

**MONTICELLO HIGH SCHOOL  
STUDENT HANDBOOK  
AGREEMENT  
2016-2017**

I have read the rules of this handbook and understand that it is my responsibility to adhere to them.

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Print Student's Name

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Signature of Student

I have read the rules in this **Student Handbook** and acknowledge that my child is accountable to adhere to them. Listed below is my current telephone number where I may be reached if it becomes necessary to contact me.

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Print Parent/Guardian Name

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Signature of Parent/Guardian

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Current Phone Number of Parent/Guardian

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**NOTE: This pull-out page will be removed from the Student Handbook when all signatures have been entered and shall be kept on file.**

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# Monticello High School

## STUDENT HANDBOOK 2016-2017

### MISSION STATEMENT

*The Monticello High School Community is committed to preparing competent graduates who can succeed at their next level of endeavor, who believe in the worth and dignity of themselves and others, and who pursue lifelong learning in an ever changing, richly diverse society. This will be done by providing an environment conducive to learning and well-balanced curriculum, delivered by a highly qualified staff responsible for learning with an uncompromising commitment to excellence.*

### **This agenda belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

# MONTHLY PASSES

Name: \_\_\_\_\_

## *September*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

## *October*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

# MONTHLY PASSES

Name: \_\_\_\_\_

## *November*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

## *December*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

# MONTHLY PASSES

Name: \_\_\_\_\_

*January*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

*February*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

# MONTHLY PASSES

Name: \_\_\_\_\_

*March*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

*April*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

# MONTHLY PASSES

Name: \_\_\_\_\_

*May*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

*June*

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME



### **MONTHLY PASSES**

Each student will find a monthly allotment of 10 passes in this book. These passes are to be used to go to the bathroom, locker, nurse, etc. They should not be abused. Students must request permission to use these passes. Once all 10 are used in any given month, the student may no longer request permission to leave class that month. The teacher has the right to deny the use of these passes if he/she feels it is not appropriate for the student to leave class. These passes do not transfer to the next month if not used. A teacher pass will be used to run an errand for a teacher, report to an office when called to do so, or see a teacher at the teacher's request.

### **GENERAL INFORMATION**

If a student is seeking assistance, he/she should use the following as a guide to the proper source for help and/or direction:

- **Principal's Office:** Schedule an appointment with Principal's secretary
- **Assistant Principal's Office:** to resolve discipline issues (grades 9-12), to report problems and emergencies, parking permits, and early dismissal
- **Main Office:** bus passes **before the end of 7<sup>th</sup> period**, lost/found items, late sign-in, late arrival & early release
- **Student Center (Guidance and Career Office):** personal problems, working papers, transcripts, graduation, scholarships, college, work experience, courses, employment, student government, student activities, NCAA eligibility, etc.

- **Nurse:** When you are ill, need medical attention, or other health concerns. School Physical Examinations: NYS requires that all 10<sup>th</sup> grade students be given a physical examination. Students who prefer to be examined by their own physician may obtain the appropriate forms from the School Nurse. All other physical examinations will be given during the regular school day by the school physician. **Prescription Medicine** – when a doctor prescribes a medicine which must be taken by a student during the day, the MEDICINE MUST BE BROUGHT IN THE ORIGINAL CONTAINER, WITH PROPER LABEL IDENTIFYING STUDENT, MEDICATION AND THE DOSAGE, ACCOMPANIED BY A PARENT AND DOCTOR NOTE TO ADMINISTER THE MEDICATION. **No student should have any medication in his/her possession. This includes over the counter medications (i.e. vitamins, Tylenol, etc.).** All medications will be administered by the school nurse.
- **Director of Physical Education, Health and Athletics Office:** for information on athletic eligibility, team rosters, sports, games and times, physical education and health requirements and student's status
- **Cafeteria Manager:** To request free or reduced lunches or specify any dietary requirements
- **School Closing Information:** The School Messenger system will notify for or delays or early closings otherwise tune in to the following radio stations and the website [www.monticelloschools.net](http://www.monticelloschools.net): WVOX (1240AM/95.5FM), WSUL- 98.3FM, WALL-1340AM; WELV-1370AM; WZAD-97.3FM; WGNY; WFMN; WHUD; WJFF-FM; WEOK:WRNN-TV: WDLE; WDRE

## MUSIC LESSONS

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 teacher. A student's class participation grade will not be affected by their attendance at their required music lesson.

## THE SCHOOL CAMPUS

Monticello High School includes areas for academic and extra-curricular activities. **Students are not permitted to leave specified areas or school grounds without administrative permission at any time.** A student may leave during the school day with **written** permission for a legal reason only (i.e. physician's appointments, legal appointments, etc.). Written permission must include the allowable reason for leaving early and a signature of a parent/guardian or permission will not be granted (we ask that you give a phone number where we can verify the appointment). Students, who become ill during the school day, must report to the school nurse to be examined. The nurse will call a parent or someone designated on the emergency contact list to pick the student up. **Please make sure that all of your contact information is updated with the school. All students are required to exit the building at the end of the school day, unless they are with a teacher or a coach. Students who continually break this rule may lose after school privileges.**

## VISITORS TO OUR SCHOOL

The school is committed to the safety of the whole school community. All visitors must report to the **High School Main Office** located next to the RJK middle school. Visitors will be required to present identification, sign a log book, wear a visitor pass and be escorted to their location. Student visitors from other schools are **not permitted**.

## **ATTENDANCE**

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and attendance. Students who are late to school must report to the main office to sign-in and receive a pass to class. Parents/Guardians are responsible for their child's regular attendance and punctuality under the School Laws of New York State. Anyone between the ages of 6 and the end of the school year in which a student turns 16, is required by the Compulsory Education Law to attend school. Parents/Guardians should call the Attendance Office at 794-8840 ext. 10520 when their child is absent. The District Attendance policy has been sent to each household and should be referred to by each family.

Excused absences from school and excused lates to school include the following:

- Attendance at a medical clinic
- Sickness or death in family
- Impassable roads or weather
- Music lessons (one hour a week)
- Required court appearances
- Approved college visits
- Military obligations
- Religious observances
- Approved work-study program

Students must bring in a written excuse for all school absences the day following the absence. Students who are chronically absent and are compulsory school age may be subject to a PINS Diversion. A PINS is a Person In Need Of Supervision and involves local agencies as well as appointments at family court.

## STUDENT STATUS

### Monticello High School Class Standing Criteria

(as of July 1, 2014)

This chart outlines the promotion requirements for students in grades 9-12		
Grade Level	Coursework Required	Minimum Credits Required
10		5
11	Successful completion of 2 credits in English or ESL and 2 credits in Social Studies	10
12	Successful completion of 2 credits in English or ESL and 2 credits in Social Studies	15

High school students who do not meet the promotion requirements in June have the opportunity to attend summer school and be promoted in August if promotion standards are met at that time.

### SCHEDULE POLICY (DROPPING/CHANGING A CLASS)

Please note the following important dates and policies regarding scheduling.

1. Students will have **10 school days**, until September 19, 2016, to make any necessary adjustments to their schedules. After this date no further changes will be made to full year courses. Course additions will be considered if the desired course is offered when you have an open period. Core courses will not be moved to accommodate electives. For classes beginning in the second semester students will have **10 school days**, until February 10, 2017, to make adjustments.

2. AIS will be added to your schedule if you are in need of assistance in meeting graduation requirements and cannot be dropped.

3. Course level changes will be considered until the end of the 2<sup>nd</sup> marking period (January, 2017).

All appeals to the above deadlines will be reviewed by the High School Principal and Department Instructional Lead.

Students will meet with their guidance counselors in February and March to select courses for the upcoming school year. Students are encouraged to make adjustments to their schedules by May 1<sup>st</sup> in order to provide guidance counselors with accurate seat counts for all courses. In the 3<sup>rd</sup> week of August, any students who have conflicts in their schedules will be notified by mail and requested to come to school in order to resolve the conflict. All final schedules will be mailed home by the end of August.

Students who are enrolled in college level classes must initiate drop process through the College in the Classroom Lead Teacher. This will include consultation with the teacher of the course, parents and the guidance counselor. **The same timelines listed above apply.**

After school begins, schedules may be changed for the following reasons:

- Missing a required course
- If you have previously failed with a certain teacher, you may request a different teacher if you must repeat the course
- You do not have enough credits/classes
- If you are in a course you have already taken and passed

The following changes can NOT be made:

- Physical Education period changes
- Lunch period changes
- Teacher preference changes
- A class to be with friends

At Monticello High School, we are dedicated to providing the best possible academic schedule for all our students. All of us in the guidance department look forward to working with you to ensure your success.

### **ACADEMIC POLICY**

All students who are failing two or more classes may be subject to revised schedules that will include academic intervention periods in place of free time, or academic workshops.

### **STUDENT ELIGIBILITY REGULATIONS**

The purpose of this program is to support each student in meeting the primary goal of school, successful completion of all coursework. This policy applies to all student members in clubs, sports and activities, including spectators of any after school event. It is the student's responsibility to be aware of their academic status.

#### **Three States of Eligibility:**

1. **Eligible** – Student is passing all courses. Student can attend and participate in all extra-curricular activities.
2. **Probation Eligible** – Student is failing one course. Student can attend and participate in all extra-curricular activities.
3. **Ineligible** – Student is failing two or more courses. Student cannot attend or participate in any extra-curricular activity.

#### **Process:**

1. Teachers will keep grade book up to date on the scheduled reporting period.
2. Any student failing one class will be placed on ***Probation Eligible***.
3. Every student will have one probationary period per semester.

4. A student becomes ineligible if he/she has 2 or more failing grades in a grade reporting period.
5. All student work must be turned into the teacher by the teacher's designated time on the reporting period date or no later than the end of the regular school day (2:03 pm).
6. The failure lists will be generated through SchoolTool. Students are responsible for checking the ***Probation Eligible*** or ***Ineligible*** list. Notification lists will be posted for students to check their status.
7. Advisors/Coaches are responsible for enforcing the ineligibility period.
8. Attendance and participation in all extra-curricular functions, outside of the school-day hours, are restricted to all students on the ***Ineligible*** list.
9. Any student who fails two or more courses for the year in June will be ***Ineligible*** for the start of the following year. If summer school is offered and the student passes the courses she / he failed then they will be ***Eligible*** following the conclusion of summer school.
10. Any student who fails two or more courses in the 4<sup>th</sup> marking period, despite passing the course(s) overall, will begin the following year on the ***Probation Eligible*** list.

Appeals to a students' ***Ineligibility*** status may be reviewed by a panel of school professionals.



## **GRADING POLICY**

All marks are in terms of number grades. Regents exams are numerically recorded. There are four marking periods for a full year course. To arrive at a final grade for a full year course, total the numerical values of the grades received each marking period plus the final exam and totaled and divided by five. In a semester course, double the marking period grades, add the final exam, and divide by five. Refer to the following chart:

**Passing Grade:**  
**65-100**

**Failing Grade:**  
**64 and below**

**It is required that all students take their final exams.** Failure to do so will result in a review by the Principal. Final exam grades are scored on a scale of 0 – 100.

Report cards indicating pupil progress are distributed four times per year. Student progress reports are sent approximately five weeks into each marking period.

## **HONOR ROLL**

All students who achieve an average between 85 and 89.9, with no grade below a 65, and no incompletes will be placed on the Honor Roll. Students that achieve a 90 to 94.9 average will be placed on the High Honor Roll. Students that earn an average of 95 to 100 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 period will be honored at Academic Achievement Night in June.

## **COLLEGE IN THE CLASSROOM HONORS CRITERIA**

Students who have met the following criteria will be recognized as graduating with CIC Honors distinction. They will receive honor cords signifying their achievement to wear at graduation with their academic garb. Honor cords will be distributed at the end of the year, just prior to graduation, after final grades are tabulated.

1. Student will have successfully completed a minimum of 7 College in the Classroom courses offered through

- Syracuse University or SUNY Sullivan throughout his/her high school career.
2. Student will not have any course failures or withdrawals from any CIC course.
  3. Student will have an overall average of 84 or better in all of their CIC courses.

### **STUDENT COUNCIL**

The purpose of Student Council is to provide a voice for the student body. Student Council will be comprised of elected representatives from each social studies class grades 9-12. Student Council will meet monthly. Elections will be held in mid-September for the Class of 2019 officers.

### **CLASS OFFICERS**

Eligibility to run for class office shall be determined collectively by class advisors. Class officer candidates may be subject to the same standards as Student Council officer candidates, particularly the requirement for active status.

### **NATIONAL HONOR SOCIETY**

Each Fall, the Monticello chapter of the National Honor Society inducts those juniors and seniors who successfully meet the membership criteria in the four areas of Scholarship, Leadership, Service, and Character.

Basic eligibility includes:

1. Enrollment in Monticello High School for at least one semester prior to induction
2. A cumulative average of 85 or higher, including enrollment in Regents English and Social Studies
3. Participation, leadership and service in school and community activities
4. Demonstration of respect, responsibility, trustworthiness and citizenship

A faculty council reviews the criteria for each candidate in each of the four categories. Membership is granted only to those students selected by the faculty council. Once inducted, Honor

Society members must maintain these high standards. Being a member is both an honor and a commitment.

- **Academic eligibility** is verified by the student's guidance counselor. All students who meet the academic eligibility criteria will be considered candidates and provided the opportunity to demonstrate Leadership, Service and Character.
- **Leadership** is verified by coaches and advisors of activities. Candidates will submit a list of the activities they have participated in since entering the ninth grade. Candidates will ask their coaches and advisors to complete the appropriate evaluation forms. Students should **not** submit evaluation forms completed by a parent or guardian. We request that each candidate submit a *minimum of two (maximum of five) activity evaluations*.
- **Community Service** is verified by the coordinators of the service projects. Candidates will submit a list of the community service projects in which they have participated since entering the ninth grade. Candidates will ask the project coordinators to complete the appropriate evaluation forms. Students should **not** submit evaluation forms completed by a parent or guardian. We request that each student submit *two community service evaluations*. We realize that some students have not participated in multiple community service projects. Instead, they have demonstrated an ongoing long term commitment to one particular community service project. We request that these students submit two evaluations (from two different project supervisors) if possible. *Community service projects include* (but are not limited to) coaching and refereeing youth sports teams, assisting scout leaders, organizing litter campaigns and blood drives, working with senior centers, and religious and community organizations. Community service is unpaid service.
- **Character** is verified by the candidate's teachers. Candidates for induction in the fall will be evaluated by all of the previous year's teachers, plus the current year's teachers. Candidates for induction in the spring will be evaluated by all of the current year's teachers. Additionally, the Faculty Council reviews all student attendance and

disciplinary records before making a final decision as to eligibility.

- **Employment and Family Obligations:** Employment and family obligations are taken into consideration. Candidates may request evaluations from employers. During the documentation process, the candidate should make the Honor Society advisor aware of any family obligations that limit the candidate's ability to participate in activities.
- **Deadlines:** Candidates will be provided with all the documents necessary to demonstrate eligibility and the deadlines for the submission of these documents. **It is the responsibility of the candidate** to meet all deadlines. Candidates must request all the necessary evaluations and make evaluators aware of the deadlines for submission of documents. **It is the candidate's responsibility** to be sure that all documentation is received by the chapter adviser by the deadline for submission. The Faculty Council cannot consider candidates who have not provided complete documentation of all criteria.
- **Appeals in Cases of Non-selection of National Honor Society:** Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society. Appeals for non-selection must be registered with the chapter advisor **within 30 days of notification** of non-selection.

## GRADUATION

The following students will be recognized at graduation for their unweighted overall GPA:

95 – 100 = Summa Cum Laude

90 – 94.999 = Magna Cum Laude

85 – 89.999 = Cum Laude

Students who earn a 95 or higher cumulative unweighted GPA (at the end of 8 semesters) earns the right to audition to speak at graduation, providing that they submit their speeches to the Graduation Coordinators and the Principal for review and coaching. We recognize the GPA as calculated and do not "round up" to the next whole number.

## **JUNE GRADUATION**

In order for students to walk at the June graduation ceremony ALL state requirements must be satisfied. State requirements include all tests and course selections set forth by the State of New York. In addition, graduating students must be present and participate in graduation rehearsal. Class speakers must be available the week of June 20th for speech rehearsals and graduation rehearsal.

## **HALL AND GYM LOCKERS**

Hall and gym lockers are school property and are provided for students to use. Lockers will be assigned at the beginning of each year. **These lockers are NOT to be shared.** The combination is given only to the person to whom the locker is issued. **DO NOT GIVE THE COMBINATION TO ANYONE.** Locker combinations will not be given out to anyone not assigned to that locker. Personal locks placed on lockers will be removed and locker contents will be placed in the Main Office or the Athletic Director's office. **Valuables should not be brought to school. Lockers must be kept locked at all times. The school district will not assume liability for lost or stolen property.**

## **CELL PHONES AND ELECTRONIC DEVICES**

Areas within the high school have been given Green, Yellow, and Red Zone designations. Students are permitted to use their cell phones and electronic devices in designated Green Zones (hall, cafeteria). In Yellow Zones (classrooms or office), the student must have permission from the adult supervising that space. A Red Zone (bathroom, locker room, auditorium) mean that the student may not use their phone for any purpose. In the event of a school emergency such as a building lockdown, fire drill or stay put, the entire school becomes a Red Zone Area. Students who do not comply with these designations are subject to disciplinary action.

## **EXTRA CURRICULAR ACTIVITIES**

For ALL extra-curricular activities, students must be in school by the end of their first period class and remain in school for the entire day in order to participate in an extra-curricular activity.

This includes but is not limited to prom, sports, club events, music events, debate, etc. For weekend events, students must be present in school the day prior to the event unless excused for a legitimate reason such as a funeral or medical issue. An official note must be provided for the excuse and presented to administration.

### **PROM ATTENDANCE**

**Students with freshman status may NOT attend prom.** Students who are over the age of 20 must obtain special permission from the Principal in order to attend prom. To attend prom, you must meet the academic and behavioral eligibility requirements. If you are Out-Of-School Suspended, you cannot attend. Anyone who is not currently enrolled at Monticello High School, or is not a member of that class prom, must complete a “guest request” form prior to the prom by the announced deadline. These forms may be obtained in the designated Assistant Principal’s Office. Tickets cannot be purchased prior to approval by administration. Student Code of Conduct will be utilized as a guideline to determine eligibility. In order to attend the prom, students must be present in school by the end of first period the day of or day prior to the prom. All MCSD and MHS codes of conduct will be followed at the prom. Administration may deny a student or guest access to the prom if student does not adhere to the code of conduct. Parents/guardians will be notified and tickets will not be refunded.

### **TOBACCO FREE**

By law, Monticello High School is a smoke free facility. Smoking is prohibited anywhere in school or on school grounds. Students are prohibited from being in possession of any tobacco products.

### **STUDENT VEHICLES**

There are a limited number of parking spaces available for students. Applications for a parking permit may be obtained at the Assistant Principal’s Office. Seniors have first priority. Any remaining parking spaces may be assigned to juniors. Student parking is a privilege, which may be withdrawn for conduct code violations including but not limited to ineligibility, attendance, tardiness, academic issues, etc. No student may park on school

grounds without a parking permit. Violators may face having their vehicle towed.

### **STUDENT CODE OF CONDUCT**

Each year the Monticello Central School District sends a copy of the “Monticello Central School District Code of Conduct” to each family. **Please review this code.**

You should note that the “Code of Conduct” is comprised of the following parts:

- I. Introduction
- II. Definitions
- III. Student Rights and Responsibilities
- IV. Essential Partners
- V. Student Dress Code
- VI. Prohibited Student Conduct
- VII. Reporting Violations
- VIII. Disciplinary Penalties, Procedures, and Referrals
- IX. Alternative Instruction
- X. Discipline of Students with Disabilities
- XI. Corporal Punishment
- XII. Student Searches and Interviews
- XIII. Visitors to the Schools
- XIV. Public Conduct on School Property
- XV. Dissemination and Review

#### **Sections V and VI are detailed below for easy student access:**

**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:
  - Depict profanity, vulgarity, obscenity, or violence

- Promote use or abuse of tobacco, drugs, or alcohol
- May create a threat to the health or safety of the student or others
- Are associated with intimidation, violence or violent groups and about which students have been notified, or
- May create a significant risk of disruption to the education process or to the operation of the school

2. The following specific items are also not permitted:

- clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
- bare feet, bedroom slippers, flannel pants or pajamas;
- spaghetti straps, strapless tops, halter tops;
- trousers, slacks, or shorts worn below waist level;
- clothing that is excessively baggy or tight;
- skirts and shorts shorter than mid-thigh;
- sunglasses worn inside the school;
- hoods, sweat bands, bandannas or other head wear worn inside;
- any other article of appearance that is physically revealing or provocative;
- “Heelys” (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 will require the student to change his or her dress or appearance. **Students will be sent home if unable or unwilling to comply with the dress code. A 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 school buildings 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 school buildings 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 student's 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:

**1. Engage in conduct that is disorderly.**

**Examples of disorderly conduct include:**

- Running in hallways
- Making unreasonable noise
- Using language or gestures that are profane, lewd, vulgar or abusive
- Obstructing vehicular or pedestrian traffic
- Engaging in any willful act which disrupts the normal operation of the school community
- **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.**
- 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)

**2. Engage in conduct that is insubordinate.**

**Examples of insubordinate conduct include:**

- Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect
- Lateness for, missing or leaving class or school without permission
- Skipping detention
- Refusing to leave any building, bus or facility after being requested to do so by an authorized administrator

**3. Engage in conduct that is disruptive.**

**Examples of disruptive conduct include:**

- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students
- Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, **except for instructional purposes or by permission from the administration,** in a manner that is in violation of district policy.

**4. Engage in conduct that is violent.**

**Examples of violent conduct include:**

- 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
- 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
- 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.
- Displaying what appears to be a weapon
- Threatening to use any weapon
- 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

- Intentionally damaging or destroying school district property
- Possessing and/or using any explosive or noxious material(s) including but not limited to firecrackers, fireworks, hydrogen sulfide capsules.

**5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:**

- Lying to school personnel
- Stealing school property, the property of other students, school personnel or any other person lawfully on school property or attending a school function
- 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
- 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
- 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
- Intimidation, bullying, or threats which include engaging in actions or

statements that put an individual in fear of bodily harm

- **Relationships with students. No student shall engage in sexually harassing behavior, or any other behavior which is of an overly romantic, affectionate, or sexual nature toward each other**
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team
- Selling, using or possessing obscene material
- Using vulgar or abusive language, cursing or swearing
- Smoking or possessing a cigarette, cigar, pipe or possessing or using chewing or smokeless tobacco
- 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, & any substances commonly referred to as “designer drugs”
- Inappropriately possessing, selling, or sharing prescription and over-the-counter drugs
- Possessing drug paraphernalia
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner

- Initiating a report warning of fire, bomb, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
- Gambling
- Sexual contact

**6. 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.

**7. Engage in any form of academic misconduct. Examples of academic misconduct include:**

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above actions

## **SUSPENSIONS**

### **1. Suspension from Technology Use**

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.

## **2. 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. All recommendations for suspension and referrals can be made by any staff member and 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.

### **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 and notify the student's parents, in writing, a description of the charges and that the student may be suspended from school. The written notice must be provided within 24 hours of the decision to propose suspension at the last known address for the parents, and by telephone when possible. The notice shall also 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 and will 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.

**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.

\*Any updates or revisions to any policies will be sent to each student's home via school communication, ie: SNN, School Messenger, mailing, email, etc.