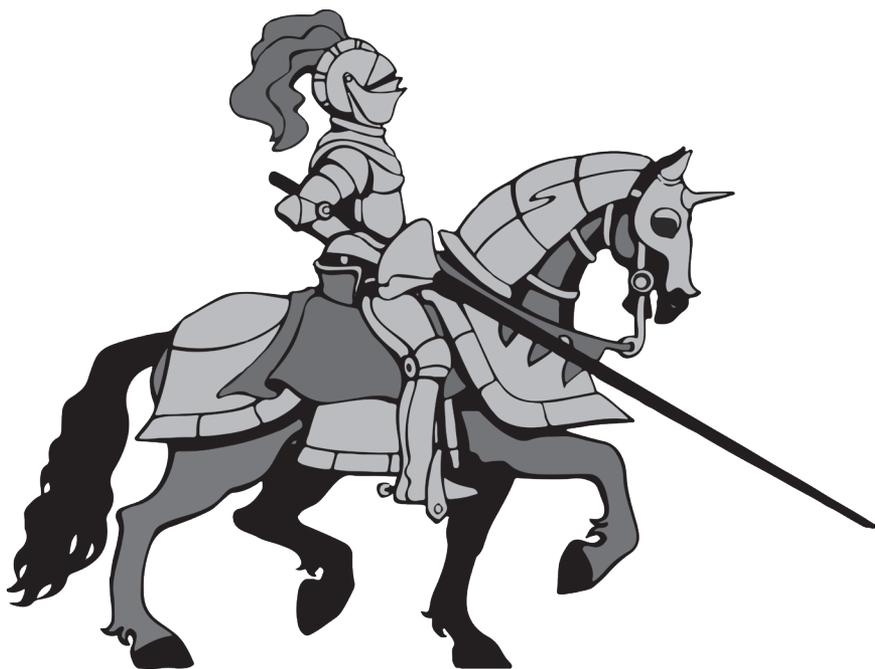


**Holland Patent Elementary
&
General William Floyd
Elementary Schools**



**Parent & Student
Handbook
2024-2025**

I. General Information

Superintendent of Schools	4
HPCS Mission and Vision Statement.....	4
Core Values	5
Title IX Policy.....	5
District Telephone Directory	6
When In Doubt, Check It Out.....	7

II. Policies, Procedures, Routines

Outdoor Activity/Winter Clothing.....	8
School Hours.....	8
Parking	8
Health Office Information	8-11
Pediculosis (Head Lice) Policy	11
Party Invitations.....	12
Fundraising.....	12
Snow Days or Emergencies.....	12
Homework	12-13
Make-Up Work for Absences	13
Field Trips.....	14
Class List Development.....	14
Bus Transportation - Rules, Consequences, Safety, VCR's	15-17
Fire Drills, Evacuation, Weather, Safety Drills.....	18-19
School Breakfast Program	19
School Lunch Program, Automated System, Cafeteria Rules	19-21
Project SAVE	21
Holland Patent Central School District Code of Conduct	22-32
Student Management / Appropriate Behavior Philosophy.....	33
Disciplinary Responses to Student Misconduct.....	33-38
Student Property	38
Harassment.....	38
Electronic Discipline Referral	38
Dangerous Weapons in School	38-39
Vandalism	39
Attendance.....	40-42
Drug and Alcohol Policy	42-45
Visitors to Schools	46
Report Cards.....	46
Acceptable Use Policy for Network & Internet Access	47-50

III. Programs

Response to Intervention (RTI)	51
Grading Policy	51-53

Superintendent of Schools

Dr. Cheryl Venettozzi

Board of Education

Mrs. Kathy Smyth, *President*

Mr. Michael Garrett, *Vice President*

Mrs. Lydia Berez-Kelly

Mr. Cecil Morris

Mr. William Paolozzi

Holland Patent Central School District Mission Statement

The mission of the Holland Patent CSD is to provide a safe learning environment where students become civic minded, resilient critical thinkers and problem solvers who are prepared for the rigorous demands of college and careers in an ever-changing world.

Holland Patent Central School District Vision Statement

The Holland Patent CSD will be a leading educational organization where all students and staff are excited to be engaged and growing to their full academic potential. We will strive to always meet the comprehensive needs of our students. We will embrace and support a culture of positive collaboration and productive cooperation.

Core Values

We believe that we can achieve our vision and accomplish our mission by making a commitment to:

1. Ensure that the well-being of students is our focus.
2. Act with integrity.
3. Demonstrate professionalism and high expectations.
4. Model respect for ourselves and others.
5. Foster teamwork and embrace positive collaboration both internally, as well as within the community.
6. Consider the comprehensive needs of each child.
7. Model responsibility, citizenship and civility.
8. Remain committed to excellence and quality in our work and service.

Title IX Policy

LEGAL NOTICE

The Holland Patent Central School District, Holland Patent, New York, 13354, does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings, and student activities.

The district official responsible for the coordination of activities relating to compliance is the Title IX Compliance Officer, Holland Patent District Office, Holland Patent, New York, 13354. The telephone number is (315) 865-7200. This official provides information, including complaint procedures, to any student or employee who feels that her or his rights under Title IX may have been violated by the district or its officials.

DISTRICT TELEPHONE DIRECTORY

Gen. Wm. Floyd Elementary	Kristin Casab, Principal Joann Carro, Secretary Kimberly Sheridan, Nurse Jennifer Stevens, Nurse	(315) 865-5721 (315) 865-5721 (315) 865-7266 (315) 865-7523
Holland Patent Elementary	Sarah Vergis, Principal Kathy Pianka, Secretary Kristyn Sadallah, Nurse	(315) 865-8151 (315) 865-8151 (315) 865-7261
Holland Patent Middle School	Lisa Gentile, Principal Alecia Weir, Secretary Jody Shepard, Guidance Secretary Andrea Dinardo, Nurse	(315) 865-8152 (315) 865-8152 (315) 865-7204 (315) 865-7224
Holland Patent Senior High School	Russell Stevener, Principal Kelly Healey, Assistant Principal Jodi Cardinal, High School Secretary Jennifer Blier, Athletic Secretary Krista Pietruch, Nurse	(315) 865-8154 (315) 865-8154 (315) 865-8154 (315) 865-7273 (315) 865-7234
Superintendent of Schools	Dr. Cheryl Venettozzi	(315) 865-7221
Assistant Supt. for Business & Finance	Nicholas Panuccio Jr.	(315) 865-7200
Asst. Supt. of Curriculum & Instruction	James DeAngelo	(315) 865-7200
PPS Director, CSE Chairperson	Melissa Lowell Tammy Maciol, Secretary	(315) 865-4148 (315) 865-4148
Transportation Department	Christopher Roberts Robin Vienneau, Secretary	(315) 865-4103 (315) 865-4103
Buildings & Grounds	Kenneth Smith Kathleen Pianka, Secretary	(315) 865-7213
School Food Service	Clifford Casab	(315) 865-7242
Teacher Center	Rebecca Pisani	(315) 865-7226
Athletic Director	Michael Absolom	(315) 865-7273

When In Doubt, Check It Out

If you have questions pertaining to the school district or about your child's work, please do not hesitate to call. We encourage any and all questions from parents and residents concerning the school program, transportation, budget, etc. In an attempt to respond to your questions and suggestions, it is important to contact the individual person who is responsible for the various areas of the school operation. He or she has the most detailed information about his/her area of responsibility. Phone numbers are on the other side of this page.

Medical Concerns K-12...

STEP 1 - Building Nurse; *if not resolved,*
STEP 2 - Building Principal; *if not resolved,*
STEP 3 - PPS Director; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent.

COVID Concerns K-12...

STEP 1 - Building Nurse; *if not resolved,*
STEP 2 - Building Principal; *if not resolved,*
STEP 3 - PPS Director; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent.

School Difficulty K-12 ...

(grades, academic performance, classroom behavior, etc.)
STEP 1 - Classroom Teacher; *if not resolved,*
STEP 2 - Guidance Counselor; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Supt. of Curriculum & Instruction;
if not resolved,
STEP 5 - Superintendent.

Transportation Routing Concerns *(pickup, route problems)*

STEP 1 - Supervisor of Transportation; *if not resolved,*
STEP 2 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 3 - Superintendent.

Transportation Behavior Concerns...

STEP 1 - Bus Driver; *if not resolved,*
STEP 2 - Supervisor of Transportation; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent.

Cafeteria Concerns

STEP 1 - Cafeteria Employee; *if not resolved,*
STEP 2 - Cafeteria Manager; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent.

Special Education Concerns K-12...

STEP 1 - Special Education Teacher; *if not resolved,*
STEP 2 - Building Principal; *if not resolved,*
STEP 3 - PPS Director; *if not resolved,*
STEP 4 - Assistant Supt. of Curriculum & Instruction;
if not resolved,
STEP 5 - Superintendent.

Curriculum (Course) Concerns...

STEP 1 - Teacher;
STEP 2 - Guidance Counselor; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Supt. of Curriculum & Instruction;
if not resolved,
STEP 5 - Superintendent.

Budget Concerns...

STEP 1 - Assistant Superintendent for Business &
Finance; *if not resolved,*
STEP 2 - Superintendent.

Athletic Concerns...

STEP 1 - Coach; *if not resolved,*
STEP 2 - Athletic Director; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Superintendent.

Building Use Request...

(scheduling events in school facilities)
Contact the District Office

Technology Concerns...

STEP 1 - Building Principal; *if not resolved,*
STEP 2 - Educational Technology Leader; *if not resolved,*
STEP 3 - Superintendent.

It is important to follow this step-by-step procedure in order to solve problems. An appeal to the Board of Education may be sought on any of the above issues after all the appropriate steps have been exhausted. It is the primary responsibility of the Board to set policy for the school district. The Superintendent and administrative staff are legally empowered to administer the school district and put into operation the policies and decisions of the Board of Education.

Outdoor Activity/Winter Clothing

1. Children are not to be permitted to stay indoors simply because they do not feel like going out. This is part of our regular program, and everyone is expected to participate.
2. Exceptions may be made only when there is a written excuse from your physician. Notes from home must be approved by the nurse or school office.
3. During the winter months your child will go outside for recess unless the weather is extremely cold. Please make sure he/she has the proper attire (hat, gloves, boots, warm jacket, and snow pants, if possible).

School Hours

Grades K - 5: 9:00 a.m. - 3:15 p.m.

We request that parents **DO NOT** drop children off at school prior to 8:30 a.m. Students may **NOT** enter the building or the classrooms prior to 8:30 a.m. Students should not stay after school unless transportation and supervision arrangements have been made at a prior time with the classroom teacher. We do not have adequate supervision before 8:30 a.m. or after 3:15 p.m. to insure the safety and welfare of the children.

Parking During School Hours

During the school day, parents may park briefly in front of the school in order to pick up a child. However, longer parking privileges may not be allowed due to safety concerns, should there be any emergency.

Parents are **NOT** permitted to park cars in front of the school during bus dismissal (2:30 p.m. - 3:30 p.m.) or during arrival of buses (8:30 a.m. - 9:15 a.m.)

In addition, parents need to take note of the no parking signs along the road and only park along the road in the designated areas.

Health Office Information

1. **Immunization:** New York State immunization requirements for entrance to school in Kindergarten are:
 - **Diphtheria and Tetanus** - (usually given as DTP or DTaP) - 4 to 5 doses.
 - **Polio** - (usually given as IVP or OVP) - 3 to 5 doses.
 - **Measles, Mumps, Rubella** - (usually given as MMR) - 1 dose by Kindergarten, 2 doses by age 7.
 - **Hepatitis B** - Born on or after 01/01/93 - 3 doses.
 - **Varicella** - Born on or after 01/01/98 - 2 doses.

All students entering school for the first time must show proof of the above immunizations prior to attendance. An immunization record signed by a physician or the child's original immunization record (which will be copied and returned to you) showing dates and types of vaccine must be presented to the Health Office. For all students transferring into our school, a copy of the previous school's health record showing dates of immunizations will be accepted. Detailed immunization requirements by grade level are available from the health office.

2. Administration of Medication:

Medication is to be given in school only when absolutely necessary. Parents and physicians are asked to cooperate in this matter. Consult your physician as to how soon after medication is started a child may return to school.

New York State Education Law requires that when medication must be administered during the school day, the following procedures are mandated:

- A written request from the physician must be provided, which indicates the condition being treated, dosage and time the prescribed medication is to be given.
- The parent must submit a written request to the school nurse asking that the medication be given.
- The medication must be brought to the school health office by the parent or other responsible adult in a properly labeled prescription container, including the student's name, medication and dosage.
- End-of-year medication needs to be picked up by a parent or responsible adult. If not picked up, medication will be disposed of, unless the student has an order to self-carry (high school).

STUDENTS MUST NOT BRING MEDICINE (INCLUDING COUGH DROPS, ASPIRIN AND OTHER NON PRESCRIPTION) TO SCHOOL. THEY ARE NOT ALLOWED TO KEEP ANY MEDICATION IN THEIR POSSESSION.

3. Physicals:

The Education Law of New York state states that each new student, upon entering school, receive a physical examination by his/her family physician or by the school physician. Beginning the 2018-2019 school year, physical examinations are required, in Pre-K or K, 1, 3, 5 and grades 7 and 9 and 11 in the upper grades. Beginning in the September 2008-2009 school year, NYS Education Law requires each such physical exam to include the student's body mass index (BMI) and weight status category. **2019/2020- Only the approved NYS School Health Examination Form** may be used to document health exams.

Each school district is mandated by law (Section 904) to provide a physical examination by the school physician of those students whose parents or guardians do not provide a report from the family physician.

4. Screening:

Each year in grades pre-K or Kindergarten, 1, 2, 3 and 5, your child will be screened for signs of vision difficulty. Each year in grades pre-K or Kindergarten, 1, 3 and 5 your child will be screened for signs of hearing loss. Scoliosis (curvature of the spine) screening is done on girls in the fifth grade at the elementary level.

If the vision or hearing test, or scoliosis screening reveals the need for further medical attention, you will be notified and provided with a referral form to have filled out at the time of the medical examination. Please return the completed form to the school nurse.

*Your child will have a vision and hearing screening in grades Pre-K or Kindergarten, 1, 2, 3 and 5, as per Commissioner's Regulations for NYS Education Law.

5. Communicable Disease:

Please report any communicable disease to the school nurse immediately. Example: chicken pox, strep throat, head lice, conjunctivitis.

Do not send your child to school if you suspect that he/she may have a communicable disease.

6. Please keep your child home and/or contact your child's doctor for:

- Fever greater than 100.4° (taken by mouth)
- Vomiting and/or diarrhea (more than one episode) within the last 24 hours
- Severe sore throat along with fever and feeling ill for more than 48 hours, or after exposure to Strep throat infection
- Honey-crusted sores around the nose or mouth or rash on other body parts
- Large amounts of mucus (liquid) from their nose, with face pain or headache
- Severe ear pain or fluid coming from the ear
- Severe headache, especially with a fever

7. In-School Injury or Illness:

In cases where a student is injured or becomes sick in school the parents will be notified and requested to pick up their child and assume responsibility for his/her care. If we are unable to contact a parent/guardian, the person designated on the emergency contact form will be called.

The school nurse is responsible for the first aid care of school children who are injured or become ill while under school supervision. School personnel are not authorized to care for injuries that were incurred at home or elsewhere other than at school. Responsibility for providing medical care and relief beyond first aid is the responsibility of the parent/guardian.

7. Insurance:

School medical insurance is secondary coverage only. If your child receives a school-related injury, requiring medical treatment, please follow this procedure:

- a. Please report the injury to the school nurse if it has not come to her attention already.
- b. All bills should be submitted to your insurance carrier.
- c. If you have no medical insurance, your claim is denied, or a balance remains unpaid, contact the school nurse. You will be given a school claim form and instructions to follow. All claims must be submitted within one year from the date of injury. Claims are handled by Ms. Marris in the Superintendent's Office.

Pediculosis (Head Lice)

The Board of Education recognizes that the health and safety of all children in the Holland Patent Central School District is an important responsibility.

Head lice are transferred from one person to another by direct contact; and once present in a school environment, spread rapidly. If cases of pediculosis are isolated and treated early, the chances of a major breakout are reduced.

The Board of Education, therefore, establishes the following policy regarding the monitoring and detection of pupils who may be identified as having head lice.

1. A periodic monitoring and detection program will be conducted by the school nurse. This program shall include head checks of all pupils during the opening days of each school year and after long vacations as needed.
2. Any child, examined by the school nurse, found with live lice or nits (eggs) will be sent home at once. Siblings, classmates, and anyone with close contact will also be examined for possible head lice. The parent shall be notified to pick up the child at school. If the parent has no means of transportation, the District may assist in transporting the student.
3. The school nurse shall provide the parents of any child found to have live lice or nits a notification letter and instruction materials on treatment of head lice. The nurse shall also make a follow-up call to the parent(s) to explain the treatment procedures and the District's policy on readmittance.
4. A child shall not be readmitted to class unless they are examined by the school nurse to ensure successful treatment and that no nits are present.
5. If a child has a recurring head lice problem, the principal may request a parent conference when the child returns to school and the District reserves the right to request a physician's written assurance that the child has been successfully treated and may return to school.
6. In the event that infestation levels are of a proportion indicative of a pediculosis epidemic, the school nurse may enlist the assistance of the local public health/health authorities agencies.

Party Invitations

In most instances when certain members of a class do not receive an invitation to a birthday party or any party at home, hurt feelings often are the result. In order to avoid this problem, **party invitations of any type are not permitted to be passed out in school, unless it includes the entire class.** Obviously, besides promoting academic success for your children, we are also developing the positive social and emotional well-being of the students. We believe this policy will aid us in this area and, as always, request your cooperation.

Fundraising

In order to devote as much time as possible to classroom instruction and to avoid unnecessary interruptions, we are requesting that students do not sell any items within our school. We believe with your support that this will aid us in providing more quality time for instruction in the school. (If you have any questions, please refer to the Board of Education Policy # 4050.)

Snow Days or Emergencies

The decision to close school because of adverse conditions is not made lightly or easily. The road conditions in this district are reviewed personally by district staff and the town highway department. The final decision is made by the Superintendent after consulting with those who have checked the conditions. The media are then informed of the decision, normally by 6:30 a.m.

Occasionally, early dismissal due to coming snowstorms will result in your child being sent home earlier than the usual time. Please arrange ahead of time a procedure for your child to follow in getting home and into the house on these bad weather days. An announcement is made on the radio; however, many parents are at work and might not hear this. This information will also be posted on our website: www.hpschools.org.

Homework

1. Homework assignments shall support clearly defined learning objectives and shall be collected and checked for completeness. All homework does not need to be graded, but there must be feedback on the assignment.

If best results are to be attained, teachers are to be sure that homework assignments are of reasonable length, and include both practice, review of lessons previously taught, be simple instructions to material of upcoming lessons, or a follow-up assignment to an introduction to new material from class.

The purpose of homework is to provide students with life skills that will contribute to their success as an individual. If homework is punitive in nature, students see it as something to be avoided, therefore, homework should not be used as a punishment. This includes practices surrounding homework assignments.

Homework should have different purposes at different grades. For younger students, homework should primarily foster positive attitudes, habits and character traits. For older students, it should primarily facilitate knowledge acquisition in specific content areas:

Approximate Homework Guidelines

<u>Grade</u>	<u>Times Per Week</u>
K-2	1-2x per week 15 minutes or less
3-5	2-4x (15-45 minute assignments per week)
6-8	3-5x (45-75 minute assignments per week)
9-12	4-5x (75-120 minute assignments per week/per course)

2. Homework assignments shall be planned in accordance to allow for the following outcomes:
 - a. Reinforce the learning of material which was previously taught.
 - b. Strengthen basic skills.
 - c. Extend classroom learnings.
 - d. Reinforce independent study skills and promote positive habits.
 - e. Reinforce simple understandings of upcoming lessons.
3. Homework has value, when its purpose and relation to what has been learned in the classroom is clearly understood by students.
4. Daily homework should be no more than 15% of a student's grade.
5. The Superintendent will develop regulations in cooperation with the building administrators to be reviewed on an annual basis.

Make-Up Work for Absences

It is the responsibility of the student and parent to initiate the request for make-up work for absences. The work is expected to be complete in one calendar week.

Parents may pick up assigned work at the **CLOSE OF THE SCHOOL ON THE DAY A CHILD IS ABSENT PROVIDING THEY HAVE CALLED BY 9 A.M. TO ENABLE THE TEACHER TO COMPILE THE WORK.**

Field Trips

Field trips are considered to be part of a child's educational program. A child must have permission from parents or legal guardian before participating in a trip. Permission slips will be sent home with students before a trip to request permission.

Although an extension of the classroom, field trips are a privileged activity. As such, behavior and classroom performance prior to the event will determine if a student is eligible to participate.

It is understood that if due to National Security students could be placed in danger, the trip will be cancelled.

Class List Development

We are now beginning the process of preparing for class placement, which takes many hours on the part of the entire instructional team. We have a placement policy, which does not allow for requests for individual teachers. This policy helps to ensure proper placements for all of our students, allows for equity and provides our instructional staff the opportunity to utilize their expertise to determine your child's proper placement. Placements are developed with great care.

Over the past few years, we have implemented a range of learning environments to provide for a variety of learning styles. When making placement decisions, we will continue to look at a variety of criteria.

- Academic needs
- Social needs
- Behavioral needs
- Students with similar services and needs may need to be clustered in a certain classroom to maximize instructional time
- Heterogeneous groupings
- Male/female ratios
- Learning styles
- Teacher styles

In cases where a child has special needs or particular concerns exist regarding your child, the parent or guardian must submit this information to the principal by May 15, 2025. Concerns should be in writing and placed in a sealed envelope addressed to the building administrator.

Class groupings are made for the purpose of increasing instructional effectiveness, maximizing resources for children and enhancing their learning. It takes months for us to arrive at closure on class placements for the children. We do not accept individual requests for classroom teachers. Thank you in advance for supporting our placement policy.

Basic Bus Rules

1. Bus Driver is in charge. Cooperate with him/her at all times.
2. Students will observe the same conduct as in the classrooms. Proper behavior will be expected at all times. Be courteous. Use NO profane language.
3. The use or possession of an illegal substance, alcohol, tobacco or other mind-altering products is prohibited.
4. Food or beverages are not to be consumed on the bus.
5. Keep the bus clean.
6. Stay in your seat with hands and feet inside the bus. No feet in the aisle.
7. No glass containers are allowed on the bus.
8. No cell phones may be used on the bus.

It is of the highest priority that students behave while riding the bus to ensure the safety and welfare of all students. Repeated incidents of inappropriate behaviors may result in a three - five day transportation suspension; if the inappropriate behavior continues a permanent transportation suspension may result. During the course of a transportation suspension, it is the responsibility of the parents to provide transportation to and from school at 9:00 a.m. and 3:15 p.m.

Process/Consequences for Inappropriate Bus Behavior

1. **VERBAL** - Driver talks individually to the student.
2. **DRIVER CONTACTS THE PARENTS** - Driver contacts parents either by written form or by telephone. Drivers who are not comfortable contacting parents should initiate a meeting with the appropriate administrator for assistance.
3. **WRITTEN REFERRAL TO BUILDING PRINCIPAL** - Principal conferences with the student. This may involve the driver. A notice is sent to the parents.
4. **SECOND WRITTEN REFERRAL SENT TO THE BUILDING PRINCIPAL** - Conference held with principal, parents, student and driver.
5. **THIRD WRITTEN REFERRAL SENT TO THE BUILDING PRINCIPAL** - Principal reviews and if the facts are substantiated, suspension of the bus riding privilege is automatic. A hearing must be held with the parents to determine when, or if the riding privileges will be reinstated (hearing includes appropriate staff).

Exception to the above procedure: Any incident that a driver believes to be serious can be brought directly to the principal. The child may immediately have their bus privileges suspended.

School Transportation Safety Program

The National Highway Traffic Safety Administration recently declared School Bus Transportation “as one of the safest forms of transportation in the United States.” In comparison, the report states that students are nearly eight times safer on the bus than in cars.

At Holland Patent, students safety and comfort are our top priority. Please assist us with your child’s safety by reviewing the following safety tips.

Safety Skills

Safety Reasons

Waiting

- Be on time.
- Wait quietly away from the road.
- Don’t move toward the bus until the driver opens the door and signals the student.
- Too early - you are waiting alone too long. Too late - you could be hurt rushing to the bus.
- Cars don’t always stay on the road. Running games might cause you to go into the road.
- The driver will open the door when it is safe. The bus could skid while stopping on ice or gravel along the roadside.

Loading

- Use handrail.
- Don’t bring large or sharp objects.
- Sit down immediately.
- A fall on the stairs can be painful.
- Remember that in an accident you will be thrown against whatever you are carrying.
- A quick start could knock you down if you are not seated.

Riding

- Don’t distract the driver.
- Keep body inside the bus.
- Don’t bother the other passengers.
- Keep floor clear.
- The driver’s full attention must be on driving safely.
- Trees, trucks, utility poles have caused bad injuries to children hanging out windows.
- Every student deserves a safe ride to school.
- If there is an emergency, a clean bus means no tripping and a safe evacuation.

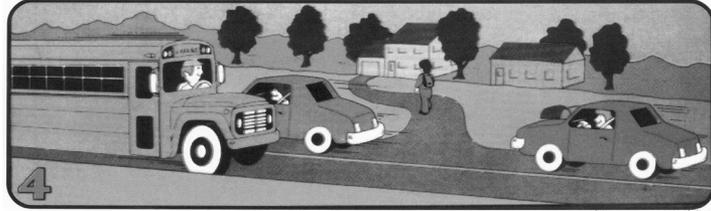
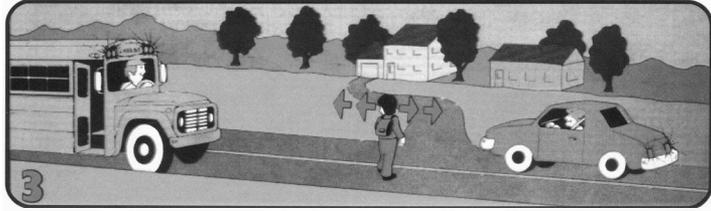
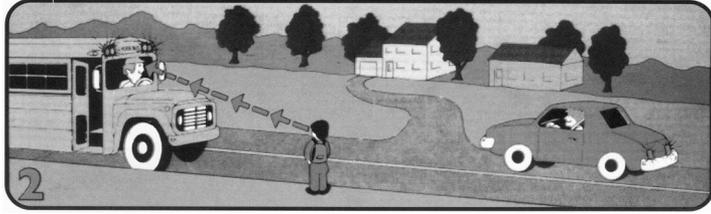
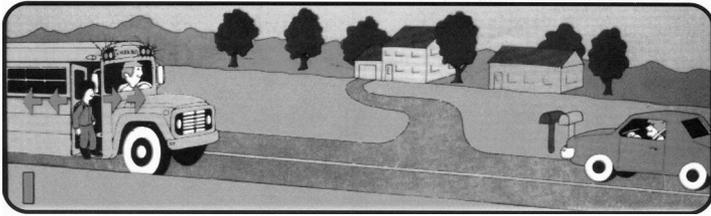
Unloading

- Stay seated until bus stops.
- Don’t carry awkward loads use a knapsack or tote bag.
- Move away from the bus immediately. You must be 15 feet away.
- Go directly home.
- A quick stop or an accident could knock you to the floor.
- Many students are killed picking up dropped objects near the bus where the driver can’t see them.
- You should go to sidewalk/driveway. The bus can be very dangerous.
- Strangers might bother students hanging around the bus stop. Going to the wrong house could cause people to worry about where you are.

Crossing

- Move ahead of the bus 10 steps until you can see the driver’s face.
- Wait for the driver’s signal.
- Cross to the outside edge of the bus and make sure all traffic is stopped.
- If clear - cross quickly, if not clear - return to curb.
- The driver must always be able to see you.
- The driver will signal you when it is safe to cross the road.
- You must make sure it is safe to cross.
- If the road is not safe, move back to the curb. Don’t just stand waiting in the road.

HOW TO CROSS SAFELY



©1995 Pupil Transportation Safety Institute, Inc. Syracuse, NY 1-800-836-2210

VCRs on School Buses

This is to inform you that the Holland Patent buses have been equipped with the capability of having a VCR camera in place. This camera has been used in District vehicles to monitor student behavior, reduce bus problems and promote safety. As a result, from time to time, a camera may be in operation on the bus. The driver's job is a very difficult one and their first concern must be the safe transportation of the students on their bus. This means that they have to be alert to the ever-changing road conditions and other motorists at all times. Inappropriate behavior on the bus can distract the driver from their primary responsibility. Therefore, we ask your cooperation in helping us monitor the situation on your student's bus.

Fire Drills/Evacuation/Weather

We are required by law to have eight (8) fire drills and four (4) lock-down drills during the school year. The cooperation of the students is imperative if the drills are to be successful. Teachers will advise their students of proper procedures for a drill.

We also conduct drills to prepare for possible bomb threats, intruders, or severe weather. All drills are conducted with the intention of preparing our school community for the safety and welfare of all, most importantly, the children.

Safety Drills

We will be conducting various drills throughout the school year. This letter is to help you understand each type of drill and to familiarize you with the New York State standardized terminology used during the drills.

The students and staff of your school will be practicing various types of emergency drills each year. Each type of drill is explained below.

FIRE DRILLS: Section 807 of the NYS Education Law requires schools to conduct eight (8) “fire drills” each school year. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

LOCKDOWN DRILLS: The purpose of this drill is to prepare students and staff to move to a safe location within the building in the event where it is safer inside a particular area of the building than outside. Depending on the threat or hazard, students and staff may be moved to rooms that can be sealed (such as in the event of a chemical or biological hazard), or without windows (such as in the event of severe weather).

SHELTER-IN-PLACE DRILLS: Section 807 of the NYS Education Law requires schools to conduct eight (8) “fire drills” each school year. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

HOLD-IN-PLACE DRILLS: Section 807 of the NYS Education Law requires schools to conduct eight (8) “fire drills” each school year. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

EVACUATION DRILLS: These drills are designated to ensure students, staff, and visitors can safely reach the evacuation location(s) without danger; assessing transportation needs, sheltering sites, and evacuation routes.

LOCKOUT DRILLS: Section 807 of the NYS Education Law requires schools to conduct eight (8) “fire drills” each school year. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

GO HOME DRILL: NYS Education Law section 155.17 mandates each school district conduct one test of its emergency plan or its emergency response procedures under each of its building-level school safety plans, including sheltering or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. Parents or persons in parental relation will be notified at least one week prior to the drill. Such drills test the usefulness of the communications and transportation system during emergencies.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

School Breakfast Program

Our school, as per state mandates, offers a breakfast program. Students eligible for free or reduced lunches will be eligible for the same at the breakfast program. The program will be open to all students.

It has been found that student participation in a breakfast program is associated with significant improvement in achievement test scores and a reduction in the incidence of tardiness and absenteeism.

Our breakfast program offers a variety of foods. The breakfast program is designed to meet one-fourth of the U.S. Recommended Daily Allowance.

“Offer vs. serve” is also practiced at breakfast. Four items are offered: bread, meat, fruit and milk. The varieties are the same as with lunch. Only three items need to be taken to make a breakfast. Example: french toast sticks, sausage, cereal, juice and milk.

School Lunch Program

Our program must conform to stringent regulations that sometimes make us appear to be difficult with the students. This is not the case. Please understand that school lunch is not mandated and a child is not entitled to a lunch, though we ensure every child gets a complete lunch. The State Education Department allows Holland Patent to run a lunch program. The lunch program is to be self-sufficient. Taxpayer dollars are not used to support the lunch program. The lunch is expected to be paid for at the time of purchase. Children are allowed to borrow if they forget their money, but this should be paid back as soon as possible.

Our food service offers a wide variety of nutritious foods daily. We like to promote good nutrition by encouraging children to eat a food-based lunch that is specifically designed to meet one-third of the U.S. Recommended Daily Allowance requirements.

1. Applications for free or reduced lunches are sent home in September and may also be obtained at the elementary school office anytime during the year. Approval of these applications are based on income and the number of dependents in your household. Reduced meals will be free of charge.
2. A menu of the lunches is sent home at the beginning of each month.
3. Classes are allowed approximately 30 minutes in the cafeteria. Breakfast is served from 8:30-9:00 a.m. Each class has a scheduled lunch time, which your child's teacher will share with you. Parents are invited at all times to eat with their children. The only request is to call ahead so we can plan for additional lunches.
4. Under the food-based menu planning, a five-item option is practiced. Lunch consists of meat or meat alternatives (fish, cheese, yogurt, eggs, peanut butter and dry beans), vegetable or fruit (one vegetable and one fruit or two different vegetables or two different fruits). Full-strength vegetable or fruit juice may be substituted for fruit or vegetable. Lunch also consists of grains and breads (bread, rolls, crackers, biscuits, muffins, rice, bulgur, oatmeal, grits, cereal, cookies, cakes, donuts, hard pretzels, breadsticks and chips made from whole grains and/ or enriched meal or flour). Milk 8 oz. fluid (whole, low fat or flavored.) With "offer versus," a child is offered five items and may take all five, four or three items to make a lunch. Example: Menu - hamburger on a bun, pizza with cheese, green beans, fruit, ham sandwich and tomato soup.
5. We also sell snack items in the schools. Ice cream, chocolate chip cookies and chips are a few of our snack items. This is an extra we have for the students. Snack items are not allowed to be charged on the accounts. If a student wishes to purchase a snack, there needs to be money on the account or money in their hand. If they owe money, we use the snack money and put it on their account to clear it up.

General Cafeteria Rules

Our cafeteria will be a pleasant place where kids can relax, talk, and hear each other and enjoy their lunch. The Golden Rule is expected to be followed. It is our experience that by using a common sense approach to eating, we will follow the rules:

1. Students must sit, eat, and talk at a reasonable level.
2. Keep hands, feet, and objects to yourself.
3. Students must walk.
4. Nothing should be thrown.
5. Students must use good table manners.
6. Remember to recycle!
7. Students are to keep the cafeteria clean.

Possible consequences for breaking cafeteria rules:

1. Children will lose part or all of their recess.
2. Children will sit at a separate table.
3. Student's teacher will send a note home to parents or call them.
4. A discipline referral will be made out and given to the principal.

Cafeteria Management Automation System

The NutriKids Point of Sale Computer System has been installed in the breakfast/lunch program. This is a computerized program which makes free, reduced and paid meals accounting more efficient.

For the program to run smoothly, we suggest that students prepay for their meals. Cash and/or check can be sent to school. Credit and debit payments must be made at myschoolbucks.com. Each student has an account with their own pin number. They select a meal and/or snack item, put the pin number in the pin pad and the amount due comes up on the screen. This amount is either paid then, or subtracted from their account balance.

Students will use the same pin number given to them last year. Kindergarten students will be issued a number as they enter school as new students.

Those students who qualified for reduced or free meals last year will continue to qualify through the first 30 operating days of the new school year. A new application must be submitted and approved before October 19 to continue on the program after October 19.

If you have any questions concerning the program, feel free to contact the school lunch office at (315) 865-7242 with the most current income information.

Project SAVE

In July 2000, Governor Pataki signed the SAVE (Schools Against Violence in Education Act) which provides for increased security and safety for all school districts.

HOLLAND PATENT CENTRAL SCHOOL

CODE OF CONDUCT

I. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

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

1. Take part in all district activities on an equal basis regardless of a persons actual or perceived race, (including but not limited to hair texture and protective hair styles), color, creed, religion, national origin, weight, ethnic group, gender (including gender identity or expression), gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm;
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. In order to provide and maintain a safe environment for learning, the district has established guidelines authorizing student search and seizure. Specific rules for such searches must be followed by district administration.
5. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places.
6. Trained canines or related technologies may be utilized by the district when necessary to ensure a safe learning environment.
7. Police may only search a student or locker in the presence of an administrator and must have a valid warrant or have 'probable cause.'

B. 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. Participate equally in all school activities regardless of actual or perceived race, (including but not limited to hair texture and protective hair styles), color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex.
9. Seek help in solving problems that might lead to discipline.
10. Dress appropriately for school and school functions.
11. Accept responsibility for their actions.
12. 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.
13. Access to educational and extracurricular activities on an equal basis, without regard to a persons actual or perceived race, (including but not limited to hair texture and protective hair styles), color, creed, religion, national origin, weight, ethnic group, gender (including gender identity or expression), gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm.
14. Learn in an environment free of discrimination, harassment and bullying based on actual or perceived race, (including but not limited to hair texture and protective hair styles), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex or any other reasons or 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.
15. Have complaints about school-related incidents that occur on school property or at school function, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment, and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property investigated and responded to.

II. 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.

The responsibility for student dress and general appearance shall rest with

individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia that is obscene or libelous, or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change their attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing that is or that bears messages that are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

Each Building Principal or their 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 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.

III. 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 is profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that 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 Web sites; or any 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:

1. 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 persons actual or perceived race, (including but not limited to hair texture and protective hair styles), color, creed, national origin, weight, ethnic group, religion, religious practice, gender (including gender identity or expression), sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment and bullying which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Using, possessing or distributing tobacco or nicotine products including

- cigarettes, e-cigarettes, cigars, pipes or chewing or smokeless tobacco.
11. 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, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing of prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. 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 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.

IV. REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

Reports can be submitted by the student meeting with the Dignity Act Coordinators and Principals, submitting a written complaint to them or an email. Reporting forms are available on the website under the "Help for Student" link.

Students, Parents and others shall report students who are having problems or appear to be having problems regarding matters covered in the Code of Conduct to the building administrator.

Teachers and Pupil Service Personnel shall report orally to a DASA Coordinator any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one school day later; and file a written report not later than two (2) school days after the initial oral report.

Principals acting as DASA Coordinators, complete a report of any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later.

The **Superintendent** shall review in a timely manner all reports prepared by the Compliance Coordinator or a DASA Coordinator concerning an incident of alleged harassment, bullying and/or discrimination, and ensure that appropriate reports are made to law enforcement and appropriate corrective actions have been taken in school.

V. DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to their disability.

VI. HARASSMENT, BULLYING AND DISCRIMINATION IS PROHIBITED AT SCHOOL

You should never feel that it is not safe 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, (including but not limited to hair texture and protective hair styles), color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex, or for any other reason.

A student may not act toward another student in a way that might make that other student feel threatened or unsafe, or that might make that other student unable to concentrate on their schoolwork because of the other student's race, (including but not limited to hair texture and protective hair styles), color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

VII. RESPONDING TO REPORTS OF POSSIBLE HARASSMENT BULLYING OR DISCRIMINATION

In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination, bullying or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

Responses to acts of harassment, bullying and /or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student whom it was directed.

The District has also designated a Dignity Act Coordinator for each school. Those coordinators are:

Russell Stevener, Principal, Holland Patent High School, (315) 865-8154
Lisa Gentile, Principal, Holland Patent Middle School, (315) 865-8152
Kristin Casab, Principal, Gen. Wm. Floyd Elementary School, (315) 865-5721
Sarah Vergis, Principal, Holland Patent Elementary, (315) 865- 8151
Melissa Lowell, Pupil Personnel & CSE Chairperson, (315) 865-4148
Nick Panuccio, Assistant Superintendent for Business & Finance, (315) 865-7200

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, (including but not limited to hair texture and protective hair styles), color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person

has experienced treatment that may be prohibited discrimination, bullying or harassment.

A. Penalties

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

1. **Oral warning** – any member of the District Staff
2. **Written warning** – Bus Drivers, Hall and Lunch Monitors, Coaches, 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.

VIII. VISITORS TO THE SCHOOLS

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 designee is responsible for all persons in the building and on the grounds.

IX. 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.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, 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, bully, harass or discriminate against any person on the basis of race, (including but not limited to hair texture and protective hair styles), color, creed, national origin, religion, age, gender (including gender identity or expression), 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 regulation, 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, nicotine, or e-cigarette products on school property or at a school function.
11. Possess or use weapons in, 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.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

Holland Patent Central School District

Approved by the Superintendent: 08/20/14, 07/12/16, 02/13/19, 12/14/22, 07/01/24

Holland Patent & General William Floyd Elementary School Student Management/Appropriate Behavior Philosophy

The development of self-control in a democratic society begins at a very early age with the process of socialization within the family unit. The parents are the children's first teachers. Parents who have established clear and consistent rules for behavior help prepare children in adjusting to a formal school environment. It is necessary for the parents to remain visible and for parents to support the school in its efforts to maintain proper discipline.

In order for our schools to function properly, the conduct of pupils must conform to conditions that promote learning. Principals and teachers in New York state are charged with maintaining an orderly learning process.

One of the goals of formal education is to develop self-control. This allows learning to take place in a school environment and prepares children for the adjustments and demands of society. We desire that the achievement of this goal be accomplished within the confines of humanitarian principles and ideals, thereby insuring adherences to the basic rights and dignity of all concerned.

Disciplinary Responses to Student Misconduct

The purpose of all discipline is to teach students appropriate and constructive behaviors and to change undesired behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. If an infraction appears to fall between two levels, it should be categorized and dealt with at the less stringent level. The list is intended to be descriptive rather than exhaustive. Each level also has a description of procedures that school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and each misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

1. Level A

These misbehaviors constitute minor infractions of school rules, which cause little harm and minimal disruption. These are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

Examples of Infractions:

1. Failure to follow instructions.
2. Classroom disturbance.
3. Minor act of fighting.
4. Neglect of safety rules.
5. Violations of bus rules.
6. Violations of library rules.
7. Litter/graffiti.
8. Disturbance outside class.
9. Abuse of hall, locker or library privileges.
10. Tardiness.
11. Inappropriate language.
12. Repeated taunting and/or teasing of others.

Procedures:

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken if necessary. A copy of such record shall be shared with the appropriate personnel.
3. A staff member/observer will initiate parental contact and communication.
4. If misbehavior persists, the staff member confers with administration and arranges for parental contact.

Optional Disciplinary Responses:

1. Verbal reprimand.
2. Seat change.
3. Behavioral contact.
4. Restriction and/or loss of privileges.
5. Recommend and refer for counseling.
6. Parental contact and/or conference.
7. Detention.
8. Warning letter.
9. Referral to in-school or out-of-school agency.
10. ISS.
11. Other.

2. Level B

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors that continue even after disciplinary measures are taken under Level A. Because of the infrequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

Examples of Infractions:

1. Continued harassment of other students including bullying, taunting, or teasing.
2. Repeated misbehavior on the school bus.
3. Petty theft.
4. Use of profanity or obscenity.
5. Possession or distribution of pornographic materials.
6. Leaving school without permission.
7. Defiance and insubordination.
8. Forgery.
9. Harassment graffiti.
10. Truancy.
11. Fighting.

Procedures:

1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel.
2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. The parent or person responsible for parental control shall be notified.
4. The administrator maintains a record of the offense and the disciplinary action taken.

Optional Disciplinary Responses:

1. Continuation of the more stringent Level A options.
2. Recommend or refer for sustained counseling.
3. Parental conference.
4. Temporary withdrawal of certain privileges or participation in school activities.
5. Suspension of school bus transportation.
6. In-school suspension.
7. Out-of-school suspension (except for truants).
8. Any combination of the above.

3. Level C

Classified at this level are behaviors that may cause lasting harm to the misbehaving student or that may threaten the health, safety or emotional well being of others in the school. If the misbehaviors at this level could violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can best be remediated through disciplinary action at the school.

*Such removal shall be consistent with Section IV (D) of this code.

Examples of Infractions:

1. Repeated truancy.
2. Use of tobacco products on school property or a school bus.
3. Extortion.
4. Stealing and/or possession and/or sale of stolen property.
5. Physically threatening other students.
6. Serious acts of defiance or threatening a teacher or support staff, or another student.
7. Fighting (physical harm).
8. Vandalism.
9. Possessing, using, or being under the influence of drugs or alcohol on school property or at school-sponsored activities.
10. Serious disruptive behavior.
11. Leaving school grounds without permission.
12. Interference in the execution of duties of school personnel.
13. Written or electronic communication that demeans or ridicules on the basis of race, gender, ethnicity, sexual orientation, or religion.
14. In possession of or using any type of gun on school property or at school events including BB guns, paint ball guns, or pellet guns, or any type of firearm.

Procedures:

1. The infraction is reported or the administrator investigates further and confers with staff members on the circumstances and immediate needs.
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures.
3. If appropriate, the administrator contacts law enforcement officials.
4. Administrator makes an accurate record of the infraction.
5. Written statements are taken as needed.

Optional Disciplinary Responses:

1. Continuation of appropriate Level B options.

2. Full withdrawal from participation in school activities.
3. Restitution for damages.
4. Referral to outside agency.
5. In-school suspension.
6. Out-of-school suspension (except for truants).
7. Referral to superintendent for possible hearing.
8. Referral to judicial agency.
9. Any combination of above.

4. Level D

Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people or property. In most cases, they require administrative action, which immediately removes the student from school and calls for the intervention of appropriate authorities.

Examples of Infractions:

1. Possession and/or sale of stolen property.
2. Extortion from other students.
3. Indecent exposure.
4. Tampering with a fire alarm.
5. Pulling a false alarm.
6. Starting a fire on school property.
7. Major vandalism.
8. Grand theft.
9. Possession and/or use of explosives.
10. Arson.
11. Providing, selling, and use of illegal chemical substances or alcohol on school property and/or at school-sponsored activities.
12. Making a bomb threat.
13. Assault and battery.
14. Possession, use, and/or transfer of legal weapons on school property or at school-related activities.
15. Hate crimes (incidents targeting individuals or groups with threats, ridicule, or violence, including written and electronically displayed ridicule).
16. Forcible touching.

Procedures:

1. Having verified the offense, the administrator meets with all of those involved.
2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents or persons in parental control immediately.
3. The principal informs the superintendent.
4. School officials contact the proper authorities and assist in prosecuting the offender.

5. The principal submits a complete and accurate record to the superintendent for possible Board action.

Optional Disciplinary Responses:

1. Full restitution of damages.
2. In-school suspension.
3. Out-of-school suspension.
4. Alternative school.
5. Superintendent's hearing.
6. Referral to appropriate agencies.
7. Any combination of the above.

Infractions not listed - to be resolved at the discretion of a staff member and/or school administrator.

Student Property

Anything brought to school should be clearly labeled with the child's name. All items brought from home are the responsibility of the child. The school is not responsible for lost, stolen, or broken items. PS, iPod or electronic games are discouraged.

Harassment

The District is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of harassment.

Any student who believes that he or she has been subjected to harassment, by any individual on school grounds or at school activities should report the alleged misconduct immediately to school authorities. Disciplinary action will be taken against the offending individual in accordance with school policy.

Electronic Discipline Referral

For all disciplinary incidents that result in a referral, faculty and staff will complete the referral in SchoolTool.

Dangerous Weapons in School

(Policy #6030.1)

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous chemical, explosive or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

The possession of a weapon on school property is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of School or his/her designee.

The Penal Code of the State of New York shall be used to determine which is considered a weapon.

Any student found guilty of bringing a firearm onto school property after a hearing has been provided pursuant to section 3214 of the Education Law will be subjected to at least a one-year suspension from school. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis. If the Superintendent of Schools believes a one-year suspension penalty to be excessive, he/she may modify the penalty based on criteria including, but not limited to:

1. the age of the student;
2. the student's grade in school;
3. the student's prior disciplinary record;
4. the Superintendent of Schools believe that other forms of discipline may be more effective; input from parents, teachers, and/or others; and other extenuating circumstances.

The Superintendent of Schools shall refer any student, under the age of 16, who has been determined to have brought a firearm to school to Family Court; students over the age of 16 will be referred to the appropriate law enforcement authorities.

Students with disabilities can only be suspended consistent with the provisions of the Individuals with Disabilities Education Act and Article 89 of the Education Law.

Vandalism

A student damaging or defacing school property will be held financially responsible for the full repair of that damage. In addition, the student will be subject to disciplinary action, including suspension, in-school suspension, detention, or work detail and parental notification.

In serious cases of vandalism, the student will be subject to prosecution under law, suspended out-of-school for five (5) days, and required to appear before a Superintendent's hearing under Section 3214(3) of the New York State Education Law. Students are reminded that according to State law, parents are responsible for up to \$2,500 limit for damages caused by their children.

Attendance

The Board of Education has adopted a new student Attendance Policy #6020, which is now in effect.

The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absences and to develop effective intervention strategies to improve students attendance. A copy of the entire policy is available upon request from the school office.

Students are expected to attend classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction enabling the student to:

- learn subject matter
- earn good grades
- develop responsible work and study habits
- prepare for the world of work

1. Every student registered is expected to be in school each day from 9:00 a.m. to 3:15 p.m. unless legal causes prevent their attendance. Excessive absenteeism makes the educational progress and achievement of any student difficult and may cause harm to their future vocational or educational plans. Upon arrival, all students are to enter the building and may not leave school grounds until the end of the day, unless an approved authorized permission has been granted.
2. Section 175.6 of the Commissioner's regulations define the following as "excused absence/tardy:"
 - a. personal illness
 - b. serious illness or death in the family
 - c. impassable roads due to weather conditions
 - d. religious observances
 - e. quarantine
 - f. court appearances
 - g. attendance at health clinics
 - h. approved cooperative work programs
 - i. approved college visits
 - j. military obligations
 - k. disciplinary detention of an incarcerated youth
 - l. any other reason approved by the Commissioner
3. All instances of an excused absence/tardy 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. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will result in progressive discipline. If a child arrives after 9:00 a.m. the adult bringing the child to school must sign the student in at the main office in order to remove their name from the absence list. The child must then report to the nurse to let the nurse know he or she is here.

When a child is absent from school we ask the parent to please telephone the school health office at (315) 865-7261 and give a reason. An answering machine has been placed in the health office for hours before and after school. A written excuse is still required when the student returns to school. If the school is not notified, the health office will attempt to reach the parent to verify the student's absence. An absence is marked illegal in the computer and remains so until a student provides an excuse explaining the absence.

Most absences not mentioned above ("excused absence/tardy") 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. Reasons not listed as unexcused absences/tardy are:

- 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.
 - Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.
4. Excessive absences - Students who are unable to attend school for more than three days due to injury, surgery, or illness, but are able to study at home, should contact the school for assignments and possible home tutoring. If three days elapse without some form of communication from the parents, we will call, a conference will be set up with the parents of the child and school principal to seek solutions to the problem. If this is not successful, a referral to the Child Study Team to implement solutions will be made. If the absences continue after these interventions, a referral to an outside agency will be made.
 5. Dental and medical appointments - parents should make every effort to schedule doctor, dental and other appointments after school hours whenever possible.
 6. If a student needs to leave school sometime during the day, he/she must bring a note from the parent/guardian providing a reason for requesting that he/she be excused at a stated time. This must be brought to the child's teacher who will then send it to the office. **STUDENTS MUST BE SIGNED OUT AT THE OFFICE**

BY THEIR PARENT OR LEGAL GUARDIAN. THEY MAY NOT BE PICKED UP AT THEIR CLASSROOM. When returning to school during the day, students must be signed in at the office by their parent or legal guardian. The student must also report to the nurse prior to returning to class.

7. Parents should contact the school if a student is unable to attend for an extended period of time due to illness, injury, or surgery. If the child is able to study at home, the school will provide assignments if requested. However, if the child will be out for an extended period of time due to illness, injury or surgery, home instruction may be warranted per doctor's written order.
8. An attendance rate under 90% is a concern to us. Over the course of a year, this would mean a student missed 18 of 180 days. In a periodic review of our attendance records, we will notify parents/guardians by mail if their child falls below this level due to absence or tardiness.
9. School attendance is required to participate in after-school activities. Attendance at school parties or activities is limited to those in attendance on the date and time of the activity or party.

THE HOLLAND PATENT SCHOOL DISTRICT Comprehensive Drug and Alcohol Policy Statement

The Board of Education of the Holland Patent Central School District is committed to the prevention of alcohol, tobacco, and other substance use/abuse, including anabolic steroids. This policy describes the philosophy and programs the District uses to promote healthy life styles for all its students and staff.

No person may use, possess, sell, or distribute alcohol, tobacco, drug paraphernalia, counterfeit and designer drugs, or other substances, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Any and all persons exhibiting behavior, conduct, or characteristics indicative of having used or consumed alcohol, tobacco, or other substances may be prohibited from entering or remaining on school grounds or at school-sponsored events.

The District uses the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol, tobacco, and other substances:

- Alcohol, tobacco, and other substances use/abuse is preventable

and treatable.

- Every student has the right to learn and develop to his/her fullest potential in an atmosphere that is conducive to the attainment of this goal.
- Alcohol, tobacco, and other substance use/abuse inhibits the District from carrying out its primary mission of educating students.
- The behavior of the Board of Education, the administration, school staff, and the community at large shall model the behavior asked of students.
- While the District can and must assume a leadership role in alcohol, tobacco, and other substance use/abuse prevention, this only will be accomplished through coordinate, collaborative efforts with parents, students, staff, and the community as a whole.

PRIMARY PREVENTION

The intent of primary prevention programming is to prevent the onset of alcohol, tobacco and other substances use by students. The components of this programming shall include:

1. A sequential K-12 prevention curriculum that provides for:
 - Accurate and age-appropriate information about alcohol, tobacco, and other substances, including the physical, psychological and social consequences of their use/abuse.
 - Information about the relationship of alcohol, tobacco and other substance use/abuse to other health compromising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide and dropping.
 - Helping students develop appropriate life skills to prevent the use of alcohol, tobacco and other substances and to promote healthy life styles.
 - Helping students identify personal risk factors for alcohol, tobacco and other substance use/abuse and the steps needed for risk education.
 - Helping students develop a positive self-concept.
 - Helping students identify when they are under stress and how to manage or reduce stress through non-chemical means.
2. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy in the home, school and community.
3. Community education about the issues of alcohol, tobacco, and other substance use/abuse as a basis for providing a consistent message to district youth.
4. Positive alternatives to alcohol, tobacco and other substance use/abuse, such as peer leadership programs, service projects and recreational and extra-curricular activities. Such activities will be planned collaboratively by students, school staff, parents, community members and agencies.

INTERVENTION

The intent of intervention programming is to identify and provide supportive services to kindergarten through 12th grade students at risk for such use/abuse and to eliminate any existing use/abuse of alcohol, tobacco and other substances. The components of such programming shall include:

1. Providing initial alcohol, tobacco and other substance use/abuse counseling services to students.
2. Developing a referral process between District schools and community resources.
3. Identifying and referring students and/or families to appropriate agencies when their use/abuse of alcohol, tobacco and/or other substances requires additional counseling and/or treatment.
4. Providing support to students in or returning from treatment to assure a positive transition to the school environment.
5. Providing individual and group counseling for students at risk of alcohol, tobacco and/or other substance use/abuse.
6. Educating parents concerning the availability of District intervention services.
7. Confidentiality will be ensured as required by state and federal law.

EMPLOYEE ASSISTANCE

The Board of Education recognizes that the problems of alcohol, tobacco and other substance use/abuse are not limited to the student population but affect every segment of society. District staff will be informed as to the services they can receive through the School Health Insurance Program and community service agencies. They will be encouraged to seek such help as needed.

DISCIPLINARY MEASURES

Disciplinary measures for students found to be using, in possession of, selling, or distributing alcohol, tobacco and/or other substances and for students possessing drug paraphernalia are outlined in the District's policies and handbooks. Similar disciplinary measures for District staff are addressed in Education Law 1711 (5) (e), 2508(5), 3020-a and 913.

Students who are disciplined for any of these infractions may be recommended for intervention services. In the case of District staff, they will be referred for Employee Assistance as outlined above.

STAFF DEVELOPMENT

The Board recognizes that if the administrative, instructional, and non-instructional staff are to be responsible for understanding, implementing and modeling this policy, they must be trained about the components of an effective alcohol, tobacco and other substance prevention program. Staff training will be an on-going process including the following:

1. **For all staff:**
 - a. An understanding of why individuals use and abuse alcohol, tobacco and other substances.
 - b. Their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing alcohol, tobacco and other substances, and how to refer these students to the appropriate services established by this policy.
 - c. Awareness of the special needs of students returning from treatment.

2. **Additionally for teachers:**
 - a. The knowledge and skills necessary to implement the District's K-12 alcohol, tobacco and other substance prevention curriculum.
 - b. The ability to recognize high risk behavior and to follow through where appropriate.

3. **For intervention staff:** appropriate staff training for those identified to carry out the intervention function to assure that their individual and group counseling and referral skills support the needs of high-risk, using, and abusing students.

4. **For prevention staff:** appropriate staff training materials to assure that they have the necessary knowledge and skills to support the application of prevention concepts throughout the school community.

IMPLEMENTATION, DISSEMINATION, AND MONITORING

The Board of Education charges the Superintendent of Schools to collaborate with District staff, parents, students, community members, organizations, and agencies, including alcohol, tobacco and other substance abuse service providers, in developing the specific programs and strategies necessary to implement this policy.

Copies of this policy will be distributed to all district staff, students, parents and community organizations.

The Superintendent of Schools is responsible for annually reviewing this policy and recommending appropriate modification to the Board of Education for approval.

Visitors to the Schools

(Policy 1010) - (Maintenance of Public Order on School Property)

Visitors to the schools of the District will be governed by the following rules:

- Each school principal shall establish and maintain a safety plan outlining the process for registration and authorization for visits to his or her school.
- The principal or designee of the school must be contacted by the person or the group wishing to visit, and prior approval must be obtained for the visit.
- Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the school's principal or designee.
- All visitors must report to the main office, sign in, provide their drivers license and be issued a visitor's permit, which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.
- Registration shall not be required for school functions open to the public, whether or not admission is to be charged.
- Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether school related or not.
- Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board rules, regulations and policy. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.
- The principal or designee is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing if they refuse.
- The principal should make provision for a designee to act in his/her absence from the building.

Report Cards

Report cards are issued at the end of each 10-week marking period. The marking system used is outlined on each report card.

Acceptable Use Policy for Network and Internet Access

I. Overview

Network and Internet access is now available to students and teachers in the Holland Patent Central School District. The Internet offers a vast, diverse, and unique resource to all users. The District's goals in providing this service to students, teachers, and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

II. Filtering and Inappropriate Access

With the Internet access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial or inappropriate information. The Holland Patent Central School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The passage of the 2000 Children's Internet Protection Act requires all schools that receive Universal Service (E-Rate) Funds to use a technology protection measure that blocks or filters Internet access. Specifically it must:

- A. Block access to visual depictions that are obscene or child pornography when computers are used by adults.
- B. Block access to visual depictions that are obscene or child pornographic and considered harmful to minors when computers are used by someone under the age of 17.

The Children's Internet Protection Act does permit the use of technology protection measure:

- A. That can be configured for use by either adults or minors.
- B. However, the Superintendent or his/her designee may disable the software to enable access to blocked sites.

In compliance with the Children's Internet Protection Act, all workstations in the district must be configured and enabled with Internet filters as the default setting. The option for an authorized override will be made available for use by an adult for a bona fide research or lawful purposes.

III. Protection of Network Resources

The purpose of the Holland Patent Central School District's computer network is to support the educational activities of the school, not to provide an experimental playground for users interested in tampering with the system. Nor is it our purpose to provide an uncontrolled environment in which users can explore all areas of the Internet.

Electronic information research skills are now fundamental to separation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff need to follow policies #7017, Teaching of Controversial Issues, #7050 Selection of Instructional Materials and #7060 Complaints About Curricula/Instructional Materials.

- A. Users who wish unlimited, unsupervised access to the Internet and all of its areas (IRC chat, FTP, telnet, messaging, bulletin boards, etc.) are reminded that local Internet access is commercially available from several providers for reasonable monthly fees.
- B. Parents and taxpayers have the right to know that students are not finding their way into inappropriate areas of the Internet using taxpayer funded equipment and software.
- C. Users are reminded that use of the network is a privilege, not a right.

IV. Administrative and Conditions of Use

A. Terms and Conditions of Use

- 1. All use of the network and technology resources must be in support of education and research consistent with the Purposes of Holland Patent Central Schools.
- 2. Users will not disclose their passwords to others or use the passwords of others.
- 3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords, belonging to other users or misrepresent other users on the network.
- 4. Users will not attempt to obtain unauthorized access to any account or network function or access level other than those specifically provided for their use.
- 5. Users are not to install software of any type (including games, utilities, control panels, or extensions) on any computer or file server without permission from the building technology coordinator or network support personnel.
- 6. Users are not to change security, control panel, or other software settings without permission from the building technology coordinator or network

support personnel.

7. Users are not to store or install software that has the potential to damage the integrity and/or security of the network on any computers or file servers.
8. Users will not damage, disable, or otherwise interfere with the operation of computers, computer systems, software, or related equipment through physical action or by electronic means.
9. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
10. Students are required to complete user logs at all Internet enabled workstations in all open access areas and open labs.
11. Users will not use the computer network to obtain, download, send, print, display, or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, or abusive.
12. Users will not store, install, upload, or download material which infringe on the rights of others, including but not limited to, software programs, music, designs, and all kinds of literary and artistic works, nor will they use software not provided by the Holland Patent Central School District. (No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district e.g., including web services real last names.) Or any information which may allow someone they are communicating with online to locate them.
13. Students will not give personal information such as their address or phone number to those with whom they correspond via electronic mail.
14. Students will not engage in electronic mail or "chat" functions either through the use of their own software, or similar functions provided at some Web sites unless directly supervised by an authorized staff member for a bona fide research or lawful purpose.
15. Subscriptions to News groups and LISTS must be reported to the District Technology Coordinator. Prior approval is required for students.
16. Mail from News groups and LISTS must be monitored daily and deleted from the personal mail directory to avoid excessive use of file server hard disk space.
17. All electronic mail (email) is not guaranteed to be private. People who operate the messaging system do have access to any mail. Messages relating to or in support of illegal activities may be reported to the authorities.
18. The Holland Patent Central School District reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.
19. Any use of the network for commercial or for-profit purposes is prohibited.
20. Extensive use of the network for personal and private business is prohibited.
21. Unauthorized use of the network for product advertisement or political lobbying is prohibited.
22. From time to time, the Holland Patent Central School's Technology and DAT Committees will make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy.

23. Holland Patent Central School reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.
24. The Holland Patent Central School District makes no warranties of any kind, whether expresses or implied, for the service it is providing. The Holland Patent Central School District will not be responsible for any damages incurred. This includes loss of data (resulting from delays, nondeliveries, misdeliveries) or service interruptions caused by negligence, errors or omissions. The Holland Patent Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
25. This policy will be part of each buildings present handbook to be reviewed and its implications discussed with the parents.
26. Photographs of students may not be posted. Student work may be identified by first name only.
27. Users are reminded that use of the network is a privilege, not a right.

B. Sanctions

1. Violations may result in a loss of access. Users involved will be informed of the nature of these violations, and will have an opportunity to respond to them.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. Users may be required to make full financial restitution.
4. When applicable, law enforcement agencies may be involved.

C. Start-Up Screen Notice

1. The following message will appear on all workstations during start-up:

“Your use of this workstation implies that you have read, understand, and agree to abide by the Acceptable Use Policy for Network and Internet Access of the Holland Patent Central School District.”

Holland Patent Central School District

Adopted: 02/06/02

Revised: 04/27/04, 08/23/06, 06/20/07, 03/03/10

Readopted: 03/03/10

Response to Intervention (RTI)

The District shall provide response to intervention to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined through the School Based Intervention Team (SBIT) and is based on his/her performance on state assessments, district assessment, and in conjunction with classroom performance.

When it has been determined that a student needs academic intervention services, the parents will be notified in writing by the building principal. The notice will outline the reason the student needs such services, the type of services to be provided, and the student support plan to be used to help achieve the performance standards. In addition, the District will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on student's progress, and information on ways to monitor and work with teachers to improve the student's performance.

Grading Policy

1. Grading and reporting represent an opportunity for effective communication about student performance in relation to expected standards.

Grading and reporting require the collection of multiple source of evidence on student learning, thoughtful evaluation of that evidence, and communication of the results of those evaluations to multiple audiences.

Grades serve a variety of purposes including:

- Provides data for administrative uses.
- Provides students feedback on progress of achievement.
- Provides guidance to students about future course work.
- Provides guidance for teachers for instructional planning.
- Provides opportunities for self evaluation.

2. All final grades will be recorded as part of the student permanent record.

An incomplete on the report card must be made up according to arrangements with the individual teacher. The building principal will approve this process.

3. K-5 ranges

90-100	A-, A, A+	4
80-89	B-, B, B+	3
70-79	C-, C, C+	2
69-65	D	1
Below 65	F	1

A+ = 97-100

B = 83-86

C- = 70-72

A = 93-96

B- = 80-82

D = 65-69

A- = 90-92

C+ = 77-79

F = below 65

B+ = 87-89

C = 73-76

4 - Exceeds state level standards.

3 - Meets state level standards.

2 - Moving towards meeting state level standards.

1 - Needs improvement to meet state level standards.

a) Elementary Factors Contributing to Grade

Demonstrates Positive:

1. Effort
2. Participation
3. Quality of Work
4. Listening
5. Attitude
6. Behavior

Needs to Improve:

7. Participation
8. Quality of Work
9. Listening
10. Attitude
11. Behavior
12. Test Scores
13. Assignments
14. Projects
 - a. Late
 - b. Missing
 - c. Poor

b) Progress reports will be sent out at a minimum the midpoint of each marking period and parents will be notified in cases where students:

- Are failing.
- Ten point or letter grade drop in performance.
- Experiencing a lack of success.

4. **6-8 Ranges** (with the exception of courses leading to high school credit that will fall under the high school policy).

90-100	A-, A, A+	4
80-89	B-, B, B+	3
70-79	C-, C, C+	2
69-65	D	1
Below 65	F	1

A+ = 97-100

B = 83-86

C- = 70-72

A = 93-96

B- = 80-82

D = 65-69

A- = 90-92

C+ = 77-79

F = below 65

B+ = 87-89

C = 73-76

4 - Exceeds state level standards.

3 - Meets state level standards.

2 - Moving towards meeting state level standards.

1 - Needs improvement to meet state level standards.

