

**Handbook for
Students and Parents of
Kendall Jr./Sr. High School**

2011-2012

Kendall Jr./Sr. High School
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Introduction

0000 Educational Philosophy

1000 Community Relations

- 1100 Public Information Program
- 1240 Visitors to School
- 1520 Public Conduct on School Property
Rights and Privacy Act (FERPA)

4000 Instruction

- 4328 Academic Center
- 4331 Summer School
- 4526 Use of School Computers
- 4710 Grading System
- 4712 Student Progress Reports to Parents/Guardians
- 4714 Parent Conferences
- 4730 Homework
- 4740 Honor Rolls
- 4750 Promotion and Retention of Students
- 4770 Graduation Requirements
- 4790 Drop/Add Policy

5000 Student Policies

- 5020.1 Sexual Harassment of Students
- 5020.2 Racial Harassment of Students
- 5100 Student Attendance
- 5110 WeMoCo Attendance
- 5160 Student Absences and Excuses
- 5161 Truancy and Tardiness
- 5200 Co-curricular and Extra-curricular Programs
- 5205 Dances
- 5210 Student Organizations
- 5280 Interscholastic Athletics

5300-5313.3 Student Disciplinary Code

- 5300 Student Conduct and Discipline
- 5301 Definitions
- 5305 Eligibility for Extra-Curricular Activities
- 5311 Student Rights and Responsibilities
- 5311.4 Care of School Property by Students
- 5312.10 Student Dress Code
- 5312.11 Use of Radios, Beepers, Cell Phones, etc.
- 5312.12 Displays of Affection
- 5312.13 Language and Gestures
- 5312.14 Class Preparedness
- 5312.15 Pushing, Shoving, Horseplay
- 5312.16 Disruptive Behavior
- 5312.2 Class Truancy and Tardiness
- 5312.30 Tobacco/Smoking
- 5312.31 Loitering/Unauthorized Area
- 5312.32 Projectiles
- 5312.4 Respect Toward Fellow Students
- 5312.5 Respect Toward Staff
- 5312.60 Drug and Alcohol Abuse
- 5312.61 Dangerous Weapons in School

- 5312.62 Possession of Fireworks, Incendiary Devices, Arson
- 5312.63 Falsely Reporting an Incident
- 5312.64 Theft
- 5312.65 Other Prohibited Conduct
- 5312.66 Misconduct not Specifically Defined
- 5312.67 Notification of Offenses
- 5313 Penalties
 - 5313.1 Detention
 - 5313.2 In School Suspension (ISS)
 - 5313.3 Student Suspension
 - 5313.4 Teacher Removal of a Student from Class
 - 5313.5 PINS Petitions
 - 5313.6 Discipline of Students with Disabilities
- 5314 Corporal Punishment
- 5320 Student Conduct on School Buses
- 5330 Searches
 - 5331 Inquiries and Searches by Staff
- 5420 Student Health Services
- 5430 Student Counseling Services
- 5454 Student Automobile Use

6000 Fiscal Management

- 6250 Student Fees, Fines and Charges

7000 School Buildings & Grounds

- 7050 Emergency School Closings
- 7100 After School Use of Buildings

8000 Support Services

- 8400 Bus Regulations/Seat Belt Use
- 8414.4 Video Cameras on School Buses
- 8500 School Breakfast & Lunch Program
- 8520 Free and Reduced Price Food Services
- 8600 Dissemination and Review

Introduction

The Kendall Central School Board of Education is committed to providing a safe and orderly school environment. This Code of Conduct is adopted by the Board pursuant to and in compliance with the requirements of project SAVE and §100.2(1) of the Regulations of the Commissioner of Education.

The Board recognizes the need to clearly define expectations for acceptable conduct, identify the possible consequences of unacceptable conduct and ensure that prompt and fair discipline be administered when necessary. To this end, the Board adopts this Code of Conduct.

All students, staff and community members are entitled to attend a school that is safe, orderly, secure, and peaceful.

All are entitled to dignity, respect, civility, and the protection of civil rights and are responsible for behavior, which is respectful to yourself, others and property.

A discipline policy setting forth prohibited conduct in the classroom and on school property along with a range of penalties will be publicized and explained on an annual basis.

Regulations for removal from classrooms, detentions and suspensions are consistent with federal, state and local laws. They will be enforced in a manner which ensures continuous educational programming. All decisions affecting students with disabilities comply with all provisions of New York Education Law.

All policies clearly delineate the expectations in which individuals may participate in or be excluded from school-sponsored activities, events and/or instruction.

Kind to all

Everyone has a role

Necessary enforcement

Discipline expected

Act appropriately

Lawful action

Learning for all

(District Shared Management 1/24/01)

0000 Educational Philosophy

The Philosophy of the Kendall Central School is:

- To develop in students an enthusiasm for learning as a lifelong process,
- To develop in students the mastery of the foundational skills, particularly reading, writing, mathematics, communication, reasoning, and technology,
- To provide students with educational opportunities and experiences in the arts and student activities,
- To foster in students a positive self-image and sense of pride,
- To develop in students a sense of responsibility and respect for oneself and others,
- To instill in students values which are essential to individual dignity and consistent with the ideals of our society,

All of which shall assist each student in adapting to a full, productive, and contributing life in society!

The fulfillment of this philosophy is the responsibility of the students, their parents/guardians, and the community as well as that of the school system.

1000 Community Relations

1100 Public Information Program

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings, which are held each month in the high school library at 7:30 p.m. with exception. Please call the District Office at 659-2741 to verify meeting times.

Parents/guardians and community members who wish to obtain further information about the school district should inquire first through the office of the Building Principal.

Important telephone numbers:

Superintendent – Julie Christensen

659-2741

Elementary Principal – Scott Wright

659-8317

Director Pupil Services – Steve Passero

659-8906

Kendall Jr./Sr. High School -- 659-2706

H.S. Building Principal – Mrs. Carol D’Agostino

(ext. 2502)

H.S. Assistant Principal/Athletic Director – Kevin Watson

(ext. 8963)

Guidance Counselor -- Ms. Lindsay Hammer (ext. 2505)

Guidance Counselor -- Ms. Mirjam Bauer (ext. 2504)

(ext. 2504)

Psychologist – Mrs. Susan Smith (ext. 2510)

Nurse – Mrs. Elizabeth Jurs (ext. 8958)

School Website – Kendallschools.org

Code of Conduct Committee members (2011): Gretchen Rosales, Kristy Markham, Kristin Flint, Ellen Heed, Kevin Watson, Nick Picardo, Carol D’Agostino, John King, Kelly Picardo, Don Holmes, Mike Billotti, and Shari Hardenbrook.

1240 Visitors to School

Parents/guardians and other citizens are welcome to visit the school. Persons who are not students or staff must report immediately to the school office when they enter the school building. Student visitors from other schools, unless they have a specific reason and prior approval of the Building Principal, are not permitted to enter school buildings.

Visitors to the school shall be governed by the following rules:

1. A Building Administrator must be contacted by the person or group wishing to visit, and prior approval must be obtained for the visit.
2. All visitors must report to the main office (once the door has been unlocked), sign in, and be issued a visitor’s permit, which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.
3. Parents/guardians are encouraged to visit teachers, guidance counselors, school nurses, school psychologists and other support personnel by prior appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether or not school-related.

Public Conduct on School Property or School Sponsored Events:

Kendall Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities. (Programs and activities include but are not limited to parent/teacher conferences, PTSA meetings, CSE meetings, booster meetings, athletic contests, Board of Education meetings, etc.)

Prohibited conduct – No person, either alone or with others, shall:

1. cause or threaten physical injury to any other person, for the purpose of compelling or inducing such other person to refrain from any act which the person has a lawful right to do, or to do any act which the person has a lawful right not to do;
2. use, possess, sell or distribute alcohol, illegal drugs or drug paraphernalia;
3. smoke or use tobacco;
4. physically restrain or detain any other person, nor remove such person from any place where the person is authorized to remain, except that students may be restrained as permitted by Commissioner’s Regulation (see 5314 Corporal Punishment);
5. damage or destroy property of the District or under its jurisdiction, or remove or use such property without authorization;
6. without expressed permission, to enter into any private office of an administrative officer, member of the faculty or staff member;
7. enter upon and remain in any building or facility for any purpose other than for authorized uses or in such manner as to obstruct its authorized use by others;
8. without authorization, remain in any building or facility after it is normally closed;
9. refuse to leave any building or facility after being requested to do so by an authorized administrative officer, member of the faculty or staff member;
10. obstruct the free movement of persons and vehicles in any place to which these rules apply;
11. disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express the person’s views, including invited speakers;
12. have in possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the Superintendent of schools, whether or not a license to possess the same has been issued to such person;
13. incite others to commit any of the acts herein prohibited with specific intent to procure them to do so; and/or
14. violate any law, regulation or Board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

(Refer to BOE Policy 3410)

Family Educational Rights & Privacy Act (FERPA)

FERPA affords parents/guardians and students over 18 (eligible student) certain rights with respect to the student’s educational records. The rights are as follows:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student’s educational records that the parent/guardian or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA.

4000 Instruction

For more detailed information in regards to instruction/curriculum, please refer to the counseling office publication “Course Description Handbook”

4328 Academic Center

The Academic Center originated as an academic support center for students who are failing subjects (refer to 5305 A. paragraph 2). Academic Center is located in the Library and assigned classrooms. Students and teachers are to begin the center promptly after school. A list of students who need to attend the center will be published every five weeks. Students are required to bring homework and other appropriate assignments to the center. Students are responsible for completing the paper work to prove attendance for extra-curricular participation.

If a student is assigned either teacher detention or school wide detention, the student will not be allowed to attend the Academic Center during the assigned day(s). Detention takes priority over Academic Center unless authorized by an administrator.

What the Academic Center is not:

1. The Academic Center does not replace additional help teachers provide students, it supports it.
2. The Academic Center is not a disciplinary measure.
3. Teachers who have students attending the Academic Center should “brief” the Academic Center Teacher on their student’s areas of need whenever possible.

4331 Summer School

A high school student who fails a course may be eligible to attend summer school to earn credit or retake a Regents exam. A high school student can take up to two academic courses during the six-week summer school program. Eligibility for program (new or review) will be determined by school. Middle school students can take up to four core courses.

4526 Computer Use and Misuse

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in District classrooms.

There are three levels of misuse as defined by school law as listed below:

Unauthorized use is defined as knowingly using the computer without proper authorization.

Computer trespass is defined as knowingly using a computer with the intent to commit a felony or gain access to unauthorized computer material.

Computer tampering in the second degree is defined as knowingly tampering with or using a computer to intentionally alter or destroy computer data or programs. Computer tampering in the first degree is defined as knowingly tampering with intent to commit a felony, has been previously convicted or intentionally alters or destroys computer data exceeding \$1000.

The Superintendent has established rules and regulations governing the use and security of the district’s computer network. Failure to comply with district policy and regulations for use of the computers may result in disciplinary actions as well as suspension and/or revocation of computer access privileges. Students must complete the Acceptable Use Policy form to be authorized computer privileges.

The use of personal email accounts is restricted. Students may only use email accounts to access saved school related documents. (Refer to BOE Policy 7314)

Internet/Personal Electronic Devices - Terms and conditions for seniors and students enrolled in college credit courses under the supervision and approval of a teacher.

1. **Acceptable Use**
 - a) The use of the Internet/Devices must be in support of education and research and consistent with the educational goals of the Kendall School District.
 - b) Transmission (requesting, sending and/or receiving) of any material in violation of any U.S. or state regulation or contrary to accepted school standards is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c) Use of commercial activities for profit institutions or use of product advertisement is not allowed.

- d) Political lobbying is prohibited.
- e) Illegal activities are strictly prohibited.
- f) "Chat lines" and personal e-mail on the Internet are prohibited.

2. **Privilege**

The use of the computer network, Internet, and personal devices is a privilege, not a right. Inappropriate use, including violation of these conditions and rules may result in cancellation of the privilege. Based upon the acceptable use guidelines outlined in this document, administrators will deem what is inappropriate use.

3. **Vandalism, Harassment, and Inappropriate Use**

- a) Vandalism, harassment, and inappropriate use will result in cancellation of user privileges.
- b) Vandalism is defined as any malicious attempt to harm, modify, or destroy data/resources of another user, the Internet, or other networks that are connected to the Kendall system. This includes, but is not limited to, the uploading or creating of computer viruses.
- c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

4. **Controversial Material**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

5. **Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws, or district rules is subject to loss of privileges and other district disciplinary options. Consequences of violations may include, but are not limited to:

- o School detention
- o Suspension of Internet access
- o Revocation of Internet access
- o School suspension
- o Legal action and prosecution by the authorities.

Administration will determine the penalties for improper use. (Refer to BOE Policy 8271)

Definition of electronic devices – Personal laptops, IPADS, e-readers

Use of Personal electronic devices will be permitted to be used under the supervision of a teacher during advisement, study halls, and in the library/media center. Electronic devices will not be allowed in the senior lounge. If it is determined by faculty/staff in charge that it is disruptive to the learning environment, the privilege will be discontinued. The decision will be left to the discretion of each classroom teacher. Each teacher will communicate clearly in their classroom syllabus what their expectations are for these devices and accessories. Personal electronic devices and accessories cannot be used in the hallways and ISS. If these devices and accessories are seen or heard in the hallways during the school hours of 7:45 am – 2:35 pm, they will be confiscated and turned into the main office.

* E-Readers are permitted for all students under the supervision and approval of a teacher.

* Cell phones and IPods/MP3 players are not permitted to be used between 7:45am – 2:35 pm without the permission of administration. Students will assume all responsibility for their personal electronic devices.

4710 Grading System

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled.

Report cards are issued four times each year at the end of each marking period: approximately mid-November, late January, mid-April, and late June.

A numerical grade is given in each subject, each quarter, and for final exams. A 'weighted' grade will be obtainable for Advanced Placement and College level classes offered at Kendall High School.

Parents can monitor their child's grades on the school's Parent Portal system.

- Classroom teachers will evaluate students and assign grades according to the following system:
1. The grade for each quarter will be computed by using no less than 12 marks per student taken from homework, tests, quizzes, or projects. Significant weight will be given to daily homework assigned, being prepared for class, and class participation.
 2. The final mark for most subjects will be computed on the basis of 4/5 of the year's (semester's) work and 1/5 of the final exam. This places needed emphasis on the required daily class and homework assignments.
 3. A grade of "Incomplete" indicates that the student has not completed the required work because of extended absence. Within 10 school days of the close of the marking period, arrangements must be made to make up the missing work. Otherwise the grade will be computed using zeros for the work (or test) not done.
 4. Major exams in all subjects are administered in June.
 5. For full year courses, students will not receive lower than a grade of 50% for the 1st and 2nd quarters only.

(Refer to BOE Policy 7250)

4712 Student Progress Reports to Parents/Guardians

Kendall's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents/guardians and teachers, and interim reports issued as needed or required. Parents/guardians are urged to visit the school and to meet with guidance counselors and teachers whenever necessary. Please schedule all such visits in advance.

4714 Parent/Guardian Conferences

Parent-teacher conferences are an important element in reporting student progress to parents/guardians. Parents/guardians may initiate a conference by calling the school office and making an appointment with the teacher, counselor or building administrator. When a parent/guardian requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

If a parent/guardian cannot attend a scheduled conference the parent/guardian should notify the school as far in advance as possible so that another conference time may be arranged.

4730 Homework

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

4740 Honor Rolls

Honor Roll is computed at the end of each ten-week marking period. Those maintaining an average in all subjects of 90% or better will be placed on the High Honor Roll. Those with an average of 84.5% will be placed on the Honor Roll.

4750 Promotion and Retention of Students

Kendall High School will make every effort to communicate potential promotions or retention of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion and retention.

Junior High

- To be promoted a student must pass three out of four of the core subjects (English, math, social studies, science)
 - Core subjects that are failed must be made up in summer school or repeated the next school year. Repeating a course the following school year could defer the next course in that area being taken until the following year.
- * A student should not be retained in seventh or eighth grades more than one time.

Senior High

- To be promoted from one grade to the next a student must earn the following number of credits:
 - Grade 9 to 10...at least 5 credits
 - Grade 10 to 11...at least 10 credits
 - Grade 11 to 12...at least 15 credits and be able to complete all graduation requirements by the conclusion of the school year in June.

Based upon individual student needs and/or teacher recommendations, the Secondary Principal may also require promoted students to repeat and pass core or special area subjects failed by the students.

(Refer to BOE Policy 7210)

4770 Graduation Requirements

Please call the counseling office for graduation requirements specific to each graduating class

The Kendall Central School Board of Education, Counties of Orleans and Monroe, affirms its responsibility to establish the minimum requirements necessary for students to earn their high school diploma from the School District.

The School District expects that students in grades 9-12 must demonstrate at least satisfactory achievement in certain District educational programs as well as meet any other New York State requirements before a high school diploma shall be granted to them.

In General

1. Each student shall carry not less than the equivalent of 6 units of study each quarter unless approved otherwise by the Secondary Principal.
2. Each student shall satisfactorily fulfill all Regents Examinations, Competence Examinations, and/or Proficiency Examinations as mandated by New York State.
4. Students with disabilities may be exempted from certain diploma requirements as provided by New York State.
5. Students transferring into the District must comply with all the requirements as mandated by New York State.
(Refer to BOE Policy 7220)

4790 Drop/Add Policy

Course planning and selection is a thorough process which includes timely input from parents/guardians, counselors, students and faculty. Since classes are established based on student course requests changes once school has commenced should be minimal.

To drop/add or change a scheduled class:

- Make an appointment with the appropriate counselor to discuss the proposed drop/add.
- The counselor and an administrator must approve the drop/add change.
- Obtain a drop/add slip from the school counselor.
- This form must be completely filled out including a parent/guardian signature signifying the parent/guardian's approval of the change before it is returned to the counseling office.
- Until the drop/add is official the student is to follow his/her original schedule.

Drop/Add Deadlines:

The deadlines for dropping a class are:

- One-semester class – 5 school days after the start of the course.
- Full year course – 10 school days after the start of the course.

The deadlines for adding courses are:

- One-semester class – the Add process must be completed by the 5th scheduled class.
- Two-semester class – the Add process must be completed by the 10th scheduled class.

This policy does not apply to students new to the district during the academic year. The student is responsible for making up any work missed when adding a class. Any drops, which occur by the deadline dates, will show no grade on the student's transcript. Any exceptions to this policy require a building administrator's permission. If the drop occurs after the deadline date, a *WP(Withdrawal Pass)* or *WF(Withdrawal Fail)* will be reported on the report card and high school transcript.

5000 STUDENT POLICIES:

5020.1 Sexual Harassment of Students

The district is committed to providing an educational and working environment which is free from all forms of sexual harassment. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees, students, volunteers or others associated with the District. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made explicitly or implicitly as a term or condition of employment or as a term or condition of any educational program or extra-curricular activity; or
- b) Submission to or rejection of such conduct is used as a basis for any employment, educational or other decision; or
- c) Such conduct has the purpose or effect of interfering with an individual's work or education or creates an intimidating, hostile or offensive environment.

Sexually harassing behavior may include verbal conduct such as sexual innuendoes, offensive jokes and language and comments of a sexual nature. Sexually harassing behavior which is nonverbal in nature may include offensive or obscene gestures or sexually explicit or implicit printed materials. Physical contact such as touching, holding, grabbing, hugging, kissing, or forced sexual activity may also constitute sexual harassment.

Students or employees who believe that they have been subjected to sexual harassment or students or employees who have knowledge of such harassment occurring should report the alleged harassment immediately so that appropriate action can be taken. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

(Refer to BOE Policy 7551)

5020.2 Racial Harassment of Students

Racial harassment of students consists of different treatment on the basis of race, color or national origin in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the District's programs, services or privileges.

Examples of the type of incidents, which might constitute racial harassment, include unwanted verbal comments, racial name-calling, racial or ethnic slurs, slogans and graffiti.

The Board of Education prohibits discrimination on the basis of race, color, and national origin. Any student who believes that the student has been subjected to racial harassment should report the alleged misconduct immediately to the High School Principal.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any racial harassment, will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation.

5100 Student Attendance

The Board of Education, in accordance with the Compulsory Attendance Law, requires that each minor, from six to sixteen years of age, shall regularly attend school full time, unless he/she has completed a four-year high school course of study.

Attendance is important! It is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success.

Every student is expected to be on time and attend all classes, except in those instances listed in section 5160. Attendance is taken by teachers each period. School personnel make daily telephone calls to parents to report unauthorized class absences, and regular attendance reports are sent to parents with student report cards.

5110 WeMoCo Attendance

Daily, regular attendance at WeMoCo and proper attention to studies are necessary for students to fulfill their commitment to gain employable skills in occupational training. This commitment cannot be taken lightly since not only skills will be lost, but also the cost to attend WeMoCo, which is a significant cost to the District.

The following guidelines apply to WeMoCo students:

1. Students who miss the A.M. bus to WeMoCo will spend the morning in ISS.
2. Students who miss the P.M. bus to WeMoCo will spend the afternoon in ISS AND after school detention.
3. Students who accumulate more than **15** absences for the year will be dropped from the program immediately unless special circumstances approved by the Principal. This includes educational days granted by Kendall CSD. A written notice will be sent home at the beginning of the year, and periodically throughout the school year to inform students and parents/guardians of WeMoCo absences.
4. WeMoCo students will be allowed a maximum of 2 Educational Days for school related activities.
5. WeMoCo students are subject to the same attendance requirements governing their regular school program and will receive disciplinary action as appropriate (refer to In School Suspension (ISS) Guidelines 5313.2 C.7.e) for WeMoCo students).
6. All students attending WeMoCo must use transportation provided by the school district.
7. Failure to use the district's transportation will result in a consequence.

5160 Student Absences and Excuses

The following reasons for student absences from schools are recognized as valid by the Board of Education:

1. personal illness
2. serious illness or death in the family,
3. religious observance,
4. medical appointments,
5. prior approved college visits,
6. required court appearances, and
7. prior approved cooperative work programs.

In addition, college visitations, which are approved in advance by the office, are considered important enough to excuse a student's absence for this reason.

Although days missed for the above reasons are considered legal absences, students must realize that their schoolwork can suffer if they are out of class too often. Students are responsible for keeping informed of makeup work for time missed in class, whether their absence is legal or illegal.

Each absence must be accounted for. It is the parent's /guardian's responsibility to notify the office on the morning of the absence. It is essential that parent's/guardian's provide a written excuse for each absence. Such excuses should contain the reason and date of absence, and be presented to the school nurse as soon as a student returns to school. It is essential that parent(s)/guardian(s) provide an excuse (written note, phone call, or email) for each absence.

Refer to section 5305(G.) on requirements for participation/attendance at extracurricular activities.

5161 School Truancy and Tardiness

Kendall High School believes it is important to ensure students are attending classes as well as arriving to classes on time, since these are essential for learning.

Student absence without the knowledge and consent of both the parent/guardian and the school is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by the school and/or Family Court.

Tardiness, whether the fault of the child or the parent/guardian, cannot be excused except for the reasons cited in policy 5160. A note explaining the cause of each lateness is required. Since excessive tardies and absences are not conducive to good work habits or learning, parents/guardians should make every effort to have their children in school every day and on time.

In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one half (1/2) of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half (1/2) of the school day is defined as follows: from 7:45 a.m. until 11:17 or from 11:20 until the end of the school day. (Refer to BOE Policy 7410)

Chronic tardiness and truancy are unfair to both teachers and other students and therefore will not be tolerated.

5200 Co-curricular and Extracurricular Programs

Kendall High School recognizes the educational values inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship

5205 Dances

The basic purpose of dances is to provide students and approved guests with an opportunity to socialize after regular school hours in a controlled, adult supervised environment. Unless otherwise publicized, all dances are from 7:00 - 10:00 p.m.

5210 Student Organizations

The Kendall Central Board of Education, Counties of Orleans and Monroe, affirm the importance of extra-curricular activities and student organizations, which extend and/or enhance the learning opportunities of District students in meaningful ways. These activities and organizations should be planned to supplement the experiences available to students through their school, community and home.

The Superintendent of Schools is responsible for developing procedures for registering and regulating extra-curricular activities and student organizations. Such procedures shall ensure that any activity or organization, which is not prohibited by policy, regulation or law, shall be eligible for registration. However, the Superintendent shall prohibit the formation or registration of any activities or organizations, including fraternities or sororities or any other secret societies whose deliberations and activities have caused or created, or are likely to cause or create, a disruption or interference with the programs or

operations of the District. Extra-curricular activities and student organizations shall not restrict membership on the basis of race, sex, national origin, or other arbitrary criteria.

The Board of Education establishes a closed forum basis for extracurricular activities and student organizations. Therefore, only those extra-curricular activities and student organizations, which are curriculum-related, are permitted to organize and/or meet on District properties. Curriculum-related activities and organizations must meet at least one of the following criteria:

- a) the subject matter of the activity or organizations must be actually taught or will be taught in a regularly scheduled course; or
- b) the subject matter of the group must concern the body of courses as a whole; or
- c) participation in the group is a course requirement; or
- d) academic credit is earned for participation in the activity or organizations.

(Refer to BOE Policy 7410)

See 5305 for the school's Code of Conduct of Student Participants in Extracurricular Activities

5280 Interscholastic Athletics

RATIONALE: Interscholastic sports are an integral part of the Kendall Central School District's program whereby participants are provided planned and structured opportunities under the direction of qualified school personnel to:

1. develop more in-depth understanding of the activity(ies);
2. increase their physical fitness in general;
3. improve their skill development with respect to the activity(ies);
4. learn more about and actually practice cooperation among peers and with adults;
5. develop more comprehensive social skills;
6. develop responsibilities and loyalties for self and team;
7. develop self-esteem;
8. develop self-initiative and demonstrate commitment; and
9. assist in establishing interests for physical activity participation after secondary school.

PHILOSOPHY: The fundamental purpose of the Kendall Central School District's interscholastic sports program is to provide a comprehensive set of team and individual sports in which Kendall Central School 7-12 students with varied abilities and interests may participate positively and successfully in appropriate competition against students in other school districts. The District asserts that it is a privilege for students to participate in any of its interscholastic sports programs. (Refer to BOE Policy 7420)

To participate in any sport or practice, a student must:

1. Provide written parental/guardian consent;
2. Pass a medical physical examination which is valid for one calendar year;
3. Be in and maintain sound academic standing;
4. Meet eligibility requirements as established by the Kendall Central School District, NYSPHSAA, Section V, and the Genesee Region League;
5. Meet requirements for interscholastic competition as set forth by the Commissioners Regulations and the New York State Public High School Athletic Association; and
6. Read and sign the Kendall Athletic Expectations Form, which states that you have read, understand and agree with the Student Guidelines for Extra-Curricular Activities.

5300-5313.3 Student Disciplinary Code

(Refer to BOE Policies 3410, 6410, 7310, 7313, 7315)

5300 Student Conduct and Discipline

Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach.

Each student is expected to be responsible for the student's own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms and throughout the school. Students who fail to meet these standards and violate school rules may be subject to appropriate disciplinary action and more regulated supervision. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior, and action will be appropriate to the seriousness of the offense. The building administrator will first review the student's disciplinary records and consider the circumstances which led to a violation of the school code before assigning progressive consequences.

In addition to the school-wide code of conduct, each classroom teacher may have additional rules and procedures for students to follow.

5301. Definitions

For purposes of this code, the following definitions apply:

"Disruptive student" means a 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;

"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 event or activity on or off school property;

"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.

"Fighting" means committing an act of violence (such as hitting, pushing, kicking, punching, or scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property.

5305 Eligibility for Extra-Curricular Activities

The Kendall Central School District provides a comprehensive program of extra-curricular activities for its 7-12 students. The extra-curricular program includes such activities as interscholastic sports, cheerleading, intramurals, drama productions, clubs, choral productions, marching band, student councils, after school class meetings, honor societies, dances, proms, balls, banquets, and other school sponsored functions which are not part of, or required for, credit courses, excluding the senior graduation ceremony.

The basic purpose for extra-curricular activities at KCS is to provide students with positive, meaningful learning experiences which enrich their basic educational programs.

The District expects all students who participate in or attend at such extra-curricular activities to understand and to abide by the policies, regulations, rules, and guidelines established by the District, the Commissioner of Education, the Board of Regents, and any other relevant governing bodies.

In addition to possessing appropriate interests and skills, all participants and attendees are expected to demonstrate acceptable academic achievement, behavior, and appearance at all times within the school, at school sponsored activities off school grounds, and within the Community.

The basic expectations of the District regarding extra-curricular programs are as follows:

A. ACADEMIC PERFORMANCE

The basic expectations of the District regarding extra-curricular activities (extra-curricular sports programs, drama/musical programs, athletic and school sponsored events, clubs, extra-curricular trips, dances, the Senior Ball and Junior Prom, etc.) are as follows:

Since the primary function at KCS is to provide a quality education, the individual academic achievement and effort of each student comes before the participation in or attendance at extra-curricular activities. Even though individual students possess different academic potentials and interests, a student is expected to maintain a passing mark for every course in which the student is enrolled in order to continue to participate in or attend at extra-curricular activities. Courses taken at locations other than KCS such as institutions for higher learning shall not be included in these Guidelines.

Any student with one or two failures in any subject(s), will be placed on probation. Any student with more than two failures based on his/her report card and/or interim progress report will be ineligible for participation in extra-curricular activities until the next list is published. Every student's status will be determined every five-week period during the school year.

Every student will begin the school year in September with a status of eligible. Eligibility requirements will begin at the first five-week interim progress report.

The probation or ineligibility period will begin when the ineligibility list is printed. Parents/guardians and students are notified on interim progress reports or report cards. Teachers, coaches, advisors, and chaperones will receive a copy of the ineligibility list.

A student on probation may participate in or attend extra-curricular activities such as clubs, dances, plays, sporting events, special music presentations and is eligible to practice and play in games if they meet the **Probation Requirements**. A student who has failed more than two classes may not attend these events or participate in athletic events during the ineligibility period (usually a five-week period.) If a student meets the standard of passing grades in all classes at the end of the probationary period by passing all classes, he/she will retain his/her eligibility status.

A teacher or administrator has the opportunity to identify cases where special circumstances may have contributed to a student failing a course and eligibility be granted. Students have the opportunity to appeal their situation to a school administrator.

Probation requirements:

During the five-week probationary period the student is responsible to do the following:

1. Attend the Academic Support Center after school or work with a teacher who teaches in the subject area that the student failed, one night a week after school for every class the student failed.
2. Present an Academic Support Notice to the teacher or Academic Support Advisor for signature to verify attendance. Distribute the Academic Support Notice as indicated on the form. A copy of the form must be turned into the office. This will allow the student to receive credit for attending academic support.

3. Students on academic probation will become ineligible for one week or longer if they do not fulfill their weekly probation requirements.

B. ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

For extra-curricular activities which do not require try-outs and selection, interested students in grades 7-12 must satisfactorily satisfy these guidelines to be eligible to attend such extra-curricular activities which are appropriate to their grade levels, ages, interests, and other relevant criteria as approved by the Secondary Principal.

The events include the Senior/Junior Ball, other school dances, participation in talent shows and school plays, class trips, ski trips, Jazz Band and other school clubs.

C. TRY-OUTS AND SELECTION

Certain extra-curricular activities require students to compete for places in the activity or have criteria which the students must achieve in order to participate. Interested students in grades 7-12 must satisfactorily satisfy these guidelines to be eligible to try out for participation in those extra-curricular activities which are appropriate to their grade levels, ages, abilities, skills, achievements, interests, and other relevant criteria as approved by the Secondary Principal.

Based on the reasonable criteria and processes approved by the Secondary Principal, the District staff persons in charge of the extra-curricular activity shall select students for participation in these activities.

Students selected to participate in one activity may also participate in other KCS extra-curricular activities.

D. PHYSICAL EXAMINATIONS, INJURIES AND INSURANCE

Before a student may try-out for or practice on any interscholastic athletic team, the student must be examined by the student's personal physician or the KCS District physician. All injuries which occur at any extra-curricular activities must be reported promptly to the District staff person in charge of the extra-curricular activity, who in turn shall promptly report the same to the school health office. If an athletic injury is such that a medical re-examination is required, the student shall not be allowed to practice or play in a contest until re-approved by a physician the school physician. The District does provide a basic student accident insurance policy, but the coverage of this policy has limitations and restrictions of which all parents/guardians should be aware.

E. PARTICIPANT -PARENT CONSENT CARD

To ensure better communication among the student, parents/guardians, and the District, a PARTICIPANT/PARENT CONSENT CARD signed by the student and the parents/guardians shall be required for certain activities as determined necessary by the Secondary Principal.

F. BEHAVIOR AND ATTITUDE

Students are expected to demonstrate acceptable behavior and attitude at all times whether on or off school property.

If a student demonstrates unacceptable behavior or attitude while participation in an extra-curricular activity, the district staff person in charge of the extra-curricular activity may appropriately discipline the student. If a student demonstrates unacceptable behavior or attitude elsewhere, a KCS Administrator may include appropriate extra-curricular activities restrictions as part of the disciplinary consequences.

G. ATTENDANCE AND PROMPTNESS

Attendance and promptness are important during regular school as well as during extra-curricular activities.

Students must be in attendance for a consecutive time block equivalent to at least 1/2 of the regular school day [by the start of 5th period] in order to participate in and/or attend at that day's extra-curricular activities. Exceptions to this Guideline require approval by a KCS Administrator.

If a student demonstrates poor attendance at, or is frequently tardy to, an extra-curricular activity, the District staff person in charge of the extra-curricular activity may appropriately discipline the student. If a student demonstrates poor school attendance or frequent school tardiness, a KCS Administrator may include appropriate extra-curricular activities restrictions as part of the disciplinary consequences.

H. SCHOOL EQUIPMENT AND SUPPLIES

School owned equipment or supplies may be issued to students and shall be used only for KCS sponsored practices and contests.

At the end of the season for an extra-curricular activity or if a student leaves an activity, all school owned equipment and supplies must be returned to the district staff person in charge of the extra-curricular activity within ten (10) school days. Each student is responsible for reimbursing the district for any damaged or lost school-owned equipment and materials. Until equipment and supplies are returned or satisfactory restitution is made, the Secondary Principal shall not allow a student to participate in or attend at any other extra-curricular activities.

I. TRANSPORTATION

If provided by the District, all participants are expected to ride to and from extra-curricular activities on school provided transportation unless they have a note signed by their parent/guardian, and approved by a KCS Administrator or a KCS staff person in charge of the activity, to ride with their parents/guardians or other parent/guardian approved adult. Students are not allowed to drive to athletic events unless approved by a KCS administrator.

Participants or attendees requiring medical or other emergency assistance may be transported by an adult, approved by a KCS Administrator or KCS chaperone without parent/guardian permission.

Other exceptions to this transportation section of the Guidelines require prior approval by a KCS Administrator.

J. TOBACCO, ALCOHOL, AND ILLEGAL DRUGS

ON DISTRICT PROPERTY - Students participating are prohibited from being in the presence of, possessing, using, or being under the influence of alcoholic beverages or illegal drugs on District property or at District sponsored events. All Violations will carry over to the next season. Spring violations will carry over to the next school year. Students will be suspended as outlined in 5312.60 (drug and alcohol abuse.)

Alcohol and Illegal Drugs:

1. The first time that a student violates this section of the Code, the student will be temporarily suspended from participating in all extra-curricular activities for ten (10) school days and may return thereafter to extra-curricular activities providing that:
 - a) the student and the student's parents/guardians meet with administration and the staff persons in charge of these activities to discuss this situation; and
 - b) the student actively participates in a counseling program approved by the Secondary Principal.
2. The second time that a student violates this section of the Code, the student shall be temporarily suspended from participating in all extra-curricular activities for twenty days (20) school days and may return thereafter to these extra-curricular activities providing that:
 - a) the student and the student's parents/guardians meet with administration and the staff persons in charge of these activities to discuss this recurrence; and
 - b) the student actively participates in a counseling program approved by the Secondary Principal.
3. The third time that a student violates this section of the Code, the student shall be suspended from participating in all extra-curricular activities.
 - a) the student and the student's parents/guardians meet with administration and the staff persons in charge of these activities to discuss this situation.

OFF DISTRICT PROPERTY - If the District is made aware of alcohol or illegal drug use off District property, then the parents/guardians and police will be notified by an administrator.

Tobacco Use

Students are prohibited from possessing and/or using any tobacco products on District property during the school year. If the District is made aware of tobacco use off campus, parents/guardians will be notified.

1. In the case of tobacco use, the administrator will assign consequences outlined in the Code of Conduct.



Kendall Central School District



EXTRA-CURRICULAR EXPECTATIONS

Amended 3/2011

Preface:

Interscholastic sports and extra curricular activities play an important role in promoting the physical, social, and emotional development of children. It is therefore essential for parents/guardians, coaches, advisors, and officials to encourage youth athletes and participants to embrace the values of good sportsmanship and display appropriate behavior. Furthermore, adults involved in youth events should be models of appropriate behavior and should lead by example by demonstrating fairness, respect, and self-control. The following *Expectations* clearly outline appropriate conduct at all KCS athletic events and extra-curricular activities—both home and away. For further rules and regulations, please refer to the *Kendall Central School's Code of Conduct*.

I therefore pledge to be responsible for my words and actions while attending and participating in interscholastic sports events and extra-curricular activities (both home and away) and shall conform my behavior to the following *Expectations*:

STUDENTS

1. I will engage in sportsmanlike/respectful behavior with every coach, parent, player, advisor, participant, official or any other attendee.
2. I will refrain from any behavior which would endanger the health, safety, or well-being of any coach, parent, player, advisor, participant, official or any other attendee.
3. I am prohibited from being in the presence of, using, or being under the influence of alcoholic beverages or illegal drugs on and off District property during the seasons of such activities.
 - a) First Offense: Suspension from extra-curricular activities for 10 school days.
 - b) Second Offense: Suspension from extra-curricular activities for 20 school days.
 - c) Third Offense: Permanent Suspension for rest of athletic season/activity.
4. I will avoid the use of profanity and/or inappropriate gestures.
5. I will treat every coach, parent, player, advisor, participant, official, or any other attendee with respect regardless of race, creed, color, national origin, gender, sexual orientation, or ability.
6. I will refrain from engaging in verbal or physical threats or abuse aimed at any coach, parent, player, advisor, participant, official, or any other attendee.

7. I will avoid fighting or scuffling with any coach, parent, player, participant, official, or any other attendee.
8. I will refrain from engaging in taunting or trash-talking aimed at any coach, parent, player, advisor, participant, official, or any other attendee.
9. I will abide by the *Kendall Central School Code of Conduct* for further clarification and policies.
10. I will maintain Academic eligibility by following the guidelines in the *Kendall Code of Conduct*.
11. I will return a signed *Parent Consent & Physical Education (if applicable)* form to my coach and/or nurse prior to the first game. (athletics only)
12. I am prohibited from using tobacco products.
13. I will attend the Parent/Athlete Informational meeting at the beginning of the athletic season for more details. (athletics only)

PARENTS

1. I will engage in sportsmanlike behavior with every coach, parent, player, advisor, participant, official or any other attendee.
2. I will encourage my child, or any other person, to engage in sportsmanlike conduct with every coach, parent, player, advisor, participant, official or any other attendee.
3. I will refrain from any behavior which would endanger the health, safety, or well-being of any coach, parent, player, advisor, participant, official or any other attendee.
4. I will refrain from encouraging my child, or any other person, to engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, advisor, participant, official or any other attendee.
5. I will refrain from using drugs, tobacco, or alcohol while at an extra-curricular activity and will not attend, coach, officiate, or participate in an extra-curricular activity while under the influence of drugs, alcohol, or tobacco.
6. I will avoid the use of profanity and/or inappropriate gestures.
7. I will avoid encouraging my child, or any other person, to engage in the use of profanity and/or inappropriate gestures.
8. I will treat every coach, parent, player, advisor, participant, official, or any other attendee with respect regardless of race, creed, color, national origin, gender, sexual orientation, or ability.
9. I will encourage my child to treat any coach, parent, player, advisor, participant, official or any other attendee with respect regardless of race, creed, color, national origin, gender, sexual orientation, or ability.
10. I will refrain from engaging in verbal or physical threats or abuse aimed at any coach, parent, player, advisor, participant, official, or any other attendee.
11. I will refrain from encouraging my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, advisor, participant, official or any other attendee.
12. I will avoid fighting or scuffling with any coach, parent, player, advisor, participant, official, or any other attendee.
13. I will refrain from encouraging my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, advisor, participant, official or any other attendee.
14. I will refrain from engaging in taunting or trash-talking aimed at any coach, parent, player, advisor, participant, official, or any other attendee.
15. I will abide by the *Kendall Central School Code of Conduct*.
16. I will not discuss concerns or complaints with any coach/advisor prior to or immediately following a practice or a contest; instead, I will make an appointment at least 24 hours following any incident.

17. I will attend the Parent/Athlete Informational meeting at the beginning of the athletic season for more details. (athletics only)

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating, or participating in an interscholastic sports event and/or extra-curricular activity I will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal and/or warning issued by a school official.
2. Suspension or immediate ejection from an interscholastic sports event and/or extra-curricular activity issued by a school official who is authorized to issue such suspension or ejection. *Note: Chaperones employed by the Kendall Central School District are considered to be school officials during athletic events.*
3. Suspension from multiple interscholastic sports events and/or extra-curricular activity issued by a school official.

Student's Name (Print) Student's Signature/Date Parent Signature / Date

* Coaches/Advisors are required to keep a signed copy of this form on file until the end of the season/activity.

K. LEAVING AN EXTRA-CURRICULAR ACTIVITY

If a student leaves an extra-curricular activity, the student shall have ten (10) school days to personally seek reinstatement with the District staff person in charge of the extra-curricular activity whose decision on such reinstatement is final. If the participant does not seek reinstatement or is not reinstated the participant shall not be eligible for participation in that activity until the next school year.

L. BASIC DISCIPLINARY ACTION

The District staff person in charge of an extra-curricular activity may implement appropriate consequences for students who violate these Guidelines and other reasonable expectations established for the activity as approved by the Secondary Principal. If the District staff person in charge imposes consequences which temporarily prohibits a student from participation in two (2) to five (5) practice days or in one (1) contest, this staff person shall promptly notify the student, the student's parents/guardians, and the Secondary Principal in writing of the reasons for and the terms of the disciplinary actions.

If a KCS Administrator imposes consequences on a student which affect the student's participating and/or attendance at extra-curricular activities, this Administrator shall promptly notify the student, the student's parents/guardians, and the District staff persons in charge of activities in writing of the reasons for and the terms of the disciplinary actions.

M. IN SCHOOL SUSPENSION (ISS) OR SCHOOL SUSPENSION

If a student is assigned to In School Suspension (ISS) for any length of time on any day, the student shall not be allowed to participate in or attend at any extra-curricular activities until the next school day.

If a student is suspended from school, the student shall not be allowed to participate in or attend at any extra-curricular activities until the school day on which the student returns from suspension.

N. SUSPENSION OR DISMISSAL FROM EXTRA-CURRICULAR ACTIVITIES

Only the Secondary Principal may suspend a participant for more than five (5) practices or for more than one (1) consecutive contest. Only the Secondary Principal may dismiss a participant from an extra-curricular activity. Prior to such suspensions or dismissals, the Secondary Principal shall hold an informal conference with the student and parents/guardians to review the reasons for and the terms of such disciplinary actions.

If a participant is dismissed from an activity, the participant shall not be eligible for participation in that activity until the next school year.

O. SUMMARY

To be more successful, the students and the District staff in charge need the positive support, and cooperation from the parents/guardians and other adults of the Community.

Even though there is no practical way to adequately cover all the possible situations and consequences which might occur regarding extra-curricular activities, these Student Guidelines are designed to help the students, their parents/guardians, and the District staff become more aware of most of KCS's basic expectations. The Superintendent reserves the right to modify or alter these Guidelines at any time on the merits of individual situations or the needs of the District.

5311 Student Rights and Responsibilities

The Kendall Central School Board of Education, Counties of Orleans and Monroe, affirms that order and discipline are essential to an effective education. The Board also believes that many different individuals in the school community have important roles which contribute to this orderly environment.

Such an orderly environment is better achieved and sustained through a code of discipline which closely defines rights, roles, responsibilities, unacceptable behavior, and provides for appropriate disciplinary options and responses.

Therefore, as required by Part 100.2 (1 and 2) of the regulations of the NYS Commissioner of Education, the Board of Education hereby establishes the following student discipline code:

A. RIGHTS OF STUDENTS

Kendall Central School students have the right to:

1. attend school at KCS as long as their parents/guardians reside in the District;
2. expect the school will be an orderly place for them to gain an education;
3. be provided equal access for participation in school programs and activities;
4. be treated fairly and equally without discrimination;
5. be respected as individuals entitled to their rights, dignity and integrity;
6. exercise their rights of free speech and press as long as they do not disrupt or interfere with the operation of the school, its programs, or its activities;
7. participate daily in the salute and pledge of allegiance to the Flag and the Republic of the United States of America;
8. vote in student government elections and be represented by an elected student government;
9. form educational, extra-curricular, social, and political organizations within the school open to all students and operating under approved school rules and regulations;
10. be free to unreasonable intrusion upon their person or property by school staff or outside agencies;
11. be afforded reasonable due process in the event disciplinary action is brought against them;
12. be afforded open communication opportunities with the school district staff and officials; and
13. be offered opportunities for the expression and resolutions of their grievances which cannot be resolved through informal processes.

RESPONSIBILITIES OF STUDENTS

Kendall Central School students are responsible for:

1. attending school when in session and being on time to all classes except when legally excused;
2. being aware of the school programs and activities available to them;
3. demonstrating satisfactory academic progress according to their ability;
4. familiarizing themselves with all the school rules, expectations, and consequences applicable to student conduct and behavior;
5. obeying all school rules and regulations;
6. conducting, dressing and/or grooming themselves in ways which are orderly, which are not unduly destructive, or which do not endanger the safety, morals, health, or welfare of themselves or others;
7. using school property appropriately and without abuse;
8. being willing to volunteer information regarding disciplinary situations of which they have knowledge;

9. expressing themselves in a respectful manner which does not disrupt, interfere, offend, restrict or slander the rights and privileges of others;
10. refraining from participating in or supporting any discriminatory practices against others;
11. demonstrating appreciation and respect for the rights, dignity, and integrity of others;
12. taking an active part in the student government;
13. recognizing that the school staff assumes the role of surrogate parents in the matters of student conduct and discipline at school and at school sponsored activities;
14. accepting the responsibility and consequences for their actions; and
15. pursuing informal discussion to resolve perceived grievances before moving to formal stages.

5311.4 Care of School Property by Students

All students must show respect and care for Kendall High School property. Any damage to property should be reported to the main office or the appropriate teacher.

Acts of vandalism are unacceptable and may be crimes against the School District and the community which supports the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, even if accidentally, such student and/or the student's parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

(Refer to BOE Policy 7311)

5312.10 Student Dress Code

Individual students and parents/guardians have the responsibility for student dress and general appearance. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with their education or the education of others as determined by the Building Administrator. Students may be asked to wear appropriate protective gear in certain classes such as physical education, wellness, and technology.

Students must wear appropriate clothing. In accordance with administrative expectations, the wearing of hats, bandanas, and other forms of headwear is prohibited during the regular school hours. Overcoats, shoes with rollers, or clothing worn inappropriately (unbuttoned to the point of immodesty, too tight, see-through, etc.) are all examples of unacceptable dress. Students are not allowed to display bandanas or other gang affiliated items.

- A student's dress should not reveal any skin between the upper chest and mid-thigh.
- A student's dress shall ensure no undergarments are exposed.
- A student's dress shall include footwear (not slippers) at all times and footwear that is a safety hazard will not be allowed.
- Students cannot wear pajamas or slippers to school.
- A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Clothing and attire which have an expression (phrase, word or words) or insignia (picture, symbol, patch or pin) which is obscene or libelous (that is, which contains objectionable language, including insults, whether directed to themselves or others), or which advocates racial or religious prejudice is forbidden.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including In School Suspension (ISS) for the day.

5312.11 Use of Cell Phones, laptops, and other electronic devices such as (ipods, mp3 players, digital cameras, etc.)

The use of the above are disruptive to the school environment and are therefore not permitted to be in use in the school during school hours including academic study hall and when students are receiving eligibility

credit after school. Individual teachers may use the above mentioned. These items should be stored out of sight, properly put away; all of these devices must be turned off or are subject to confiscation by school personnel. Students cannot take pictures of other students or adults with their cell phones and/or cameras at school events without the permission and/or knowledge of the student and/or adult being photographed. Students may be subject to disciplinary measures.

Students cannot post inappropriate pictures/comments about staff members using technology including websites, cell phones, etc. Administration will contact the parents of the student posting the inappropriate comments and/or pictures when the incident has been reported and confirmed. Students may be subject to disciplinary measures.

Students must assume risk when bringing valuables to school and the school will not be held responsible for lost, stolen or damaged articles.

5312.12 Displays of Affection

Hand-holding is the only acceptable display of affection in school. Any display beyond this will be subject to disciplinary measures.

5312.13 Language and Gestures

Use of obscene, vulgar, or profane language or gestures is not allowed.

5312.14 Class Preparedness

Students must become familiar with their teachers' expectations for class preparedness and the consequences as such. All students must come to class on time, with paper, writing utensil, appropriate books and completed assignments. Students unprepared for class will not be allowed to return to their lockers.

5312.15 Horseplay

Students must refrain from horseplay, particularly when it involves the physical contact of another student. Pushing and shoving is disruptive, may cause injury and often leads to fighting.

5312.16 Disruptive Behavior

Students are to behave in a manner that does not distract their teacher or other students. Students should become familiar with the expectations of their teachers and obey all classroom and school rules. Being considerate, kind and courteous are signs of maturity and respectful behavior. Any behavior contrary is disruptive to the educational process. Excessive noise, throwing of objects, physical display of affection, mishandling of school property, physical horseplay or any behavior that violates the rights of others or interferes with student activities will be controlled or corrected by the individual teacher or aide in charge.

5312.2 Class Truancy and Tardiness

Students are to be in their seats ready to work when the 1st class bell rings.

Students are to attend every class, lunch and study hall as indicated on their schedule. Each teacher assigns a portion of their grade on class participation. Class attendance is important. Students who are absent from class cannot participate and their grade is affected.

5312.30 Smoking on School Premises

The Kendall Central School Board of Education, Counties of Orleans and Monroe, in accordance with Chapter 244 of the New York State Laws of 1989 as the Clean Indoor Air Act, and in accordance with Chapter 565 of the New York State Laws of 1994, and in accordance with federal Public Law 103-227 of 1994 known as the Pro-Children Act, hereby affirms its responsibilities to ensure that the District's students, non-tobacco using employees, and the public are protected from involuntary exposure to tobacco use while on District properties and/or in District vehicles. Therefore, the following are hereby adopted:

1. The use of tobacco and tobacco related products is prohibited by all persons at all times in the District's buildings, on the District's grounds, in other vehicles on District property, and in the District's vehicles regardless of where such vehicles are.
2. In addition, students of the District are also expressly prohibited at all times from using tobacco and tobacco related products during District sponsored activities off of District properties.
3. In addition, employees of the District are also expressly prohibited at all times from using tobacco and tobacco related products while on duty during District sponsored activities off of District properties.
4. The use of Tobacco includes, but is not limited to, smoking, chewing, and snorting.
5. With the exception of District students, persons ages 18 and older may possess legal tobacco products on District property as long as such possession does not interfere with the reasonable operation of the District's functions.
6. This Use of Tobacco Policy and all related Administrative Regulations shall be posted in each District building and shall be available to any employee or applicant for a vacancy within the district or member of the public

(Refer to BOE Policy 7320)

Smoking Policy:

Students are prohibited from smoking on all school properties, indoor or outdoor, and when at school activities or under the supervision of school authorities, whenever this may occur. Tobacco and tobacco products are not to be used or brought to school.

5312.31 Loitering/ Unauthorized Area

Bathrooms are to be used appropriately and loitering is not allowed. Students staying after school must be signed up with a staff member or must remain in the commons if waiting for practice to begin.

Students are not to exit the building during regular school hours unless they have permission from a staff member. This includes students who wish to "go out to the parking lot" even if during lunchtime.

Students who are staying after school whether for detention or extra help are not to leave the building until 3:15. Students are not to exit the building between the end of 7th period and start of detention or academic center.

5312.32 Projectiles

Shooting snowballs, rubber bands, squirt guns and the like are not only disruptive, they are a safety hazard as well.

5312.4 Respect Toward Fellow Students

Aggressive Behavior Toward Students:

Aggressive physical and verbal behavior, especially fighting, poses significant danger to those involved and to innocent bystanders. The Code of Conduct promotes responsible behavior and mutual respect to maintain a safe school environment. Fighting ("fighting" means committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator, other school employee, another student or any other person lawfully on school property), hazing and other reckless behavior which creates a risk of physical injury to others may also constitute legal offenses. Racial slurs, racially offensive language, and sexual harassment will not be tolerated.

5312.5 Respect Toward Staff

Aggressive Behavior Toward School Personnel:

Physical and verbal aggression directed toward school personnel undermine the mission of the Kendall Central School District to provide a supportive and orderly school environment. It violates the Code of Conduct regarding responsible behavior. Aggressive behavior which includes physical attack, threatening conduct, or results in injury or a reasonable fear of injury also constitutes legal violations or criminal offenses.

5312.60 Drug and Alcohol Abuse

A. ALCOHOL

1. EXPECTATION

The possession, consumption, sale, distribution, being under the influence of alcohol or look-alike alcohol are not allowed on school grounds, in school vehicles, or at school sponsored activities whether on or off school grounds.

2. DISCIPLINE GUIDELINES

1st instance - students shall be suspended out of school for up to five days and their parents shall be notified with a preference for a personal conference.

2nd instance - students shall be suspended out of school for up to five days, their parents shall be notified with a preference for a personal conference, and students shall be referred to a social agency.

3rd instance - student shall be suspended out of school for five days, their parents shall be notified with a preference for a personal conference, and students shall be referred to the Superintendent for a Suspension Hearing.

B. OTHER SUBSTANCES

In this Administrative Regulation “other substances” shall be construed to be illegal drugs and controlled substances including, but not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamine, heroin, steroids, look-alikes, and designer drugs. In addition, the misuse or abuse of prescription medications or over-the-counter medications will be subject to the Administrative Regulation.

1. EXPECTATION

a. Required prescription medications for individual students must be given to the School Nurse who will dispense them according to the Doctor’s written instructions.

b. The possession, use, sale, and/or distribution of other substances or drug implements are not allowed on school property, in school vehicles, or at school sponsored activities whether on or off school property.

2. DISCIPLINE GUIDELINES

1st instance – student shall be suspended out of school for up to five days, their parents shall be notified with a preference for a personal conference, and the police in appropriate circumstances will be notified.

2nd instance - students shall be suspended out of school for up to five days, their parents shall be notified with a preference for a personal conference, the police shall be notified, and the students may be referred to the Superintendent for a Suspension Hearing.

3rd or more instances - students shall be suspended out of school for up to five days, their parents shall be notified with a preference for a personal conference, the police shall be notified, and the students shall be referred to the Superintendent for a Suspension Hearing.

C. DECREMENT

The Board of Education and Administration are committed to deterring drug use in and around school property. The Board of Education and Administrator will assist in prosecuting as provided by law anyone possessing, using, selling, or distributing alcohol or other substances on school grounds or within 1000 feet of school grounds.

(Refer to BOE Policy 7320)

5312.61 Dangerous Weapons in School

The Kendall Central School Board of Education, Counties of Orleans and Monroe, in accordance with the Federal gun-Free Schools Act of 1994 declares that the maintenance of public order on school property requires that the District adhere to a strict policy of zero tolerance towards student possession of firearms.

Therefore, student possession of firearms and look-alike firearms, or components of firearms or look-alike components of firearms including but not limited to BB guns, pellet guns, ammunition, and so forth, shall not be allowed on school property or at school sponsored activities.

If a student violates this policy, then the student shall be:

- a) suspended immediately from school by the Building Principal for five (5) school days
- b) referred to the appropriate law enforcement agencies for prosecution to the full extent of the law; and
- c) referred to the Superintendent for a Suspension Hearing with a Building Principal's recommendation for a long-term suspension from school for a period of twelve (12) consecutive months.

The Superintendent may modify the recommended penalty in part or all based on evidence presented at, and/or the circumstances surrounding, each individual student Suspension Hearing.

(Refer to BOE Policy 7360 and 7361)

Possession, Display or Use of Firearms or Other Weapons:

All types of firearms, noxious materials (mace) or any other dangerous or deadly instruments or weapons are strictly prohibited on school property. Possession of these items constitutes legal violations or criminal offenses and will be dealt with very severely.

5312.62 Possession of Fireworks, Incendiary Devices, Arson

These behaviors endanger the health and safety of all members of the school community. The possession, use, or furnishing of fireworks or the ignition of fires on school property may also constitute legal violations.

5312.63 Falsely Reporting an Incident

Bomb Threats and False Fire Alarms:

The sounding of a false fire alarm or the delivery or call in of a bomb threat to a school poses extreme danger to the safety and welfare of everyone. Both are violations of criminal law.

5312.64 Theft

School property has been purchased at great expense to provide support to students for their education. As such, all property belongs to the school district and it must therefore be treated with care. The same applies to the personal property of others. Theft is a crime in addition to a violation of school rules.

Students who are victims of theft must complete a Theft/Loss Form from the office.

5312.65 Other Prohibited Conduct

Bullying will not be tolerated. Bullying among children encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful. Bullying can take three forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); and psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation).

Students will not engage in **computer/electronic communications misuse**, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

Students will not engage in **arson**: The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the District, to personal property of District students or staff, or to personal property of third parties.

Lying to school personnel

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.

Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

Selling, using or possessing **obscene material**.

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 or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

Any form of **card or board games** not affiliated with a club unless approved by a staff member.

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

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

5312.66 Misconduct Not Specifically Defined

The definitions of misconduct set forth in this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the District, shall be punishable by penalty to be imposed in the discretion of the appropriate District personnel.

5312.67 Notification of Offenses

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student who has knowledge of 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 building 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/guardian of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee will 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.

5313 Penalties

The following section describes the penalties used for disciplinary action at Kendall Jr./Sr. High School. It is the philosophy of the Kendall School District to administer discipline in a consistent and progressive fashion commensurate with the violation.

5313.1 Detention

Detention is the least severe consequence a student may receive for failing to abide by classroom and/or school rules. Detention may be assigned for 1 day or may be assigned multiple days depending on the severity of the infraction. Students who are assigned detention may be assigned with the classroom teacher or in a "school wide detention" room. As a rule of thumb, students will be assigned teacher detention for at least the 1st and 2nd instances of minor infractions in relation to class conduct. School wide detention is reserved for students with multiple infractions or infractions which are contrary to school wide rules and expectations. If detention is used as a penalty, parents/guardians will be notified.

1. If a student is assigned detention by a staff member, the student is required to attend on the date assigned. Detention starts promptly after school and ends when released by monitor. Students assigned

to detention are not allowed to leave the building at the end of 7th period. They must report directly to the detention room or classroom.

2. Students will bring schoolwork to detention and work diligently the entire period.
3. There is to be no talking.
4. Students must remain in their seats the entire period.
5. If a student is assigned In School Suspension (ISS) for the day, he/she will automatically receive detention for that night as part of the In School Suspension (ISS) Assignment.
6. Employment (school-sponsored or otherwise) is not a reason to skip detention. Students will be given 1 day's advance notice to inform their employer of their responsibility to remain on detention.
7. Afternoon WeMoCo students return to Kendall after detention has ended. Therefore, In School Suspension (ISS) or other appropriate action will occur in place of assigned detention.

Failure to abide by detention guidelines will be dealt with severely. Students late to or disruptive in detention will receive multiple detentions or In School Suspension (ISS). Students who are sent out of detention for disruption or who skip or forget an assigned detention will receive multiple detentions or In School Suspension (ISS).

5313.2 In School Suspension (ISS)

- A. The purpose of In School Suspension (ISS) is to provide a very strict environment for those students who cannot behave in a way that is acceptable in school.
- B. Students may be assigned for a certain number of periods during regular study hall time, and/or for a certain number of days, spending the entire school day in this setting. The Student Code of Conduct and Discipline Guidelines outline when this might occur. Parents/guardians will be notified when a full day of In School Suspension (ISS) is assigned.
- C. Student expectations for In School Suspension (ISS) :
 1. Report as assigned by the office.
 2. Maintain absolute silence except to speak to the teacher in charge.
 3. Bring work to do: homework assignments, pen, pencil, etc.. Students will be assigned work if they fail to bring their own.
 4. No sleeping.
 5. No eating.
 6. Remain in assigned seat.
 7. No privilege pass.
 8. Students who are assigned for the day will:
 - a) Eat lunch 5th period unless otherwise instructed.
 - b) Be allowed bathroom breaks at approximately 9:30 a.m. and 1:00 p.m..
 - c) Not participate in any extracurricular activities after school including sports.
 - d) Not participate in day school activities such as assemblies, pep rallies, class meetings, field trips, etc.
 - e) Not be excused for WeMoCo, off campus classes, or early release for work unless authorized by Administrator.
 - f) Automatically receive detention for that day.

Students who do not abide by the above guidelines are subject to further disciplinary action. Students may be assigned extra time in In School Suspension (ISS) or be removed from In School Suspension (ISS) for inappropriate behaviors. Students who are removed from structured study hall will be suspended out of school and upon their return, complete their In School Suspension (ISS) assignment.

Students refusing to attend In School Suspension (ISS) will be suspended for 3 school days. Upon reinstatement, the original time assigned in In School Suspension (ISS) will be made up. Refusal to do so, will result in a Superintendent's Hearing.

5313.3 Student Suspension

For a student who is suspended, the school tries to arrange for a personal conference at which both the student and parents/guardians meet with the principal to discuss the reasons for the suspension and the expectations for reinstatement.

Suspension is considered to be one of the most serious disciplinary actions taken by the school. It is therefore, used only for extreme or repeated violations of our guidelines. According to NYS Education Law, students may be suspended for being insubordinate, disorderly, or for conduct which endangers the safety, morals, or health or welfare of others.

Insubordination

The failure or unwillingness to submit to school district authority or the failure to follow the reasonable request of an administrator, teacher or school employee constitutes insubordination.

Disorderly Conduct

Unreasonable noise, profane or vulgar language or displays, theft, property damage, harassment or the creation of any hazardous or physically offensive conditions are considered behaviors which promote disorder and compromise the safety of the school environment.

Endangerment

Conduct or Behavior which threatens the health, safety and welfare of other people constitutes endangerment.

5313.4 Teacher Removal of a Student From Class

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 five days. The removal from class applies to the class of the removing teacher only.

5313.5 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 possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

5313.6 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 applicable laws and regulation. (Refer to BOE Policy 7313)

5314 Corporal Punishment

The Kendall Central School Board of Education, Counties of Orleans and Monroe, recognizes the need for establishing and maintaining firm, fair, consistent, and reasonable student discipline within the District and at Kendall Central School sponsored functions off of district property.

As provided under Section 35.10 of the New York State Penal Law, the Board of Education establishes the following by-laws with respect to use of corporal punishment by District employees:

1. Corporal punishment shall mean the use of physical force by a school employee on a student for the purpose of disciplining a student.
2. Corporal punishment is prohibited by the District at all times by all school employees.

However, if alternative procedures and methods which would not involve physical force do not work, then the use of reasonable physical force is not prohibited for the following reasons:

- (a) to protect oneself from physical injury,
- (b) to protect another student or employee or any other person from physical injury,
- (c) to protect the property of the District or others, and
- (d) to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of District programs, activities or functions, if that student has refused to comply with a request to refrain from further disruptive acts.

In all of the above situations, (a) through (d), the use of physical force must be reasonable and moderate in degree.
(Refer to BOE Policy 7350)

Refer to BOE Policy 7350 for reporting and investigating complaints regarding corporal punishment.

5320 Student Conduct on School Buses

In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.
2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver.
4. Remain seated until the driver gives permission for you to leave.

All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Building 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/guardian will become responsible for seeing that his or her child gets to and from school safely.

5330 Searches

School lockers, desks, and other school equipment belong to the District and are not the private property of students. As such, school equipment may be opened and subject to inspection by school officials at any time for any reason without the consent or knowledge of the students or their parents/guardians.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

5331 Inquiries and Searches by Staff

Through the authorization of an Administrator, searches of student property may be conducted if there is reasonable suspicion to believe that the student has violated a law or District rule. The extent of a given search shall depend on whether the measures are reasonably related to the purpose of the search and are not excessive intrusions in with respect to the age and sex of the student.

It is important to remember that any alcohol, other substances, or drug related items discovered during such searches are evidence which may be used in court. Most searches conducted by an Administrator shall have the Administrator accompanied by another District employee as requested by the Administrator.

(Refer to Administrative Regulation 7330)

5420 Student Health Services

If a student is hurt or ill, he/she should tell a teacher and ask for a pass to the School Nurse's office. Students must have both parental and school permission previous to "signing out" from the nurse's office. This permission is preferred in writing by the student's parent or guardian but verbal permission will be accepted for legal reasons if the parent or guardian speaks with an office staff member. WeMoCo students must follow the same procedures for early dismissal. Missing school without proper procedure will be considered an act of school truancy.

The School Nurse will provide emergency care for students in accidental or unexpected medical situations.

If a student needs to take medication during the school day, he/she must follow these rules:

- Bring a note from his/her parent/guardian which gives the nurse permission to store the medication for the student's use, releasing the Board and its employees of liability for the administration of medication.
- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- Bring a copy of the prescription.

All medications should be handed to the School Nurse as soon as a student arrives on campus. No student should have prescription drugs in his/her possession while at school.

5430 Student Counseling Services

The counseling program includes individual and group activities designed to help each student benefit from the opportunities and experiences offered both in and out of school, as well as referrals to outside agencies. Counselors can assist in the selection of courses and in the handling of scholastic and/or personal problems. Where problems need special help, students may see the School Psychologist and/or the School Social Worker.

5454 Student Automobile Use

Student Driving Expectations and Procedures

Permission to drive to school is a privilege, not a right.

1. Students must have parents/guardians' and the principal's consent to drive to school. This is achieved by completing an application available in the office. Students must fill out a new application each year. Students must have parents/guardians and administrators consent to drive to WeMoCo, This is achieved by completing an application available at WeMoCo as well as completing the KCS application. **Students must have parents/guardians and administrators consent to drive to WeMoCo. Driving permission will only be allowed on a day-to-day basis under special circumstances.**
2. Student drivers who are late to school three times may have their privilege suspended for ten weeks when their 3rd instance of "lateness" to school occurs.
3. Loitering at any time is not permitted in the parking area. When you arrive in the parking lot, leave the car promptly and enter the school building. When ready to leave school, get in the car and leave promptly.
4. All vehicles will be registered in the High School Office and must display a registration sticker.
5. Obey all parking lot signs.
6. Maximum speed on school property is 10 mph.
7. Since the protection of life and property is a major concern, there will be no reckless driving in the parking lot or on the highway immediately adjacent to the school.
8. Park in the northeast area of the building between designated lines only, and on the blacktop.
9. Do not chauffeur other students on or off school grounds during school hours unless consented to by the parent/guardian and approved by the principal.
10. Under no circumstances may a student enter a car unless he/she is the driver/owner, or accompanied by the same.

6000 Fiscal Management

6250 Student Fees, Fines and Charges

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents/guardians will be expected to pay for such damage.

TEXTBOOKS

1. Students are provided with all textbooks free of charge.
2. Students are expected to keep these textbooks covered and in good condition.
3. If a textbook is lost or damaged, students are required to make restitution:
 - a) \$17.00 for books 4 years old or older
 - b) \$20.00 for books 2-4 years old
 - c) \$30.00 for books 1 year old
 - d) \$40.00 for books less than 1 year old

Damaged or breakage of other school supplies or materials will require restitution as well (Refer to 5311.4).

ATHLETIC RESOURCES

School owned equipment or supplies may be issued to students and shall be used only for KCS sponsored practices and contests.

At the end of the season for an extra-curricular activity or if a student leaves an activity, all school owned equipment and supplies must be returned to the district staff person in charge of the extra-curricular activity within ten (10) school days. Each student is responsible for reimbursing the district for any damaged or lost school-owned equipment and materials. Until equipment and supplies are returned or satisfactory restitution is made, the Secondary Principal shall not allow a student to participate in or attend at any other extra-curricular activities.

7000 School Buildings & Grounds

7050 Emergency School Closings

In the event of a school closing, announcements will be made to the following TV Stations: News Channel 13 WHAM (Rochester) & News Channel 2 WGRZ (Buffalo); radio stations: WHAM 1180. Please refrain from calling the school so that staff can attend to the supervision of students.

7100 After School Use of Building

Student use of the building after school is restricted to the following:

1. Staying to receive help from a teacher – at the student's request or the teacher's;
2. Participating in a sport or club;
3. Being assigned to teacher or school wide detention.

Further, students must:

1. Sign up for the late bus, with the teacher whom the student is staying with;
2. Stay with the staff member until the late bus has arrived;
3. Not wander the building.

The school is not responsible for students who voluntarily leave the school grounds at 2:35 p.m. The school is only responsible for students while they are on school property at a school - sponsored event.

8000 Support Services

8400 Bus Regulations/Seat Belt Use

Students are expected to ride school buses in a safe and orderly manner, demonstrating courtesy, respect, and the rights of others.

The Kendall Central School District believes that seat belts on school busses provide an important safety benefit to student passengers. Students will receive school bus seat belt use training during school bus safety drills.

All those riding busses equipped with seat belts, including but not limited to bus drivers, students, teachers, and chaperones, shall wear their seat belts at all times except when boarding or exiting the bus. School bus monitors shall also wear seat belts when they do not need to be out of their seats for student management. Failure to comply with this seat belt use policy shall result in student or employee disciplinary action. Volunteers riding busses who do not comply will lose their privilege of riding District vehicles.
Education Law § 3623

8 New York Code of Rules and Regulations §156.3
Vehicle and Traffic Law §1174 (a)(b)

8414.4 Video Cameras on School Buses

The Board of Education recognizes its responsibility to ensure the safety and welfare of staff and students on school transportation vehicles.

After having carefully considered and balanced the rights of privacy with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board supports the use of video cameras on its school buses.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students found violating bus conduct rules will be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline (see 5320).

8500 School Breakfast and Lunch Program

Breakfast

Breakfast foods will be served from the time students arrive to school until the start of classes. Students are expected to eat in the cafeteria and arrive to 1st period class on time.

Lunch

All food must be eaten in the cafeteria during 5th period only. Loud or disruptive behavior, throwing food, leaving trays or lunch wrappings on tables or floor will not be tolerated. Students are to remain in the Commons the entire period and are not to wander the hallways.

8520 Free and Reduced Price Food Services

The school therefore participates in federally-funded school breakfast and lunch programs, and shall provide free or reduced price food services to qualified district students.

For further information contact the District Business Office at 659-8930.

8600 Dissemination and Review

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 the beginning of each school year.
2. Making copies of the Code available to all parents/guardians at the beginning of the school year.
3. Mailing a summary of the Code of Conduct written in plain language to all parents/guardians 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 as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.

6. Making copies of the code available for review by students, parents/guardians and other community members.

The Superintendent may solicit the recommendation of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

CONCLUSION

Student discipline at Kendall Jr./Sr. High School is progressive in nature. As the number and frequency of infractions increase so do the consequences.

The Code of Conduct Guidelines for student behavior and other school policies are always under review. If changes occur in any of the information presented in the Handbook, students and parents will be notified in writing by means of the District Newsletter or by a separate high school mailing. The Code of Conduct will be reviewed and revised if necessary on a yearly basis.

Behavior not covered by the guidelines will be dealt with according to its severity.

“The Kendall Central School District advises students, parents, employees and the general public that it does not discriminate on the basis of sex, race, color, national origin, handicapping conditions, marital status or veteran status in the employment or the educational programs, including vocational education opportunities, and activities which it operates, and is in full compliance with Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding this nondiscrimination policy and copies of the grievance procedure for the prompt resolution of complaints may be directed to Julie E. Christensen, Superintendent of Schools, Kendall Road, Kendall, New York 14476 whose phone number is: (585) 659-2741”