student attendance. This review shall include an examination of current intervention strategies, as well as the development of new and effective intervention strategies to improve school attendance, thereby improving students' performance.

**BUS TRANSPORTATION** – If your child is eligible to ride the bus, you will receive information in the mail in late August. If your child is assigned to ride a school bus, he or she will go home by bus unless you send a **written note** to the contrary. This includes students who need to go to K – 6 SACC (School-Aged Child Care) through the YMCA.

First Student provides bussing for eligible students in the Watertown City School District. There is a parent app that allows parents to track the bus and receive notifications of the approximate pick up and drop off times. More information can be found on the district website under Resources ~ Parent Resources ~ FirstView Parent App. The app requires the student's ID number which can be obtained from the school secretary.

**COMMUNICATION CHAIN** – We are here to support you. In the interest of promoting effective communication with our stakeholders, we have developed a chart outlining the personnel to contact with a question and/or concern. You will find the chart on our district website under Quick Links on the main page.

**FOOD SERVICE** – All students who are enrolled in the Watertown City School District are eligible to receive a healthy breakfast and lunch **MEAL** at school at **NO CHARGE** to your household each day of the 2020-2021 school year through the Community Eligibility Provision. Menus are posted on the district website and emailed to parents via Parent Square and Peachjar. Students may purchase extra items such as a second entrée, milk, or juice. Parents can deposit money into student accounts via [www.myschoolbucks.com](http://www.myschoolbucks.com). Payment will also be accepted in the form of cash or check made out to Watertown City School District. There is also a peanut butter and jelly lunch available to students each day. Please note that our lunches need to be ordered from food service by 8:00 AM for Grades 7-12 and 9:00 AM for Grades K-6. You will need to call the school prior to those times if your child will be late and needs a lunch.

**HEALTH OFFICE** – Parents must supply the school with proof of required immunizations. If you did not provide this information and a birth certificate at registration, please see that the office receives these prior to the start of school. A physical examination is required for all children entering the district for the first time, and in grades Pre-K or Kindergarten, 1, 3, 5, 7, 9, 11 as well as to participate in strenuous physical activity, such as interscholastic athletics. The necessary exam form is available in the school health office and on the district website and should be completed at the time of the exam. Physician generated exam forms are also acceptable.

**HOURS** –Regular staff supervision for students at each school is provided from start time until students leave school at dismissal time. Students are asked **not** to be on school property prior to that time. Please check with your school for arrival and dismissal times.

**PARENT SQUARE** – The Watertown City School District, your school, and teachers use ParentSquare to communicate with parents and guardians. This includes emergency messages as well as information closely related to the school's educational mission. You will receive notifications via e-mail, text, voice call, and posts from the ParentSquare mobile app and ParentSquare portal depending on the contact information you have in SchoolTool (our Student Information System). Parents are automatically registered to receive notifications when they enroll their student. *Note that standard text messaging rates may apply for all text messages. To opt-out of receiving messages, please follow the directions on the website.*

**PARENT TRANSPORTATION** – Parents who transport their children to and from school are asked to follow the drop-off and pick up information provided by their school.

**PEACHJAR** - The district uses Peachjar to electronically distribute parent notifications, events, calendars, menus, etc. To learn more, click on the peach icon on the upper right corner of the home page of our website or visit: <https://www.watertowncsd.org/Page/9515>. Please make sure the school has your email address on file. Most, if not all, notifications are also posted on the website.

**PERSONAL ITEMS** - It is suggested that personal items of value not be brought in or left at school. Money should not be left in either a student or teacher's desk. Please discourage your child from bringing in personal items unless they are directly related to a class lesson or project.

**PRESS/MEDIA COVERAGE PERMISSION** - Should a field trip or activity in school or on school grounds receive press/media coverage, parents are asked to give/deny consent for their child to be taped or have his/her picture taken and possibly shown on public television programming, printed in the newspaper or displayed on the Watertown City School District web page. A permission form is provided for each student at the beginning of the year. Parent/guardians are asked to complete the form and return it to school.

**SAFETY** - Fire drills and lockdown drills are held throughout the school year for a total of twelve drills.

**SCHOOL CLOSING** – A delayed opening or the closing of schools due to inclement weather or emergency will be broadcast through ParentSquare, local radio/television stations, and posted on our website as soon as the decision is made. In the event of a delayed opening or an emergency dismissal, transportation will be provided for eligible students. Student safety is our first priority!

# Annual Notifications

## Asbestos Hazard Emergency Response Act (AHERA) Compliance Activities

In accordance with 40 CFR §763.84(c), regard this statement as the district's annual notification to all workers, students, parents and/ or their legal guardian that the district continues to maintain its Asbestos Management Plan (AMP) which documents all performed or planned asbestos related inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities, within the school district. A copy of this AMP is available for your review and/or inspection at the District's Buildings and Grounds Office. If you have any questions, please contact Mr. Jason Compo at (315) 785-3770 to arrange a meeting to discuss this in further detail.

## Integrated Pest Management (IPM)

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current and comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pests by the most economical means that pose the least possible hazard to people, property, and the environment. IPM programs take advantage of all pest management options possible which include, but are not limited to, the judicious use of pesticides. Understanding a pest's needs is essential in implementing IPM effectively. Pests seek habitats that provide basic needs such as air, moisture, food, and shelter. Pest populations can be prevented or controlled by creating inhospitable environments by removing some of the basic elements pests need to survive or by simply blocking their access into buildings.

At the present time, the Watertown City School District does not use pesticides in its Pest Management Program. However, in the event that our current practices are not effective, IPM may require that pests be managed by other methods such as traps, vacuums, biological controls, or pesticides.

Schools are required to maintain a list of staff and persons in parental relation who wish to receive 48-hour prior written notification of pesticide applications at relevant facilities. If you would like to be placed on this notification list, please send a letter with your name, address, telephone number and student's name to: Jason Compo, IPM Coordinator, 532 S. Massey Street, Watertown, NY, 13601. If you would like to obtain information about products being applied, please call Mr. Jason Compo at (315) 785-3770.

## Student Accident Insurance

The Watertown City School District has included in the 2020-21 budget a school student accident insurance policy. Although the statutes of New York State do not require a school district to carry any student accident policy, the Watertown District has elected to provide this coverage for their students.

NON-DUPLICATING \* When an accident results in medical or surgical expenses, the parent's own insurance becomes primary and must be used first. If no primary coverage of the parent exists, the Watertown City School District student accident policy becomes primary.

After your child has reported an accident, the school will fill out a medical claim form and forward it to the Business Office. We will then mail it to you along with a brochure detailing our policy's coverage. When you receive the claim form in the mail, you must complete and mail the form to our insurance company. A copy of the claim form sent to you will be kept on file in the Business Office of the Board of Education. Medical treatment must be incurred within 60 days of the date of the accident.

## Parents' Bill of Rights for Data Privacy and Security

The Watertown City School District seeks to use current technology, including electronic storage, retrieval, and analysis of information about students' education experience in the district, to enhance the opportunities for learning and to increase the efficiency of our district and school operations.

The Watertown City School District seeks to insure that parents have information about how the District stores, retrieves, and uses information about students, and to meet all legal requirements for maintaining the privacy and security of protected student data and protected principal and teacher data, including Section 2-d of the New York State Education Law. To further these goals, the Watertown City School District has posted this Parents' Bill of Rights for Data Privacy and Security.

(1) A student's personally identifiable information cannot be sold or released for any commercial purposes. (2) Parents have the right to inspect and review the complete contents of their child's education record. The procedures for exercising this right can be found in Board Policy 7500, Education Records. You may access this Policy from the District's website. (3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred. (4) A complete list of all student data elements collected by the State is available at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> and a copy may be obtained by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234. (5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to the Chief Privacy Officer, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

## Title IX and Section 504 Compliance Non-Discrimination Policy

The Watertown City School District, in accordance with Title IX of the Educational Amendments of 1972, Title VI of The Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, or the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, gender preference, marital or veteran status, or disability. The Board of Education recognizes its responsibility to provide an environment free from harassment and intimidation in the educational programs or activities it operates.

We do not permit discrimination by employees, school volunteers, students and non-employees such as contractors and vendors, as well as any third parties participating in, observing, or otherwise engaged in activities subject to the supervision of the district. This includes recruitment and employment practices, pay and benefits, counseling services for students, access by students to educational programs, courses, and activities. The Board also prohibits harassment based upon an individual's opposition to the discrimination or participation in a related investigation or complaint proceeding under the antidiscrimination statutes.

This policy of non-discrimination and anti-harassment will be enforced on school district premises, in school buildings, and at all school-sponsored events, programs, and activities including those that take place off school premises.

## Grievance Procedure for Non-Discrimination Policy

The compliance officer for Title IX, Section 504, and other grievances related to student activities and all employee-related activities is the Assistant Superintendent for Personnel and Student Services, Ms. Tina Lane. Ms. Lane can be contacted at [tlane@watertowncsd.org](mailto:tlane@watertowncsd.org), (315)785-3720, or by appointment at the District Office, 1351 Washington Street, Watertown, NY 13601. The compliance officer, upon request, will provide a copy of the district's grievance procedure to any employee, student, or other covered person. A copy of each of the Acts and Regulations upon which this notice is based will be made available, upon written request to the district compliance officer.

**Watertown City School District**  
**\*SUMMARIZED VERSION OF THE CODE OF CONDUCT**

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

**Special Notice for 2020-2021**

*Despite the many COVID-related challenges faced by our school and community, WCSD will continue to encourage and foster the development of positive behaviors on the part of each student and provide a culturally responsive, respectful, safe, and orderly school setting. Responsible behavior by every person affiliated with our school community is essential to achieving this goal. While it is possible that some technical elements of this Code of Conduct may be temporarily modified as a result of forthcoming guidance or legal changes from NYSED or the NY Department of Health (ie dress code rules, social distancing, visitor expectations, etc.), the overall intent remains: Watertown City School District will actively promote equity, cultural competence, inclusion, and academic readiness in a safe, and secure environment. Please note that our Code of Conduct will be reviewed/ revised in September 2020. Updates to follow.*

*\* A complete copy of the CODE OF CONDUCT may be obtained from the district website, [www.watertowncsd.org](http://www.watertowncsd.org). It is listed under Home ~ Board of Education ~ Watertown City School District Policy Manual ~ Section 1102.*

**STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Act and speak respectfully about issues/concerns.
13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.
16. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

**STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, bare midriffs, plunging necklines (front and/or back), short shorts, mini dresses/skirts (above mid-thigh length) and see-through garments are not appropriate.
3. Ensure that undergarments, including boxer shorts, are completely covered with outer clothing. Pants falling below the waist or hip are not acceptable.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. **No flip-flops** will be allowed when students are using equipment.
5. No hats may be worn during the school day except for medical or religious purposes. Bandanas, or other head coverings depicting or signifying gang affiliation, do-rags, coats, masks, chains (other than cosmetic) and sunglasses are not to be worn in the building except for medical or religious purposes. Any apparel or accessories that may represent or reflect gang membership or affiliation is unacceptable on school property.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, innuendo, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

#### **PROHIBITED STUDENT CONDUCT**

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

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

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.
  - 5. Engaging in any willful act which disrupts the normal operation of the school community.
  - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend without permission from the administrator in charge of the building.
  - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or other violation of the District's Acceptable Use Policy.
  
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - 2. Lateness for, missing or leaving school without permission, failing to follow sign-in/sign-out procedures.
  - 3. Skipping detention.
  
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include: Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
  
- D. Engage in conduct that is violent. Examples of violent conduct include:
  - 1. Committing an act of violence (such as hitting, kicking, punching or scratching) upon a teacher, administrator or other school employee or attempting to do so.
  - 2. Committing an act of violence (such as hitting, kicking, punching or scratching) upon another student or any other person lawfully on school property or attempting to do so.
  - 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  - 4. Displaying what appears to be a weapon.
  - 5. Threatening to use any weapon.
  - 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  - 7. Intentionally damaging or destroying school district property.
  
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
  - 1. Lying to school personnel.
  - 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  - 3. 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.

4. Discrimination, which includes the use of a person's actual or perceived race, color, creed, national origin, weight, ethnic group, religion, religious practice, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment or bullying, as defined in Section II of the Code of Conduct, labeled "Definitions."
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Selling, using or possessing obscene material.
8. Using vulgar or abusive language, cursing or swearing.
9. Using, possessing or distributing tobacco products including cigarettes, cigars, pipes or chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic marijuana or cannabinoids, including but not limited to items labeled as incense, herbal mixtures or potpourri, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Inappropriately using or sharing prescription and over-the-counter drugs.
12. Gambling.
13. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
14. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

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

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions.

H. In addition to the preceding standards of conduct, the District prohibits discrimination and harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, intimidation, or abuse. We consider a hostile environment to be created when actions or statements directed at a student either (1) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or with the student's mental, emotional, or physical well-being including conduct that reasonably causes or would reasonably be expected to cause emotional harm, or (2) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety.

This prohibition applies to all acts of harassment or bullying that occur on school property or at a school function, as well as to acts occurring off school property when (1) those acts create or would foreseeably create a risk of substantial disruption within the school environment, and (2) it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property. The prohibition of discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

#### **AGE APPROPRIATE RESTATEMENT OF POLICY**

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or any other reason.

You may not act toward another student in a way that reasonably might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or any other reason. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

### **PENALTIES:**

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

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Restitution for damage to property – Principal, Superintendent
6. Work detail – Principal, Superintendent
7. Suspension from transportation – Director of Transportation, Principal, Superintendent
8. Suspension from athletic participation – coaches, Athletic Director, Principal, Superintendent
9. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
10. Suspension of other privileges – Principal, Superintendent
11. In-school suspension – Principal, Superintendent
12. Removal from classroom by teacher – teachers, Principal
13. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
14. Long-term (more than five days) suspension from school – Principal, Superintendent, Board
15. Permanent suspension from school – Superintendent, Board.

### **SUSPENSION FROM TRANSPORTATION:**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring, in writing, such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

### **PARENT RESPONSIBILITIES**

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand the consequences of their actions.
8. Convey to their child(ren) a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their child(ren)'s friends.
10. Help their children deal effectively with peer pressure.

11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Maintain a climate of mutual respect when dealing with school personnel.

**VISITORS TO THE SCHOOLS: PLEASE FOLLOW THE WCSD COVID-19 VISITOR EXPECTATION.**

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
3. Visitors attending school functions that are open to the public, during non-school hours, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

**PUBLIC CONDUCT ON SCHOOL PROPERTY:**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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

**PROHIBITED CONDUCT:**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Use tobacco products on school property or at a school function.
11. Possess or use weapons on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.