

Robert J. Kaiser Middle School

45 Breakey Avenue

Monticello, NY 12701

Main Office Phone: 796-3058

Fax (main office): 796-3099

Guidance Office Fax: 796-3096 Assistant Principal Fax : 796-5077

Principal - Deborah G. Wood

Assistant Principals

Greg D'Ambrosio

Dr. Jason Doyle

Our mission is to improve student achievement and enable our students to successfully transition from childhood to adolescence by developing academic, personal and social skills.

We will accomplish this by using multiple sources of data and research to:

- Create a school culture that will foster good citizenship, respect and responsibility*
- Actively engage all students in learning*
- Encourage students to be lifelong learners*
- Provide a safe and clean environment*

SUPPORT STAFF

PRINCIPAL'S OFFICE – Ext. 20900

Mrs. Simon - Secretary to the Principal

ASSISTANT PRINCIPALS' OFFICE – Ext. 20920

Mrs. Roberts - Secretary, Assistant Principals' Office

GUIDANCE OFFICE – Ext. 20951

Mrs. Ryder - Counselor - 6th Grade

Mrs. Ducey - Counselor - 7th Grade

Mrs. Wilhelm - Counselor - 8th Grade

Mrs. Perez - Secretary, Guidance Office

SCHOOL NURSE – Ext. 20940

Mrs. Boss - School Nurse Teacher

Mrs. Russell - Health Assistant

ATTENDANCE OFFICE – Ext. 20966

Mrs. Heins - District Attendance Officer

Mrs. Rock - Attendance Clerk

INTERVENTION WORKER – Ext. 20920

Mrs. Marcellino

EPIC PARENT CENTER – Ext. 20216

Mrs. LaFountain

RJK MIDDLE SCHOOL VISION

***A SCHOOL-WIDE COMMUNITY DEDICATED TO INSPIRING ACADEMIC EXCELLENCE,
CITIZENSHIP AND LIFE-LONG LEARNING.***

RJK MIDDLE SCHOOL

TIME SCHEDULE

BREAKFAST PROGRAM/HOMEROOM 7:05 - 7:33
HOMEROOM WARNING BELL 7:27
HOMEROOM 7:30 - 7:33

PERIOD

| | | | |
|---|-------|----|-------|
| 1 | 7:37 | to | 8:17 |
| 2 | 8:20 | to | 9:00 |
| 3 | 9:03 | to | 9:43 |
| 4 | 9:46 | to | 10:26 |
| 5 | 10:29 | to | 11:09 |
| 6 | 11:12 | to | 11:52 |
| 7 | 11:55 | to | 12:35 |
| 8 | 12:38 | to | 1:18 |
| 9 | 1:21 | to | 2:03 |

TWO HOUR DELAY SCHEDULE

HOMEROOM WARNING BELL 9:27
HOMEROOM 9:30 - 9:33

PERIOD

| | | | |
|---|-------|----|-------|
| 1 | 9:37 | to | 9:57 |
| 2 | 10:00 | to | 10:20 |
| 3 | 10:23 | to | 10:43 |
| 4 | 10:46 | to | 11:06 |
| 5 | 11:09 | to | 11:39 |
| 6 | 11:42 | to | 12:22 |
| 7 | 12:25 | to | 1:05 |
| 8 | 1:08 | to | 1:38 |

SCHOOL RULES & EXPECTATIONS

School rules are designed to insure the general safety and welfare of our students and to provide for the orderly operation of the school. There should always be consideration for the respect, rights and feelings of others. The Panther Pride expectations are respect, responsibility and safety.

Rules of Respect

- Damage to school property by any student will be paid for by the student's parents or guardian and will result in disciplinary action.
- Insubordination - All students are expected to follow staff instructions. Any student who chooses not to follow instructions will be considered insubordinate.
- Harassment of any kind will not be tolerated. Students who feel uncomfortable or unsafe in any manner (verbal or physical) should report the incident immediately to an adult or to the Assistant Principals' Office.
- There is a "No-Hands-On" policy and a "No-Put-Down" policy at RJK. Offenders will be dealt with appropriately.

Rules of Responsibility

- Students are expected to report to homeroom immediately after arriving to school. If a student is going to breakfast, he/she must go to the cafeteria immediately to eat, then go directly to homeroom.
- Students are expected to be prepared for class and follow rules and procedures.
- At the end of the school day, students must leave the building immediately unless supervised by a staff member. The bell rings at 2:10 for students to be out of the school and off school grounds. Students staying after school for activities or detention are not permitted to leave the building at 2:03 dismissal and re-enter the building.
- Lateness to class - A student must have a pass to have an excused lateness to class. All other latenesses not accompanied by a pass will be considered illegal.
- Cutting classes - Failure to attend a scheduled class for more than 10 minutes without a pass, unless absent from school, will be considered a class cut. In case of illness, you must go to the nurse's office with a pass. To say, "I did not feel well so I stayed in the restroom," is an unacceptable excuse.
- Lost and Found - All items found in school should be turned in to the Assistant Principals' Office. Students should check for missing items immediately.
- Students should not bring articles of value to school (i.e. ELECTRONIC DEVICES, GAMES, CELL PHONES, ETC.). The school will not assume responsibility for lost or stolen items and will not investigate alleged theft of such items. Cell phones will be confiscated immediately and a parent must pick them up in the main office. Any electronic device in use that interferes with the educational process will also be confiscated and a parent must pick it up in the main office.
- Students on the restricted list are not allowed out of class. In case of an emergency, they must be escorted by an adult.

Rules of Safety

- Fighting between students will not be tolerated. This is essential for safety. Offenders will be dealt with appropriately. Students who instigate fights and/or surround the fight area will also receive severe consequences. If you have a problem with another student, see a staff member or ask to go to mediation.
- Selling in the School - There will be no selling of food, candy, or other items on school grounds unless it is by a school sponsored club.
- Water guns are NOT permitted in school. Any water gun brought to school will be confiscated immediately. If a parent does not pick up the water gun within one week, it will be discarded.
- Lockers, desks and other school storage places are school property and may be inspected at any time by school officials.
- Pocket knives and blades will be considered a weapon.
- Due to medical needs of students and for safety reasons, aerosol can products (spray deodorant, hairsprays, etc.), nail polish and perfumes/cologne are not allowed in school. Cosmetic products (lotions, makeup, hair products, etc.) may only be used in the restrooms.
- Throwing of any food or item is considered a safety violation and will be dealt with appropriately.
- Gang items, symbols or activities will not be tolerated; this includes, but is not limited to bandanas and beads. Offenders will be dealt with appropriately.

DRESS CODE

Proper dress attire is expected of all students. Clothing deemed inappropriate by the principal (obscene, lewd, indecent, vulgar, or plainly offensive) will not be allowed. This includes but is not limited to:

- T-shirts containing drug, alcohol or cigarette ads.
- Pajamas, halter tops and any tops exposing the stomach or back. Straps on tops must be at least one inch in width. Low cut arm-hole tops are prohibited.
- The length of a dress, skirt or shorts will be no shorter than mid-thigh. Pants must be worn in an appropriate fashion (i.e./ lower backs, underwear and boxers should not be exposed when students are sitting down).
- For safety reasons, proper footwear must be worn at all times.
- Thick/long pocket chains are also prohibited and will be considered as a safety violation. Students may not wear hair picks or combs in their hair. Sunglasses are not to be worn in the building.
- Parents of students improperly dressed will be notified and expected to correct the situation.
- The wearing of HEADCOVERINGS of any kind is NOT permitted in the building.
- COATS/JACKETS and GLOVES are NOT to be worn in the building. They are to be placed in their lockers immediately after homeroom. Students should have a sweatshirt or sweater in their lockers to wear if needed.
- Gang items, symbols or activities will not be tolerated; this includes, but is not limited to bandanas and beads.

BOOK BAGS

Book bags are prohibited during the school day. Students wishing to bring their materials to school in a book bag should unload book bags into their lockers after homeroom, fold the book bag and place it in the locker. Students may pick up their book bags and reload their supplies at the end of the school day. Any purse or bags that can hold a textbook will be considered a book bag.

CAFETERIA RULES

1. Hot lunches, sandwiches and milk can be purchased during lunches. Students must report to the cafeteria for the entire lunch period unless they are supervised by another teacher in an alternate location.
2. Students are expected to arrive at lunch on time. Students who are late to lunch will be assigned a seat. Upon entering the cafeteria, students are to sit in their designated area.
3. At the appropriate time, a staff member will direct students to proceed to the serving line.
4. Students are to remain seated while in the cafeteria and may talk quietly.
5. Restroom privileges will be given by the staff. Students are not to leave the cafeteria without permission. Students must have a pass in order to see the nurse.
6. Throwing **ANYTHING** in the cafeteria will result in the student having to clean the cafeteria and/or an in-school or out of school suspension and/or other penalties as deemed appropriate by the administration.
7. Students will be dismissed by table. Prior to dismissal, lunch supervisors will make sure the tables and floor are clean. Students are responsible for keeping their area clean.
8. No food, drinks, utensils, napkins, straws are to be taken out of the cafeteria.
9. In order to go to a teacher's room, computer room or band room, students must have a pass from the supervising teacher prior to coming into the cafeteria.
10. There will be a library sheet for students to sign who wish to go to the library during lunch. Students must go within the first twenty minutes of the lunch period. Students going to the library will be allowed to eat immediately and leave. The teacher in charge of the cafeteria will give the library list to the last student to leave. This student will give the list to Mr. Moss or the library assistant in the library.

ATTENDANCE:

All students enrolled in the RJK Middle School must attend school daily. Only personal illness, death in the family, impassable roads, court appearances, or health appointments will excuse a student from school attendance. A pupil who is absent from school when his/her parents expect them to be in school is truant. A vacation is not an excusable absence.

Students must bring in an excuse for all school absences the day following the absence. This excuse must be dated and signed by a parent or guardian, and submitted to the attendance office or the homeroom teacher who will send the excuse to the Attendance Office.

Students who are absent from school are not permitted to attend after-school activities.

ABSENCE FOLLOW UP:

1. Parents of absent students are called each day by the attendance office staff.

2. As the year progresses, excessive absenteeism is reported to the assistant principal and principal.
3. Excessive absenteeism is brought to the attention of the parents by letter and/or phone call.
4. Excessive absenteeism may result in parent conference(s), PINS, Probation/Family Court.
5. Psychological services may also be used.

TRUANCY FOLLOW-UP

1. When a student is truant the assistant principal is notified immediately by the attendance officer.
2. Parents are notified by phone or letter.
3. The truancy is recorded on a discipline referral and a copy is sent home.
4. A parent conference is requested regarding the incident of truancy.
5. Chronic truantries are referred to Family Court. Other agencies may be used, especially when the student is involved in other incidents while he or she is truant.

ARRIVAL TO SCHOOL

Students should arrive to school NO EARLIER than 7:05 a.m. so that appropriate supervision can be maintained. Students who walk must be in school by 7:20 a.m. if they want to participate in the breakfast program.

LATENESS TO SCHOOL

It is mandatory that all students report daily to their homerooms by 7:30 a.m. for attendance check. Students arriving to school after 7:30 a.m. will be required to comply with the following regulations:

1. Students must bring an excuse for lateness, dated and signed by a parent or guardian on the day the lateness occurs.
2. Upon arrival, go directly to the Attendance Office to sign in, present the excuse, and receive a late pass to go to class.
3. If seen in the corridor loitering, in addition to being late, the offense will be termed as "cutting a class."
4. Lunch detention is assigned for lateness to school.
5. Longer detention periods and in-school suspensions may occur for chronic lateness to school.

LEAVING SCHOOL EARLY

If it is necessary for a student to leave the school during the school day, a parent or guardian must sign out the student at the Assistant Principals' Office. Permission will be granted only because of illness (approved by the nurse), or upon receipt of an approved written request from a parent or guardian. *If a student is to walk to an appointment, the parent **MUST** indicate this on the note.* This request must be received in the Assistant Principals' Office no later than 7:30 a.m. and may be verified before permission is granted. Students and parents are discouraged from making appointments during the school day.

Leaving school without prior permission from the Nurse, Assistant Principals or Principal, regardless of the circumstances is a violation of school policy.

TEACHER/TEAM ASSIGNED DETENTION

Students may be assigned lunch and/or after school detention by a teacher to be served with the teacher. Students will be given a detention slip noting the reason for and the date of the detention. Students are responsible for taking the detention slip home for parent/guardian notification. After school detentions require a 24 hour minimum notification. Lunch detentions may be assigned on the day of infraction. Failure to attend will result in further disciplinary action.

ADMINISTRATIVE LUNCH DETENTION RULES

1. Students who are assigned lunch detention must meet in the designated room at the beginning of their lunch period. Failure to do so will result in further disciplinary action.
2. Students must use the restroom and go to their locker before coming to detention. No passes will be given once detention has started.
3. Lateness will result in additional consequences.
4. Students are to take the seat assigned by the Lunch Detention Supervisor and remain seated. Change your seat without argument if asked to do so.

5. Talking is not permitted during detention.
6. Students in lunch detention must work quietly doing homework, drawing, reading, etc. Assignments will be given to students who bring nothing to do. It is the students' responsibility to complete the assignment. Failure to do so will result in further disciplinary action.

ADMINISTRATIVE LUNCH SUSPENSION RULES

1. Students who are assigned lunch suspension must meet in the designated room at the beginning of their lunch period. Failure to do so will result in further disciplinary action.
2. Students must use the restroom and go to their locker before coming to lunch suspension. Passes will not be given once lunch suspension has started.
3. Lateness will result in additional consequences.
4. Take the seat assigned by the teacher and remain seated. Change your seat without argument if asked to do so.
5. Talking is not permitted during lunch suspension. Students must work quietly doing homework, reading, etc. Assignments will be given to students who bring nothing to do. It is the student's responsibility to complete the assignment. Failure to do so will result in further disciplinary action.
7. If lunch suspension is canceled due to a snow day or inclement weather, the lunch suspension will be automatically rescheduled for the following day.
8. Students may bring a bag lunch or may have a bagged school lunch ordered. Students will be escorted to the cafeteria to pick up their lunch. Students will not be permitted to leave the suspension site for any other reason during the lunch period. Students will not be allowed to purchase "extras" (ie./ ice cream, snapples, etc.)

ADMINISTRATIVE AFTER SCHOOL DETENTION

Detentions are held on Monday, Wednesday and Thursday. Students may be assigned for 3:30 p.m. or 4:30 p.m. dismissal. A late bus will be provided at 4:30.

When a student is assigned detention, the following procedure must be followed:

1. Detention begins at 2:10. Any personal business (bathroom, phone call, locker etc.) needs to be taken care of between 2:03 and 2:10. Lateness will result in an additional detention. No passes will be given once detention has started.
2. Students may not leave the school building between 2:03 and 2:10.
3. Students will take the seat assigned by the supervising teacher and remain seated. Change your seat without argument if asked to do so.
4. Talking is not permitted during detention.
5. Detention is assigned a minimum of 1 day in advance. Students will be given a copy of the referral for which the detention has been assigned. The date and time of the detention is noted on the referral. A courtesy call may be made to the home number as a reminder. Students are responsible for notifying parent/guardian of detention prior to the school day the detention is assigned.
6. No food or drink of any kind is to be brought to the detention room.
7. Students in detention must work quietly doing homework, reading, etc.
8. Students will be dismissed at 3:30 or 4:30. Students are to leave the building and school grounds immediately.
9. Cutting of detention will result in the student being assigned an additional detention or long term lunch suspension. This notification will become part of the student's discipline folder.
10. Students will be responsible for satisfactorily completing an "Incident Reflection Form" before leaving the detention site. Failure to do so will result in further disciplinary action.

***Please Note - It is up to the discretion of the administration to alter any of the above disciplinary actions depending upon circumstances.**

SUSPENSIONS

In all cases of suspension, a student is denied the privileges of participation in school sponsored activities and may not be in the school building or on any school grounds until readmitted. Parents will be informed by mail, and if possible by phone of any suspensions. If school is closed on the day of the student's suspension due to inclement weather, the next regular school day will automatically become the assigned suspension day for the student.

HALLWAYS AND HALL PASSES

- Follow staff instructions.
- Keep your hands to yourself.
- Do not throw anything.
- Talk quietly and use language appropriate for a school setting.
- There will be no running or horseplay in the hallways.
- NO FOOD OR DRINK IN THE HALLWAYS.
- Students should KEEP to the right in the hallways and on the staircases.
- Students are NOT to congregate in the middle of the hallways or on the stairs between classes.
- No student is to be in the hall without a legal pass (written and signed by a member of the staff). Students have a pass form in their assignment book. They must use this form when going to the bathroom, locker, etc. Students must use their *own* assignment book form and may not share it with other students.
- After school, a bell will be rung at 2:10 P.M. to notify all students that they should be out of the building or under the supervision of a staff member. (Students may be in the hallway only if they have a pass from a staff member.)

RULES GOVERNING BUS TRANSPORTATION

1. Students will be picked up and dropped off at designated stops only.
2. Students should be in line at the designated stops.
3. Bus riders wishing to sit with friends should get in line together. Saving of seats is not permissible. The bus driver is permitted to assign seats.
4. Tardy students should not expect the bus to wait.
5. Treat the bus as a classroom where quiet conversation is permissible.
6. Eating and drinking are not permitted on the bus.
7. Students are to remain in their seats while the bus is in motion and should keep the same seat for the entire trip unless directed to a specific seat by the driver; in which case students are expected to obey with no questions asked.
8. Arms and heads are not to be extended out of the bus windows.
9. No animals may be transported on the bus.
10. Most important of all: The driver is like a teacher with complete authority. Any student who endangers the safety of others by his/her poor behavior will be warned. Should poor behavior continue, the student involved may be denied the privilege of riding the bus. A parent or guardian will be responsible for their transportation.
11. Questions concerning bus transportation please call 794-8570. If you wish your child to ride home on a bus other than the normal bus that he/she takes, a note signed by a parent/guardian is required. Upon entering the building, the student must bring the note to the Assistant Principals' Office and receive a pass in order to ride the alternate bus. The note must be signed by the Assistant Principal before homeroom. Please do not call the school requesting a bus change as we cannot honor the request.
12. Students must obtain a bus pass from their advisor/coach to ride on the late bus run.

ASSEMBLY RULES:

1. Students are to report to their assigned class prior to reporting to the assembly program.
2. Students should walk quietly through the halls while en route to the assembly.
3. As students enter the assembly, they are to sit with their class in the seat assigned.
4. Students are to display proper manners when participating in an assembly program.
 - No talking during the assembly; be respectful to the presenter/entertainers.
 - No food, drink or candy are to be in the assembly.
 - Follow all staff directions.

If removed for disciplinary reasons, you will be unable to attend future assemblies.

SPORTS RULES

We encourage fans to support our sport events and teams. To create an atmosphere conducive to the enjoyment of the event we ask that all spectators and participants abide by the following rules:

- No food or drinks allowed in the gymnasium.
- Courteous behavior is expected; no foul language or gestures, no negative comments, no foot stomping.
- Students must remain seated in the gymnasium during the event.
- If a student leaves the school during the event, he or she will not be permitted to re-enter the building.
- All spectators must enter and exit the building by the cafeteria entrance.
- Students must leave the building and school grounds at the conclusion of the event unless otherwise directed.
- Failure to comply with these rules will result in expulsion from the event and/or other disciplinary actions.

FIRST AID/MEDICATIONS

First Aid is the immediate, temporary care given in case of an accident or sudden illness. It is not treatment. The school nurse is responsible for administering first aid. Students feeling suddenly sick should first report to their assigned class and their teacher will send them down to the nurse with a pass. Any student reporting directly to the nurse without a pass will be sent back to class without being seen.

On rare occasions it may be necessary for a student to take medication during school hours. The school requires a written request from the doctor and parent. All medications must be stored in the nurses' office. The nurse CANNOT give any medication including over the counter medication without proper parental and doctor approval.

Students are not to use the health facility for non-emergency reasons.

Any student abusing the Health Clinic procedures will be reported to Administration for disciplinary action.

USE OF TELEPHONE

Students may use the pay phone for important matters DURING HOMEROOM OR AFTER SCHOOL with the proper pass. No passes to use the telephone will be given during regular class periods. Students may use the phone in the Assistant Principals' Office ONLY in the event of an absolute emergency.

LOCKER RULES

1. Each student is assigned to his/her own locker. **DO NOT GIVE THE COMBINATION TO ANYONE.** There is to be **NO SHARING** of lockers. Always **LOCK YOUR LOCKER.** **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN LOCKS OR ITEMS FROM A LOCKER.**
2. Students should keep their lockers clean and free from stickers, etc.
3. Personal locks **MAY NOT** be placed on any locker. If they are, they will be **CUT OFF**.
4. Students are responsible for locks at all times. Student locks that are missing can be replaced at a cost of \$5.00.

MUSIC LESSON POLICY

Students are scheduled for a music lesson once per week on a rotating schedule. Students are required to attend their music lesson unless they have a major exam in the period's class. Students should report to their lesson at the beginning of the period and obtain information regarding their missed class either before school, during lunch, after school, or before the class period from their teachers. A student's class participation grade will not be affected by his/her attendance at the required music lesson.

LIBRARY GUIDELINES AND RULES

During Homeroom: Students may use the library during homeroom provided they enter with a signed pass from their homeroom teacher.

During Lunchtime: To use the library during a lunch period, students must sign up with the library assistant at the library booth in the main lobby upon entering the building. This will be the only time students will be allowed to sign up to go to the library during lunch.

During Class Periods: Classroom Teacher's may issue a library pass to 2 students at a time.

During Study Hall: Students are to report directly to the library and sign in. Students who are not doing their work quietly, will be asked to return to study hall. Students who are remiss in their behavior will lose their library study hall privileges for one (1) week.

Borrowing Library Books: Students may borrow two (2) books at a time. Books may be borrowed for two (2) weeks and may be renewed for an additional two-week period upon request. Reference books and magazines may not be borrowed from the library unless approved by the library staff.

Overdue Notices: Students will get up to three overdue notices during homeroom. If the borrowed item(s) is not returned, students will serve a library lunch detention and write a letter home requesting the parent(s) to locate the missing item(s). If after this time the matter is still not resolved, students must pay for the book.

Lost/Stolen/Damaged Books: If a library book is checked out in a student's name and it is reported lost, stolen, or damaged, it is the responsibility of the student to pay the cost to replace the book.

Computer use and Printing Privileges: Students must get all documents approved by the librarian **BEFORE** printing. Students may not visit gaming, video, music, e-mail, chat, or social networking sites when using the computers in the library. Library computers need to be used in accordance with the Acceptable Use Policy.

After School Use: The library will be open for after school use on Mondays, Wednesdays, and Thursdays from 2:10 to 3:30. Students must sign up in the guidance office before 1:00 p.m. to be eligible. Students may not request library use after this time. The sign up sheet is limited to 25 students. If the sign up sheet is filled, students needing the library must see the librarian before 1:00 p.m.. It will be up to the discretion of the librarian to add extra students that day. Students must sign and complete the form fully to be eligible for after school use. Students who are signed up by other students, will not be allowed to attend that day. Students who sign up for after school library and do not attend, will get a letter sent home and lose after school library privileges for one (1) week.

AUP FORM/COMPUTER USAGE AGREEMENT

All students are required to have an AUP form on file with the district. This form is filled out by every student, signed by a parent/guardian and returned to the Guidance Office to be forwarded to the necessary district office. This is an agreement and consent form explaining the Monticello School District's computer usage policy, including the internet. This form will remain on file for the duration of a student's educational career while in the Monticello School District. Those students failing to turn in an AUP form will not have computer privileges. Students who do not follow district computer guidelines may lose computer privileges and receive other possible consequences.

RJK HOMEWORK HOTLINE

Parents and students can access our homework hotline to find out what homework was assigned in each subject from each team in the middle school. Dial 796-3058 to access the hotline and then choose the extension of the team. The extensions are listed in the table below.

| | | |
|-------------------|---------------------|-------------------|
| Team 6R—Ext 20701 | Team 7R—Ext 20704 | Team 8R—Ext 20702 |
| Team 6J—Ext 20708 | Team 7J—Ext 20703 | Team 8J—Ext 20705 |
| Team 6K—Ext 20709 | Team 7/8K—Ext 20707 | |
| Team 6M—Ext 20710 | | |

REPORTING PUPIL PROGRESS - MARKING SYSTEM

Pupil progress in scholastic achievement is rated on a numerical scale. A grade of 65 and above is passing. Report cards indicating pupil progress are mailed home four times during the school year. Progress reports will be sent after 5 weeks into each marking period.

TEACHER COMMENTS:

In addition to a numerical grade on your report card, each student may receive up to 3 comments from each teacher.

FINAL EXAMS:

Final exams will be given to all students. Final exams represent 11% of your child's final average.

REQUIREMENTS FOR PASSING A COURSE:

In order to pass a course for the year, a student must have a final grade of 65 or better.

HONOR ROLL:

All students who achieve an 85-93.9 average or better and with no grade below a 65 and no incompletes will be placed on the Honor Roll. All students who achieve a 94.0-97.9 average with no grade below a 65 and no incompletes will be placed on the High Honor Roll. All students who achieve a 98.0-100 average with no grade below a 65 and no incompletes will be placed on the Principal's List. The Honor Roll list will be published after each marking period and will be sent to the local newspaper and Weekly School Bulletin for reproduction. Students who make the honor roll for the first three marking periods will be honored at Academic Achievement Night in June.

RETENTION

Consideration of students for retention will be based on the following:

- a) Failure of 2 or more core subjects.
- b) Excessive absences where work is not made up.
- c) Recommendation of Retention Committee.

SERVICES OF THE GUIDANCE COUNSELOR

If a parent would like to meet with the guidance counselor or teachers, an appointment may be requested by phone between 7:00 A.M. and 3:00 P.M. with the Guidance Secretary. A student may come to the guidance office to set up an appointment with their guidance counselor before homeroom, during a study hall, or during their lunch period.

TEXTBOOKS

All students will be given the appropriate textbooks and workbooks. Once they have been issued, students are responsible for the care and for returning them. Books, which have been lost or damaged, will be paid for by the student to whom they have been issued. When the teacher issues a textbook to you, you will be required to sign a Textbook Card for verification. At the end of the school year, when the student returns his/her textbook, he/she will receive back his/her card as a receipt that the book has been returned.

Final report cards WILL NOT be issued to students who have not returned or paid for their textbook(s). All textbooks must be covered at all times. Failure to do so (after being reminded by teachers) will result in disciplinary action.

HOMEWORK

When students are expected to be out of school in excess of three days, parents may call the Guidance Office to request homework and class work assignments from teachers. The work may be picked up at the Guidance Office between 7:00 a.m. and 3:00 p.m.

For absences of less than three days, students are expected to obtain homework assignments and class work from their fellow students. Therefore, it would be helpful if each student obtained the phone number of one of their classmates in each subject area.

Students who are absent and/or suspended are expected to make up the missed schoolwork at the rate of one day per day of absence.

PREPARED FOR SCHOOL WORK

All students are expected to be prepared for all of their classes, which means arriving to class with the proper books, assignment book, pens, pencils, and assignments. For gym, this means the proper uniform: T-shirt, shorts, and sneakers.

MIDDLE SCHOOL OPPORTUNITIES

AFTER SCHOOL OPPORTUNITIES

There are a number of different activities taking place in school after the regular school day in which students may participate. Clubs, teams, tutorial, and intramurals meet after school with late bus transportation being provided. As these activities are formed, announcements will be made in school. Participation in all after school activities is always voluntary. Students demonstrating poor behavior during any extra-curricular activity will face disciplinary action and possible suspension from participation in extra-curricular activities.

LATE BUSES

Late buses are provided at 4:30 everyday. You must have a pass to get on the late bus.

MEDIATION PROGRAM

If a student is having a conflict with others, he/she should contact a teacher, the Assistant Principals' Office or the Mediation Coordinator to set up a mediation session. The program allows students to sit down and work out the conflict.

SCHOOL DANCES

We hold approximately 5 dances a year. These dances are held 7:00 p.m.- 8:30 p.m. in the cafeteria. Students must remain in the

building for the entire dance unless they are picked up by a parent. Parents are expected to pick up their children promptly at 8:30 p.m. At the conclusion of the dance, we discourage students from leaving the dance without supervision. Students must purchase tickets during school. They will not be allowed to purchase them at the door.

Students will not be permitted to attend a dance if:

1. They are absent the day of the dance.
2. They commit an offense that requires an administrative after school detention, in-school suspension or out of school suspension during the week of the dance.
3. They have behaved inappropriately at a previous dance. (Students will be told the night of the dance if they cannot attend any more dances for the year.)
4. At the discretion of the administration.

ENRICHED/ACCELERATED CLASSES – CRITERIA

Students are recommended for participation in the enriched ELA and social studies courses and/or accelerated science and math. The criteria for these courses includes report card grades, teacher recommendation, 4th , 5th and 6th grade NYS assessment scores and benchmark scores. Some subject areas may require a specific test and/or writing assignment. Questions concerning specific courses may be directed to the department supervisors.

AWARDS AND HONORS

In an attempt to motivate and recognize achievement, good citizenship, and involvement in school activities, we have a number of awards. These include the following:

ACADEMIC ACHIEVEMENT NIGHT:

Students who make the honor roll in the first three marking periods will be honored at Academic Achievement Night in May.

ATTENDANCE CERTIFICATES:

Given to a student who has 100% attendance for a marking period.

GOLD CARDS/SILVER CARDS:

Given to students who have either perfect attendance for the year (gold card) or up to three absences for the year (silver card). The gold card entitles a student to attend RJK school functions for free. The silver card entitles a student to attend RJK school functions for half price.

HONOR ROLL CERTIFICATE:

Given to a student who makes the honor roll for a marking period. A student must have an 85 average or better to be on the honor roll.

NATIONAL JUNIOR HONOR SOCIETY:

Students are eligible at the end of the seventh grade; they must meet the following criteria:

- a) a cumulative average of 85 or better
- b) good citizenship and character demonstrating a sense of responsibility
- c) Involvement in school and community

PANTHERGRAMS:

Any teacher may send these post cards to indicate good work and/or behavior in class.

PRESIDENTIAL ACADEMIC FITNESS AWARD:

Given at the end of the 8th grade, a student must meet the following criteria.

- a) a cumulative average of 90.0
- b) standardized achievement test scores at the 85th percentile for verbal and/or mathematical skills.

STUDENT OF THE MONTH:

Given by each department to a student who has shown improvement or outstanding work for the month. Students will attend a field trip chaperoned by faculty members.

PRINCIPAL'S BREAKFAST:

Grade level teams nominate students with highest average, best effort, good citizenship and most academically improved. A Principal's Breakfast is given each marking period for these students.

5-POINT CLUB:

Students who improve their grade point average by 5 points or more, will receive a certificate and are invited to a celebration to recognize their achievement.

CLUBS AND ACTIVITIES

| | |
|-----------------------|-----------------------------|
| American Red Cross | P. A. Announcers |
| Builders Club | Peer-Mediation Program |
| Chess Club | RJK Word - School Newspaper |
| Environmental Club | S.A.D.D. |
| Girls & Boys Groups | School Store |
| Homework Club | Skills Recovery Program |
| Jr. Honor Society | Stage Crew |
| Library | Student Council |
| Literary Club | Talent Show |
| Math Counts | The Middle Wrinkle |
| Math Team | Tutorial Program |
| Middle School Musical | Yearbook |
| Musical | |

SPORTS

INTRAMURALS FOR 6TH GRADE

MODIFIED SPORTS 7TH AND 8TH GRADE

FALL SPORTS

Boys and Girls Soccer

Boys and Girls Cross Country

Girls Volleyball

Football

Cheerleading

WINTER SPORTS

Boys and Girls Basketball

Boys Wrestling

SPRING SPORTS

Boys Baseball

Girls Softball

Boys and Girls Track

Lacrosse (non-contact)

ACADEMIC ELIGIBILITY

If after a five-week progress report or report card a student has two or more failing/incomplete grades, the student is considered to be on academic probation and will be placed on an ineligibility list. The probation entails the following guidelines:

1. The grade level Assistant Principal will tell students that they are ineligible to participate in the activity and inform them of their responsibilities. It is the student's responsibility to follow through with the requirements outlined by the Assistant Principal.
2. Students will attend the Academic Study Hall period from 2:10-2:50 every day during this probation period. (See Below for Academic Study Hall Obligations).
3. If by the next progress report/report card, students are failing less than 2 classes, they will no longer be required to attend the Academic Study Hall.

Note: Extra curricular activity means any activity that the student is not required to participate in for class credit or part of his/her grade. Also for this purpose, a week consists of five school days.

RJK MIDDLE SCHOOL ACADEMIC STUDY HALL

It is important to maintain high academic standards while participating in extra curricular activities. Students who are deemed "ineligible" from participation in extra curricular activities and sports must attend an Academic Study Hall. This Academic Study hall will operate from 2:10-2:50 PM daily. The following provisions have been established and are intended to support students who are not passing at least two subjects.

Student Obligations

1. Student must report for entire duration of study hall
2. Student must be doing actual schoolwork and be well-behaved in order to participate that day. In doing so, the student will receive a ticket. No ticket =No practice. Students must still report to practice for supervision, but cannot practice if they do not earn the ticket.
3. Students who have away games are not obligated to attend eligibility study hall
4. If a student is absent from school, it will not count against them
5. Student is not to be removed from the team for failing grades unless they choose not to attend eligibility study halls
6. Student is on the list until next progress report/report card

ROBERT J. KAISER MIDDLE SCHOOL

SCHOOL – PARENT – STUDENT COMPACT FOR 2010 – 2011

Robert J. Kaiser Middle School continues to be committed to helping all students be successful in achieving the New York State Standards so they can earn a Regents Diploma. Reaching this goal will require the cooperative efforts of the administrators, teachers, parents, and students. To serve as guidelines, the following expectations have been developed by teachers, administrators, consultants and parents.

IT IS EXPECTED THAT THE SCHOOL AND TEACHERS WILL:

- Model appropriate standards of behavior, respect, and interests in learning.
- Understand that students are growing and changing rapidly at this age.
- Hold high expectations for all students while helping them explore their unique talents.
- Incorporate the N.Y. State Standards in lesson planning, presentation and evaluation.
- Provide information to parents about school meetings and events.
- Challenge students to continually do their very best work.
- Provide educational activities for parents to do with their children at home.
- Provide instruction on using the library and visit the library with classes.
- Use a variety of teaching methods to help students be active, successful learners.
- Offer instructional support and extracurricular activities.
- Offer opportunities for meetings with parents on flexible time schedules.

IT IS EXPECTED THAT THE PARENTS/GUARDIANS WILL:

- Provide a positive and encouraging learning environment at home.

- Make sure that students attend school each day.
- Communicate with teachers about problems, concerns, behavior and achievement.
- Help children use the public library.
- Participate in learning activities at home with their children.
- Encourage children to have a positive work ethic to succeed in school.
- Encourage children to participate in extra curricular activities.
- Encourage children to attend and/or participate in community cultural activities.
- Monitor children's homework to be certain it is completed.
- Assure that TV and free time activities are age and content appropriate.
- Attend parent teacher conferences, school activities and visit the school.

IT IS EXPECTED THAT THE STUDENTS WILL:

- Show respect for themselves, parents, friends, teachers, property of others and the school.
- Set short and long term goals that will improve their academic and social skills.
- Display a positive attitude for learning.
- Come to school promptly, ready to learn, and with homework completed.
- Understand what teachers expect of them.
- Ask questions when they do not understand information, instructions or assignments.
- Talk to parents about what they are learning and doing in school.
- Participate in after school activities.
- Use free time wisely and for positive activities.
- Attend and/or participate in community cultural activities.

ROBERT J. KAISER MIDDLE SCHOOL

ACUERDO ENTRE LA ESCUELA, LOS PADRES Y LOS ESTUDIANTES PARA EL AÑO 2010-2011

La Escuela Intermedia de Monticello sigue comprometiéndose a ayudar a todos los estudiantes a alcanzar los estándares del Estado de Nueva York para que puedan obtener el Diploma de los Regentes. Para lograr esta meta serán necesarios los esfuerzos cooperativos de los administradores, los profesores, los padres y los estudiantes. Las siguientes expectativas que han de servir como pautas han sido desarrolladas por profesores, administradores, consultadores y padres.

SE ESPERA QUE LA ESCUELA Y LOS PROFESORES:

- Sirvan de modelo para enseñar los estándares apropiados de comportamiento, respeto, e interés en el estudio.
- Entiendan que los estudiantes están creciendo rápidamente a esta edad.
- Mantengan altas expectativas para todos los estudiantes mientras les ayudan a explorar sus talentos individuales.
- Incorporen los estándares del Estado de Nueva York en el planeamiento, la presentación y la evaluación de sus lecciones.
- Informen a los padres sobre reuniones y actividades de la escuela.
- Desafíen a los estudiantes para hagan continuamente el mejor trabajo posible.
- Proporcionen actividades educacionales que los padres puedan hacer en casa con sus hijos.
- Proporcionen instrucción sobre el uso de la biblioteca y que vayan a esta con sus clases.
- Usen una variedad de métodos de instrucción para ayudar a los estudiantes a aprender de una forma activa y tener éxito.
- Proporcionen apoyo educacional y actividades extracurriculares.
- Ofrezcan oportunidades con horario flexible para reunirse con los padres.

SE ESPERA QUE LOS PADRES O TUTORES:

- Proporcionen un ambiente de estudio positivo y alentador en la casa.
- Estén seguros de que los estudiantes asistan a la escuela cada día.

- Se comuniquen con los profesores en relacion con problemas, preocupaciones, comportamiento y progreso.
- Ayuden a sus hijos a usar la biblioteca publica.
- Animen a sus hijos a tener una etica de trabajo positiva para que tengan exito en la escuela.
- Animen a sus hijos a participar en actividades extracurriculares.
- Animen a sus hijos a asistir a , o participar en actividades culturales de la comunidad.
- Vigilen las tareas de sus hijos para asegurarse de que esten terminadas.
- Se aseguren de que las actividades de tiempo libre y programas de television son apropiados para la edad de de su hijo(a).
- Asistan a las reuniones de la escuela y visiten a la escuela.

SE ESPERA QUE LOS ESTUDIANTES:

- Muestren respeto hacia si mismos, sus padres, amigos y maestros, y la propiedad de los demas y de la escuela.
- Establezcan metas de corto y largo plazo para mejorar sus destrezas academicas y sociales.
- Muestren una actitud positiva hacia el estudio.
- Vengan a la escuela puntualmente, listos para aprender y con las tareas completas.
- Comprendan lo que los profesores esperan de ellos.
- Hagan preguntas cuando no comprendan cierta informacion, instrucciones o tareas.
- Participen en las actividades organizadas despues de las clases.
- Usen bien el tiempo y lo empleen positivamente.
- Asistan a, o participen en actividades culturales de la comunidad.

THE PROGRAM FOR MIDDLE SCHOOL STUDENTS

GRADE 6

Math
 English Language Arts
 Science
 Social Studies
 Physical Education A/B
 Technology A/B

GRADE 7

Math
 English Language Arts
 Science
 Social Studies
 Physical Education A/B
 Guided Reading A/B
 Foreign Language

GRADE 8

Math
 English Language Arts
 Science
 Social Studies
 Physical Education A/B
 Guided Reading A/B
 Foreign Language
 Music-A/B

QUARTET

Art - 10 weeks
 Health - 10 weeks
 Home & Career - 10 weeks
 Music – 10 weeks

Art - 10 weeks
 Health - 10 weeks
 Home & Career - 10 weeks
 Technology – 10 weeks

Art - 10 weeks
 Health - 10 weeks
 Home & Career - 10 weeks
 Technology - 10 weeks

Also available on elective basis - Chorus, Band and String Ensemble (Orchestra)

Academic Intervention Services for English/Language Arts and Math.

A/B courses are offered every other day for the entire year.

SCHOOL CLOSINGS

In the event of inclement weather, the following radio and television stations will broadcast delayed openings and early closings.

RADIO STATIONS

WALL WDRE WELV WGYN WHUD WJFF

WSUL WVOS

TELEVISION STATIONS

WRRN FOX 5

You may also call the middle school, 796-3058, after 6:00 a.m. and listen to the automated teller; it is important that you listen to the entire message. *Please remember that this message refers to the middle school.* If you have students in other schools in the district, please listen to your local radio station.

Announcements are also posted at www.cancellations.com and on the school district's website www.monticelloschools.net.

Delayed openings mean all schedules will be delayed one or two hours. Bus pickups will be approximately one or two hours later than the scheduled time.

DISTRICT CODE OF CONDUCT

The *Code of Conduct* for Monticello Central School District was originally developed through the efforts of a district-wide committee consisting of teachers, administrators, parents, students and law enforcement. It is hoped that all members of the school community will understand their role in insuring that our school district is a safe and orderly environment where students can receive a quality education. For this reason, each student and their parents as well as all staff members will be provided with a copy of this document. Questions about this document can be directed to the Principal of each school, the Superintendent of Schools or to the Assistant Superintendent for Student Learning:

Arleene Siegel, Principal, High School - 794-8840

Deborah Wood, Principal, Robert J. Kaiser Middle School - 796-3058

Susan Gottlieb, Principal, Emma Chase Elementary School - 888-2471

Kimberly Patterson, Principal, Kenneth L. Rutherford Elementary School - 794-4240

Sandra Johnson-Fields, Principal, George L. Cooke Elementary School - 794-8830

Patti Sonnenschein, Principal, Cornelius Duggan Elementary School - 583-5390

Patrick Michel, Superintendent of Schools - 794-7700

Kathleen Pagano-Fuller, Assistant Superintendent for Student Learning - 794-7700

I. INTRODUCTION

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

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, personal responsibility and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to insure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct ("code").

This code applies to all students, school personnel, parents and other visitors when on school property or attending a school function unless otherwise indicated.

II. DEFINITIONS

For purposes of this code, the following definitions apply:

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

"Essential Partners" are people who have a responsibility for school safety and compliance with the *Code of Conduct*. They include students, parents, teachers, guidance counselors, administrators, the Superintendent and the Board of Education.

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

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extracurricular or co-curricular event or activity.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. 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. An equal opportunity for participation in District sponsored activities regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
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.

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. Respond to directions given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop strategies and skills to control their anger so it does not result in disruption or violence.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Abide by the dress code for school and all school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored co-curricular and extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

IV. ESSENTIAL PARTNERS

A. Parents: All district parents and guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children be dressed and groomed in a manner consistent with the student dress code.

6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Communicate with their children regarding their academic and extra-curricular choices.
14. Lead by example and conduct themselves in a courteous, respectful, and professional manner.

B. Teachers: All district teachers are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Academic and behavioral expectations for students
7. Communicate regularly with students, parents, pupil personnel staff and other teachers concerning student growth and achievement
8. Lead by example and conduct themselves in a courteous, respectful, and professional manner.

C. Pupil Personnel Staff:

All district Pupil Personnel Staff (e.g., guidance counselors, psychologists, social workers, nurses, physical therapists, occupational therapists, and speech/language pathologists) are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher, student, counselor conferences and parent, teacher, student, counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Encourage students to benefit from the curriculum and extracurricular programs.
7. Communicate regularly with students, parents and teachers concerning student growth and achievement.
8. Lead by example and conduct themselves in a courteous, respectful, and professional manner.

D. Principals/Administrators:

All district Principals and Administrators are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
4. Evaluate all instructional programs on a regular basis.
5. Support the development of and student participation in appropriate extracurricular activities.

6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Communicate regularly with students, parents, teachers, and pupil personnel staff concerning student growth and achievement.
8. Lead by example and conduct themselves in a courteous, respectful, and professional manner.

E. Superintendent: The superintendent is expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
3. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
4. Inform the board about educational trends relating to student discipline.
5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
6. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Communicate regularly with students, parents, teachers, administrators, and pupil personnel staff concerning student growth and achievement.
8. Lead by example and conduct themselves in a courteous, respectful, and professional manner.

F. Board of Education: All members of the Board of Education are expected to:

1. Recognize that the education of the child(ren) of our District is a joint responsibility of the parents and the school community.
2. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
3. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
4. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

G. Support Staff: All members of the support staff are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Lead by example and conduct themselves in a courteous, respectful, and professional manner.

V. STUDENT DRESS CODE

The primary goal of the Monticello Schools is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these goals and expectations the Board establishes the following dress code for students:

1. Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:
 - a. depict profanity, vulgarity, obscenity, or violence;
 - b. promote use or abuse of tobacco, drugs, or alcohol;
 - c. may create a threat to the health or safety of the student or others;
 - d. are associated with intimidation, violence or violent groups and about which students have been notified, or
 - e. may create a significant risk of disruption to the educational process or to the operation of the school.
2. The following specific items are also not permitted:
 - a. clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
 - b. bare feet, bedroom slippers, flannel pants or pajamas;
 - c. spaghetti straps, strapless tops, halter tops;
 - d. see-through, mesh garments;
 - e. trousers, slacks, or shorts worn below waist level;
 - f. clothing that is excessively baggy or tight;
 - g. skirts and shorts shorter than mid-thigh;
 - h. sunglasses worn inside the school;
 - i. hats, caps, hoods, sweat bands, bandannas or other head wear worn inside;
 - j. any other article of appearance that is physically revealing or provocative;

- k. "heelies" (i.e., roller wheels on shoes). Rollers must be removed in school.
3. If a student's dress or appearance violates this dress code, the Principal or Principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy will result in disciplinary action. The Principal may make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.
4. This policy shall apply to all students in all schools during the regular school day, on field trips, and when students represent the school. This policy shall also apply to all students at all times on all Board of Education property; including in schools and on school grounds; on all school buses and other school vehicles. This policy does not apply to school-sanctioned uniforms and costumes approved by the Principal for athletic, choral or dramatic performances.

VI. PROHIBITED STUDENT CONDUCT

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespass. No student may be on the campus of another school in the Monticello Public Schools during the school day without the knowledge and consent of the officials of the school she/he is visiting.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy. (AUP)

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 class or school without permission.
3. Skipping detention.
4. Refusing to leave any building, bus, or facility after being requested to do so by an authorized administrator.

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.
2. Using personal electronic devices during the school day is prohibited by students without permission of the administration or faculty.

D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and 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, and 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.

8. Possessing and/or using any explosive or noxious material(s) including but not limited to firecrackers, fireworks, hydrogen sulfide capsules.
- 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 or possession of school property, 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 race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 5. Harassment which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 6. Bullying, which is defined as the tormenting of others through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation. Bullying, intimidations or threats which include engaging in actions or statements that put an individual in fear of bodily harm will not be tolerated.
 7. Cyber-bullying, which is defined as when someone repeatedly makes fun of another person online or through emails or text messages, or uses online forums and posting online intended to harm, damage, humiliate or isolate another person.
 8. Inappropriate relationships with students. No student shall engage in sexually harassing behavior, or any other behavior which is of any overly romantic, affectionate, or sexual nature toward each other.
 9. Hazing, which is defined as any activity expected of someone joining a group (or to maintain full status in a group, organization, club, or team) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking or possessing a cigarette, cigar, pipe or possessing or using chewing or smokeless tobacco.
 12. 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, ecstasy, look-alike drugs, and any substances commonly referred to as "designer drugs."
 13. Inappropriately possessing, selling, or sharing prescription and over-the-counter drugs.
 14. Possessing drug paraphernalia
 15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 16. Initiating a report warning of fire, bomb, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 17. Gambling.
 18. Sexual Contact

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:** using someone else's work without their permission and passing it off as your own
2. **Cheating:** sharing information during a test, obtaining the questions or answers to a test ahead of time, using a cell phone to transmit information during a quiz, test, or state exam
3. **Copying:** reproducing someone else's information and using it for a test, quiz or other school assignment
4. **Altering records:** purposely changing the information on school notes or any other school document
5. **Assisting another student** in any of the above actions.

VII. REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Principal or his/her 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.

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

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include suspension and referral for prosecution.

The Principal or her/his designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made or upon the administrator's awareness of the violation.

The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

VIII. 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 student's 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. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

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.

Students under the *Committee on Special Education* shall be disciplined for behavior in accordance with and consistent with the Code of Conduct and in accordance with IDEA and 504 of the Rehabilitation Act of 1973.

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, teacher aides, teacher assistants, coaches, guidance counselors, teachers, Principal, superintendent
3. Written notification to parent – bus drivers, teacher aides and assistants, coaches, guidance counselors, teachers, Principal, superintendent
4. Detention – teachers, Principal, superintendent
5. Suspension from transportation – director of transportation, Principal, superintendent
6. Suspension from athletic participation – coaches, athletic director, Principal, superintendent
7. Suspension from social or extracurricular activities – activity advisor, Principal, superintendent
8. Suspension of other privileges – Principal, superintendent
9. In-school suspension – Principal, superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, superintendent, board of education
12. Long-term (more than five days) suspension from school – superintendent, board of education

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in

connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. **Detention:** Teachers, Principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified and the student has appropriate transportation home following detention.

2. **Suspension from transportation:**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building Principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal/designee to discuss the conduct and the penalty involved.

3. **Suspension from athletics, extra-curricular activities and other privileges**

A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. **In-school suspension**

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes Principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. **Teacher disciplinary removal of disruptive students**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques.

These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting.

Such practices may include, but are not limited to: (1) short-term "time out" in another classroom or in an administrator's office; (2) sending a student to the administrator's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present

the removal form.

If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal will require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

- a. The charges against the student are not supported by substantial evidence.
- b. The student's removal is otherwise in violation of law, including the district's code of conduct.
- c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.
- d. The Principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.
- e. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The Principal must keep a log of all removals of students from class. Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. *Suspension from Technology Use (new for 2008-2009)

If a student does not follow the guidelines as outlined on the technology "Acceptable Use Policy," s/he will face disciplinary action. The incident will be brought to the attention of the school level administrators and action will be taken based on the offense. Depending on the seriousness of the offense, disciplinary action may include the following: the loss of privileges to accessing the district's computer network and other technology resources for a specified period of time, a Superintendent's Hearing, and/or the involvement of the local or state police.

7. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building Principals.

Any staff member may recommend to the superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which the suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they may file a written appeal to the Commissioner of Education. For information on Appeals to the Commissioner of Education, please contact the Office of Counsel at the New York State Education Department, 89 Washington Avenue, Albany, New York 12234 or by telephoning (518) 474-8927.

b. Long-term (more than 5 days) suspension from school

When the superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.

4. The superintendent's belief that other forms of discipline may be more effective.
 5. Input from parents, teachers and/or other
 6. Other extenuating circumstances.
2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly **substantially disruptive** of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

A **student with a disability** may be suspended only in accordance with the requirements of state and federal law.

D. Referrals

1. Counseling

The Pupil Personnel Services Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possessing marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the appropriate law enforcement authorities for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by IDEA, and Section 504 of the Rehabilitation Act of 1973.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

All students under the Committee on Special Education and their parents will be given a copy of their due process rights annually. Any other parent may request a copy of these due process rights.

XI. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XII. Student Searches and Interviews

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building Principals and assistant Principals to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if

the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item(s) is turned over to the police. The Principal or his/her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interviews of Students

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

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

Before police officials are permitted to question or search any student, the building Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will

cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Director of Pupil Personnel Services or his Assistant. The Director of Pupil Personnel Services will notify the Principal of the pending visit of the CPS worker and or police. If the Director or his/her Assistant believes it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations, he will make that request to CPS. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, it will be requested of CPS that the school nurse or other district personnel will be present during that portion of the interview.

XIII. 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 his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

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

XIV. 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, district personnel, parents, and community members.

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, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.

8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, or controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Smoke on school grounds or school functions
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.
3. **Tenured faculty members.** They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. **Staff members** in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. **Staff members** other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

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

When the Principal or his/her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or his or her designee shall also warn the individual of the consequences for failing to stop.

If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XV. DISSEMINATION & REVIEW

A. Dissemination of the *Code of Conduct*

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary of the *Code of Conduct* written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code at the beginning of the school year.
5. Providing all new employees with a copy of the current *Code of Conduct*
6. Making copies of the code available for review by students, parents and other community members.
7. Making the *Code of Conduct* document available to read on the district's website: <http://www.monticelloschools.net>

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

The board of education will review this *Code of Conduct* every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

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

The *Code of Conduct* and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

B. Board of Education Adoptions of the *Code of Conduct*:

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| First Adoption: | June 14, 2001 |
| Readopted for the 2002-03 School Year: | June 27, 2002 |
| Readopted for the 2003-04 School Year: | July 24, 2003 |
| Readopted for the 2004-05 School Year: | June 10, 2004 |
| Readopted for 2005-06 School Year: | June 9, 2005 |
| Readopted for 2006-2007 School Year: | July 11, 2006 |
| Readopted for 2007-2008 School Year: | June 19, 2007 |
| Readopted for 2008-2009 School Year: | May 1, 2008 |
| Readopted for 2009-2010 School Year: | May 7, 2009 |

ADDENDUM

DISCIPLINE OF STUDENTS WITH DISABILITIES

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by IDEA, and Section 504 of the Rehabilitation Act of 1973.

This *Code of Conduct* affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

All students/parents under the Committee will be given a copy of their due process rights annually. Any other parent may request a copy of these due process rights.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the *Code of Conduct*, the following definitions apply.

A "**suspension**" means a suspension pursuant to Education Law § 3214.

A "**removal**" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an **Interim Alternative Educational Setting (IAES)** ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

- a. The board, the district (BOCES) superintendent of schools or a building Principal may order the placement of a student with a

disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

- b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 1/2 inches in length."
 - 2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
2. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
 - a) Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.
 - b) Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal

drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The superintendent, building Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - (2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change of placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 - a) The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b) The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - (1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a de-

termination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

(2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.