



**Westmoreland  
Senior High  
School**

**5176 State Route 233  
P. O. Box 430  
Westmoreland, New York 13490**

High School Principal:  
557-2616

Mr. Joshua Saxton

Athletic Director:  
557-2645

Mr. John Sharrino

Guidance Counselor:  
557-2619

Mrs. Kim Campbell  
Grades 10, 11 and 12

Mr. Keith Kulpa  
Grades 7, 8 and 9

School Psychologist:  
557-2604

Mr. David Hoffmann

School Social Worker:  
557-2769

Mrs. Jennifer Vitagliano

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIPCODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

Students of Westmoreland High School:

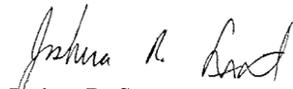
I am writing to you with excitement for the new school year that is upon us. The up-coming school year is filled with an array of possibilities for you. The administration, faculty, and staff are committed to providing you with an excellent education that prepares you for the next phase of your life.

We expect that you will take advantage of all that the school has to offer. Your school year will be what you make of it. Westmoreland Jr. Sr. High School offers a wide variety of extra-curricular opportunities including academic and humanitarian clubs, athletics, and the fine arts. Get involved in organized activities that spark your interest.

I am looking forward to a great school year filled with excitement and success. Remember, if you have any questions throughout the year; please utilize me, your teachers, and your counselor. We are all here to help you achieve your goals.

Best wishes for a successful school year.

Sincerely,

A handwritten signature in black ink that reads "Joshua R. Saxton". The signature is written in a cursive style with a large initial "J" and "S".

Joshua R. Saxton  
Principal

## **DAILY TIME SCHEDULE**

- 1 7:45 a.m. - 8:27 a.m.
- 2 8:30 a.m. - 9:12 a.m.
- 3 9:15 a.m. - 9:57 a.m.

### ***Announcements 9:57 a.m. - 10:03 a.m.***

- 4 10:06 a.m. - 10:48 a.m.
- 5A 10:51 a.m. - 11:33 a.m.
- 5B 11:24 a.m. - 12:06 p.m.
- 6A 11:36 a.m. - 12:18 p.m.
- 6B 12:09 p.m. - 12:51 p.m.
- 7 12:54 p.m. - 1:36 p.m.
- 8 1:39 p.m. - 2:21 p.m.

### ***Lunch Times***

- L1 10:51 a.m. - 11:21 a.m.
- L2 11:36 a.m. - 12:06 p.m.
- L3 12:21 p.m. - 12:51 p.m.

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**ALMA MATER**

Westmoreland our Alma Mater  
Proudly we sing your praise  
Westmoreland our Alma Mater  
Cherish your mem'ries all our days  
Green and White our colors  
Ever so proudly stand  
For our Alma Mater  
Westmoreland

**District Calendar 2018-2019**

September 3	Labor Day
September 4 & 5	Superintendent's Day
September 6	First Day for Students
October 8	Columbus Day
October 19	Supt.'s Conf. Day
November 12	Veteran's Day
November 21-23	Thanksgiving Recess
Dec. 24 - Jan. 2	Winter Recess
January 21	Martin Luther King Day
February 18	President's Day
February 18 - 22	Mid-Winter Recess
March 15	Supt's Conference Day
April 19	Good Friday
April 12 - 22	Spring Recess
May 27	Memorial Day
June 21	High School Graduation

**Regents Test Days**

January 22 - 25	Regents Exam Week
June 18-25	Regents Exam Week
June 26	Regents Rating Day

**Mission Statement**

The community of the Westmoreland Central School District ensures a positive, academically challenging environment for all to become responsible, resourceful citizens.

## Student Performance Standards

### Technology

Students will integrate their knowledge of technology into all subject areas to solve problems, make decisions and create new technology.

### Concern for Others

Students will demonstrate a willingness to cooperate with and listen to others and accept their differences.

### Math/Science

Students will be competitive globally in math and science and will be able to communicate the fundamentals of theoretical and applied science.

### Health/Fitness

Students will demonstrate competence in nutrition and healthy living habits including physical fitness and understanding of current health issues.

### Thinking

Students will become skilled, resourceful problem-solvers by achieving mastery in the discipline of analytical, methodological, creative and abstract thinking.

### Life-long Learning

Students will become life-long learners by being well read and literate and by demonstrating curiosity in a broad range of interests including keeping current with the knowledge explosion.

### Communication Arts

Students will participate in an aggressive communications program which will include reading, writing, listening, and non-verbal and foreign languages using traditional and technological devices.

### Self-esteem

Students will display a positive self-image that will include a strong respect for others.

### Responsible Citizens

The responsible citizen will use sound decision making processes to participate in social, economic and political activities in a multi-cultural community.

WE BELIEVE.....

All people need and want to be treated with love, respect and compassion.

The school and the community have the responsibility to ensure that all students have the opportunity to learn in a physically and emotionally safe, academically challenging environment.

Learning is an essential life-long process.

Learning is a key to everyone's future.

Everyone can and wants to learn.

A well-rounded education leads to responsible, productive citizens.

Well-rounded personal growth success requires determination and hard work.

The words "I know I can" will be the prevailing attitude in the Westmoreland Central School District.

### Role of Parents

Send child to school, insist on regular attendance, properly excuse absences, provide for child's health, grooming and cleanliness, guide child toward acceptable behavior and exercise self control, teach respect for law, authority and rights of others, understand rules and consequences, accept legal responsibility, instill desire to learn, study and complete homework, show support by knowing school, staff, and curriculum.

### **Role of Teachers & Staff**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Guide students toward thinking and reasoning and assuming responsibility.
3. Explain, establish and require observance of school rules.
4. Listen to students, be open-minded and consult and act on student recommendations in decision making.
5. Be fair, firm, and consistent with school rules.
6. Give positive enforcement for acceptable behavior.
7. Demonstrate respect for law, order, and discipline.
8. Refer to counselor or administrator any student who needs attention.
9. Develop close relationships with parents – communicate often and promptly.

### **Role of Administrators**

1. Set disciplinary climate, and create best teaching, learning environment.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
3. Evaluate program instruction for a meaningful education.
4. Help staff evaluate procedures and attitudes in relation to interactions in classes.
5. Receive referrals on behavior, confer, communicate and set up procedures to modify student behavior.
6. Be fair, firm, and consistent with staff, parents and students.
7. Open line of communication – school to home and promptly resolve.
8. Disseminate and enforce discipline
9. Comply with regulations and laws governing student' rights.
10. Facilitate professional development and in-service.

### **Definitions**

**Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an

impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation.

**Gender** means a person's actual or perceived sex and includes a person's gender identity or expression.

**Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

#### **Student Rights and Responsibilities**

*Westmoreland students have all the rights afforded to them by federal, state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights.*

#### **It shall be the right of each student:**

1. To have a safe, healthy, orderly and courteous school environment.
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin or disability.
3. To attend school regularly and punctually and participate in school programs unless suspended from instruction and participation.
4. To have school rules and policies available for review when necessary and to be provided an explanation by school personnel if requested.
5. To be suspended from instruction only after his/her rights under Education Law 3214 have been observed.
6. To present his/her version of the facts and circumstances of any situation which may lead to disciplinary action to the professional staff member imposing such sanctions.
7. To follow personal standards of dress and grooming while avoiding items deemed to be unsafe or offensive to others.
8. To express his/her opinions verbally as long as that expression does not interfere with the rights of others or disrupt normal school operations.
9. To learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
10. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

11. Have complaints about school-related incidents investigated and responded to.

*Each student shares the responsibility for creating a school environment that protects the rights of all. Students also have a responsibility to act in a manner that enhances their ability to profit from the school environment.*

**Accordingly, it is the responsibility of each student:**

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
2. To accept responsibility for his/her own actions.
3. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
4. To behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship and to accept responsibility for his/her actions when participating in or attending extracurricular events.
5. To seek help in solving problems that might lead to disciplinary procedures.
6. To be in regular attendance at school and in class.
7. To contribute to an orderly, learning-centered environment, and to show respect for other persons and for property.
8. To be aware of and responsive to the values of others.
9. To make constructive contributions to the school, and to report fairly the circumstances of school related issues.
10. To respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
11. To respect school property.
12. To strive for mutually respectful relationships with teachers and administrators recognizing their role as surrogate parent in matters of behavior and discipline.
13. To be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.
14. To use non-sexist, non-racist and other non-biased language.
15. To respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
16. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

**Dignity Act Coordinator**

The school district has designated a Dignity Act Coordinator for each school. The coordinators are:

- Lower Elementary School     Mary Anne O’Connell
- Upper Elementary School     Steve Stopera
- High School                     Joshua Saxton

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination or harassment.

**Guidance Information**

Westmoreland Central School offers a variety of courses and programs designed to meet the educational needs of all students.

**Graduation Requirements for Class of 2005 and Beyond**

All graduating students must have successfully completed a minimum of:

<u>Regents Diploma</u>	<u>Units</u>	<u>Regents Diploma with Advanced Designation</u>	<u>Units</u>
English	4	English	4
Social Studies	4	Social Studies	4
Mathematics	3	Mathematics	3
Science	3	Science	3
Health	½	Health	½
Art or Music	1	Art or Music	1
Foreign Language	1 (minimum)	Foreign Language	3
Physical Education	2	Physical Education	2
Electives	3½	Electives	1½

Required minimum units for both diplomas = 22

Diploma Requirements Based on June 2005 Board of Regents Action to Phase in the 65 Graduation Standards on Required Regents Exams

Entering Freshman Class	Local Diploma Requirements for Students w/ Disability	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2012	Score 55 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams and 65 or higher on Checkpoint B exam. Earn 22 units of credit.

Students taking French 1 and Spanish 1 in eighth grade must pass the State proficiency exam in order to earn a unit of credit. Students who have a passing average but fail the proficiency exam will have to repeat level 1 of foreign language in ninth grade, and may not have a choice of either French or Spanish.

**Promotion Policy**

Promotion in the Senior High School is dependent upon units accumulated. A tenth grader must have accumulated at least 5.5 units, an eleventh grader –11 units and a twelfth grader – 16 units.

Normal class load is six subjects plus physical education per year – minimum allowed would be five and half credits per year. Required courses

always have priority over free electives. BOCES career and technical education courses may be scheduled only after academic course requirements are met.

**Important Testing Dates**

ASVAB	TBA
Preliminary Scholastic Aptitude Test (PSAT)	October 10, 2018 - A.M.
AP English Literature	May 8, 2019 – A.M.
AP U. S. History Exam	May 10, 2019 – A.M.
AP Physics II	May 10, 2019 – P.M.
AP Biology	May 13, 2019 – A.M.
AP Calculus AB Exam	May 14, 2019 – A.M.
AP English Language Exam	May 15, 2019– A.M.
AP World History	May 16, 2019 – A.M.

<b><u>SAT</u></b>	<b><u>Test Date</u></b>	<b><u>Registration Deadline</u></b>
SAT I & II	October 6, 2018	September 7, 2018
SAT I & II	November 3, 2018	October 5, 2018
SAT I & II	December 1, 2018	November 2, 2018
SAT I	March 9, 2019	February 8, 2019
SAT I & II	May 4, 2019	April 5, 2019
SAT I & II	June 1, 2019	May 3, 2019

<b><u>ACT</u></b>	<b><u>Test Date</u></b>	<b><u>Registration Deadline</u></b>
ACT	September 8, 2018	August 3, 2018
ACT	October 27, 2018	September 21, 2018
ACT	December 8, 2018	November 2, 2018
ACT	February 9, 2019	January 4, 2019
ACT	April 13, 2019	March 8, 2019
ACT	June 8, 2019	May 3, 2019

**Testing and Grading Policy**

1. A numerical grading system will be used in all courses with 65 as the minimum passing grade.
2. There will be six 6-week marking periods in a given school year.
3. Regents examinations will be taken by all students in Regents level courses. The high school principal is responsible for making all decisions on students' eligibility to take the Regents examinations.
4. Mid-term exams (in full year courses) and final exams will be given in all classes. Regents exams in the sciences will be considered final exams.

The English 11, Global History and Geography, U.S. History and Government, and Math A Regents exams are not considered final exams, but are graduation mandated, however.

5. The Commissioners Regulations Part 100 Section 100.5 which was adopted July 1999 states the “passing a Regents assessment in any given subject shall not be construed as having earned a unit of credit in that subject unless the students also passes the course...” In accordance with this regulation any student receiving 65% or higher on a Regents assessment will not automatically pass the class unless their yearly average is 65% or higher. The yearly average will be calculated using 6/8 class average and 1/8 mid-exam and 1/8 final exam.

**6. Marks:**

a. Maximum Mark – no mark shall exceed 100. The use of bonus questions may not bring a mark over 100.

b. The lowest grade for the first marking period shall be 50 with the exception of where it can be shown that work submitted for the marking period was plagiarized or otherwise derived by cheating. Class averages for each marking period are determined by each teacher’s specific grading policy.

c. Determination of final averages shall be calculated at 6/8 class average, 1/8 mid-term and 1/8 final. Each student is responsible for completing all assignments that are designed to facilitate the learning process. Failure to complete required work inevitably means the loss of knowledge and probably failure in the course. These assignments include but are not limited to projects, tests, research papers, laboratory reports, homework. Failure by the student to complete these assigned pieces of work will result in the receiving of a grade of incomplete. The incomplete assignments MUST be made up within three weeks after receiving the grade of incomplete. Incomplete grades not made-up within this time frame will be given the minimum allowable grade.

7. Research or term papers assigned for any eleventh or twelfth grade course shall be graded and placed in a central file subject to review as a safeguard against plagiarism. Each paper shall identify the course and teacher for which it was assigned, as well as the paper’s due date. Students wishing a copy of their paper may obtain a duplicated copy at their own expense.

**Physical Education**

Physical Education is an integral part of the total educational program. Students are required to attend physical education classes according to their schedule.

Grading in physical education for grades 7-12 will be determined by knowledge, skill, and attitude. A numerical grade will be awarded each marking period. Instructors are allowed to award extra credit on a contract basis with students who wish to raise their mark through participation in outside activities, book reports, or research papers.

There will be a minimum of one knowledge and one skill test each marking period.

The marking procedure will be:

- A. Knowledge Test – 25% (1-25)
- B. Skill Test – 25% (1-25)
- C. Attitude – 50% (1-50)
  - 1. Attendance (1-5) (-1 for each class absence)
  - 2. Participation (1-25) (Value Judgment)
  - 3. Preparation (1-20)
- D. Extra Credit – on contract basis with instructor

Students will be given the opportunity to make up classes for which they are unprepared. It is their responsibility to see their teacher to

make arrangements to make up these classes. The teacher will determine the time frame for making up classes.

Students are responsible for purchasing a school uniform through the bookstore. Sneakers must be worn and students must be in uniform to participate in class and receive credit. Clothes and valuables left in the lockers are the students' responsibility. For safety reasons, no jewelry of any kind may be worn in physical education class or while participation in interscholastic athletics.

Students reporting to class with a temporary medical excuse or unprepared to participate will be assigned to an alternative location for an alternative written assignment.

Students with medical excuses are not excused from P.E. and will work out a contract with their teacher for their grade.

#### **Honor Roll Criteria**

At the end of each marking period, a Principal's List, High Honor and Honor Roll will be published. Students must achieve a cumulative average of 95 for Principal 92 for High Honor Roll and 86 for Honor Roll. Students cannot have any failing or incomplete grades.

#### **Dropping – Adding – Changing Courses**

##### **1. Dropping a Course:**

- a. **First Three Weeks:** Students may withdraw from a course during the first three weeks by presenting a signed permission from their parents or guardians to their guidance counselors. Students dropping courses will not be allowed to drop below the 5 credits plus PE requirement. If a teacher initiates a plan for a student to drop a course, it is the teacher's responsibility to explain the reason(s) during the first three weeks of the course. Written parental permission is required before the drop can be made.
- b. **After Three Weeks:** Students may be allowed to withdraw from a course after three weeks with teacher, parent, and principal approval. If the teacher and counselor feel it is not in the best interest of the student to drop the course, a parent conference with the principal, counselor, and teacher may be scheduled before dropping is permitted. Five courses plus PE must be maintained. Any courses dropped after three weeks must be recorded on the permanent record card as either WP (withdrawn passing) or WF (withdrawn failing).

2. **Adding a Course:** Adding a course after it has begun will be at the discretion of the teacher and counselor. Parental permission will be required. This can be done only before the start of the fourth week of any course or with principal's recommendation.

3. **Changing Courses or Scheduled Periods:** Course changes are to be made prior to the beginning of the school year and have academic basis for change. After student schedules are distributed, student requests to change courses for the following reasons will **not** be honored:
- a. To have a different teacher (unless the student failed the subject with the teacher in an earlier year).
  - b. To accommodate a job commitment/convenience.
  - c. To provide for late arrival.
  - d. To accommodate for early dismissal.
  - e. To accommodate a change in assigned lunch period (unless a change is warranted by/for a medical reason substantiated through the nurse or a doctor).

### **Recognition of Graduating Seniors Starting w/ the Class of 2016**

- I. Any student achieving a 93+ weighted cumulative Grade Point Average at the end of the 4<sup>th</sup> marking period of their senior year will be awarded his/her diploma "With Honors".
- II. Any student achieving a 96+ weighted cumulative Grade Point Average at the end of the 4<sup>th</sup> marking period will be awarded his/her diploma " With High Honors".
- III. Any student achieving a 100+ weighted cumulative Grade Point Average at the end of 4<sup>th</sup> marking period will be awarded his/her diploma "With Highest Honors"
- IV. The senior class has traditionally had the valedictorian and salutatorian speak at graduation. Starting with the class of 2016 the Class President will be one of the speakers at graduation. Any senior wishing to be the second speaker at graduation must submit a written essay describing why they would like to speak. The essay's will be narrowed to no more than three by a committee consisting of the High School Principal, Guidance counselor, a member from the faculty, and a member of the student government. The high school principal will review all commencement speeches two weeks prior to graduation.

### **College Level Courses**

The purpose of Advanced Placement Courses is to give students with exceptional ability an opportunity to earn college credit for work done in high school.

The Advanced Placement Program is administered by the College Entrance Examination Board (CEEB) that prescribes the curriculum and prepares and scores the final examination. The college to which a student is admitted determines if and how much credit is to be awarded. Advanced placement courses should be selected by only those students who have the goal of college credit in mind. All students who take Advanced Placement courses are expected to take the Advanced Placement examination.

The following Advanced Placement courses are offered at Westmoreland Central School. Tests will be given in May at times set by CEEB (mornings or afternoons).

English Literature  
English Language  
United States History  
World History  
Calculus AB  
Physics

Additionally, Westmoreland High School offers a number of dual credit courses with Mohawk Valley Community College. Upon successful completion of these courses, which are taught by our faculty, the students receive both high school and college credit. Students are responsible for purchasing the textbooks, but do not have to pay tuition. Currently, dual credit courses are offered in Advanced Keyboarding, Art, Economics, English 12, Statistics, Pre-Calc, Intro Math, Intermediate Math, Spanish IV, and French IV.

### **Career/College Awareness Programs**

**Regional Program For Excellence** – This program, coordinated by the Oneida County BOCES, offers selected high school seniors the opportunity to participate in a year-round mentorship program in the fields of technology, business, human services, government, medicine or science.

**New Visions** – Currently there are five New Visions programs: Allied Health, Communications, Legal Professions, Business Management, Engineering, and Education. This program offers seniors a unique career exploration opportunity that takes them out of the classroom and places them into the working world on a daily basis.

**School and Business Alliance (SABA)** – The guidance office, in coordination with SABA, provides career exploration experiences for high school students through:

- A. Career Shadowing – Juniors  
Students are allowed to shadow an area professional in their field of interest for a day after the students have participated in a series of career awareness sessions.
- B. Career Field Trips - Sophomores  
Students visit a work site through a class field trip.
- C. Career Awareness Fair - Freshmen  
Students participate in a series of interactions with area professionals. This annual event takes place at the Utica School of Commerce in the fall.

**Project Lead the Way** - Westmoreland Central School is one of several area schools to join the national Project Lead the Way pre-engineering education program. This project is a partnership between high schools, colleges and the private sector that seeks to increase the number of qualified high school students who complete a two or four-year college program in engineering or engineering technology.

Why did we join Project Lead the Way?

- There is a growing shortage in the fields of engineering creating real employment opportunities for students who pursue careers in these fields (95% of engineering seniors have jobs before graduation from college)
- The program allows students to apply their math and science skills to real world problems.
- Students will have the opportunity to explore the field of engineering to help them make better career decisions.
- The program is project based and encourages problem-solving skills in a team-centered approach similar to people who work in the industry.

**Eligibility Periods 2018-2019**

October 1, 2018

October 29, 2018

November 12, 2018

December 10, 2018

**Progress Reports Available**

September 27, 2018

February 14, 2019

November 8, 2018

April 4, 2019

December 20, 2018

May 23, 2018

### **Report Cards Available on Parent Portal**

October 26, 2018	March 22 2019
December 7, 2018	May 10, 2019
February 1, 2019	June 28, 2019

### **General Policies**

#### **Student Attendance**

##### **I. Philosophy**

The Board of Education, in accordance with Section 104.1© of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

##### **II. Policy**

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

##### **III. Expectations for Good Attendance**

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

1. Learn subject matter and earn good grades
2. Develop responsible work and study habits, and
3. Prepare for the world of work

B. Under New York State Education Law Section 3205 parents are responsible for the regular attendance of their children for instruction.

##### **IV. Absence/Tardy**

###### **A. Excused**

Section 175.6 of the Commissioner's regulations define the following as "excused absence/tardy:" personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner.

All instances of an excused absence/tardy require a written parent/guardian excuse. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature.

###### **B. Unexcused**

Most absences not mentioned above are interpreted under the law as "unexcused absences" including but not limited to vacation, shopping, babysitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence/tardy are:

1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence/tardy.
2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

C. Absences

1. Following an absence, students who return to school without a legal excuse will be issued a School Detention for the following day.
2. Students will have an opportunity to be excused from this detention if they provide the attendance desk with a written, legal excuse before their first period on the following day.
3. Students who accumulate illegal absences will face progressive discipline as outlined by the *Code of Conduct* (page 37) and the *Class Attendance and Grading Policy* (page 19).

e. Tardies

1. Upon signing into school tardy, without a legal excuse, students will be issued a School Detention for the following school day.
2. Students will have an opportunity to be excused from this detention if they provide the attendance desk with a written, legal excuse before their first period on the following day.
3. Once a student surpasses five School Detentions for illegal tardies the student will be considered insubordinate and subject to progressive discipline as per the *Code of Conduct*.

V. Responsibility for Good Attendance

Successful implementation of this policy requires cooperation among all members of the education community, including parents, students, teachers, administration and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time. The school day runs from 8:00-2:23 each day.
2. When a student is absent or tardy from school, parent/guardians must contact the school at 557-2646 to report the absence and/or provide appropriate excuse when required (doctor's verification). Every effort should be made to schedule all appointments after school hours whenever possible.
3. Parent/guardians must provide an explanation of the absence/tardy for their child to be turned into the homeroom teacher or attendance officer in writing upon the student's return/arrival to school as in accordance with the policy above.
4. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in the event of an emergency.

B. Student Responsibilities

1. Students must attend school daily and be on time. The school day runs from 8:00-2:23.
2. Students must attend all classes and participate fully.
3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.
4. Students are expected to sign out at the attendance desk with a note from a parent if it is necessary to leave school during the

day. Verbal permission will only be accepted in case of emergency or illness.

5. Students are expected to report to the nurse's office if they become sick during the school day. The nurse will make a determination if the student should leave school and will then contact the parents.
6. Students who are ill or illegally absent may not attend any after school functions prior to their subsequent attendance to school.

C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees/tardies for review by the Building Principal or designee.
2. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor, and attendance officer) shall be responsible for preliminary contact with parents and students to discuss the situation of absenteeism/tardiness and devise a plan of improvement.
3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. Phone calls to parents or guardians supporting attendance expectations are encouraged.

D. Administration Responsibilities

1. The Principal or designee is responsible for implementing the attendance policy.
2. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

VI. Activities to Support Good Attendance Are:

- A. The implementation of an effective and efficient student attendance system, that is one that is accurately recorded, consistently maintained and fairly administered;
- B. The provision of prompt service to pupils in need of help as soon as a need is suspected;
- C. The establishment of cooperative relationships between parents and other members of the staff in the interest of the child;
- D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems; and
- E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

VII. Intervention

- A. The objectives of intervention strategies are to identify the cause(s) of absenteeism or tardiness, to reduce absenteeism or tardiness and to circumvent the need for action in the courts (PINS petition).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, and guidance counselor or attendance officer) shall be responsible for preliminary contact with parents and students to discuss absenteeism/tardiness and devise a plan of improvement.
- C. The Building Principal or his/her designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to: Communication with the parent/guardian;

Counseling and other support services;  
Mentoring; Progressive disciplinary action, and  
Related community services.

VIII. Incentives

The Commissioner has recommended that all districts implement an incentive program to improve attendance. In order to encourage student attendance, the school will develop and implement strategies and programs including, but not limited to: Special events (e.g. assemblies, guest speakers) on days that historically have absenteeism (e.g. days before vacation, Fridays); Perfect attendance notifications and awards; Attendance honor rolls to be posted in prominent places

IX. Disciplinary Sanctions

- A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation in extracurricular activities) may be imposed.
- B. Unexcused absences and tardiness may properly be the basis for disciplinary action. The use of detention and in-school suspension related to unexcused absence/tardy from school are authorized by the District's Code of Conduct.

X. Coding System for Absences

- A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior and to specific intervention efforts and early as possible.
- B. The District's coding system consists of all day legal absences, all day illegal absences, tardiness to class, and tardy.

XI. Notification

Written notification to parents regarding unexcused student absences, tardiness or early departures will take place and will include information that resource/support personnel are available, after the third incident and then for every subsequent incident per marking period.

XII. Implementation and Review

- A. The Superintendent shall review building level pupil attendance records and make recommendations to the Board for any revisions the Board shall make deemed necessary to improve pupil attendance.
- B. The Superintendent shall provide a plain language summary of this policy to parents/persons in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.
- C. The Superintendent shall provide each teacher with a copy of this policy after approval/amendment and provide new teachers with a copy upon employment.
- D. Copies of this policy shall be made available upon request to any member of the community.

**Class Attendance and Grading Policy**

The process of education requires continuity of instruction, student interaction, classroom participation, and well-planned instructional activity. Good attendance, therefore, is an integral part of education. The Westmoreland Central School District's attendance policy is based on the principle that regular school attendance maximizes the student's interaction with his/her teachers and peers, and is a major component of academic success. Regular attendance is expected in all classes, and is considered essential for student success in school.

The Westmoreland Central School District further believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's

final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, each marking period 25% of a student's final grade will be based on classroom participation while 75% of the student's final grade will be based on the student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation. Students are encouraged/urged to make-up all missed work. Students who miss classes for an extended period of time because of Medical reasons must contact the guidance office to request home tutoring. Absences occurred during that time won't count toward the denial of credit if appropriate/alternative instruction is documented.

Any student absent for more than 20 days in a full-credit course or 10 days in a half-credit course for any reason (legal or illegal) may not receive credit for the course.

Parents will be notified regularly.

Transfers and students re-enrolling after having dropped out will be expected to attend a minimum of 90% of the scheduled class meetings during the time of enrollment of a condition for course credit pursuant to this policy.

**Students will be considered in attendance if the student is:**

- a. Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b. Working pursuant to approved independent study program; or
- c. Receiving approved alternative instruction; or
- d. Pulled out of a class for academic or curricular purposes.

Such as:

- Curriculum related, school-sponsored field trips.
- Music lessons required by a credit-bearing course.
- Participation in Student Government related activities.
- Participation in a BOCES program.
- SABA trips and activities.
- Other activities deemed academically or curricularly important by the Principal.

For purposes of this policy, a student tardy for more than 50% of the class period will be considered to have been absent for the entire period.

If a student identified as having a disability by the Committee of Special Education (CSE) or Section 504 Committee does not meet the attendance requirements, he/she will be referred to the CSE or to such Committee before any other action is taken.

Any student who misses a class is expected immediately upon his or her return to identify the material covered. Except for those intentional absences whereby the student sought to gain an unfair academic advantage (e.g., the student is absent to allow for more time to study for a test or deliberate class cuts), make up opportunities will be provided for all students absent from class. The student will have the opportunity to make up the classes and work missed in accordance with the procedures established by the classroom teacher.

Upon completion of the assigned make up work, the student will be given credit for classroom work as well as classroom participation.

To assure due process, the implementation of this attendance policy will be in accordance with rules and regulations as developed by the administration. Further, the District shall vigorously publicize and disseminate this policy in order to ensure faculty, student, and parent/guardian awareness.

Education Law Section 3210  
8 New York Code of Rules and Regulations  
(NYCRR) Section 109.2  
Adopted: 08/08/00 (Revised: 06/11/02)

**Make-up Work for Absences**

The student is responsible for all work assigned during absences whether those absences are legal or illegal. Work must be made up in a timely manner or no credit will be given. Arrangements may be made to pick up assignments by contacting the nurse.

**School Telephones**

School telephones may be used by students for emergencies only. Parents are asked to refrain from calling their children during school hours.

**Student Employment Conditions**

New York State Labor Laws do not permit employers to require a student to arrive late for or leave school early as a condition for employment. Students will not be allowed to arrive late or leave early for the purpose of work. The law also mandates that students must have an appropriate form signed by the building principal if they work in excess of twenty hours per week.

**Working Papers and How to Get Them**

Everyone under 18 needs working papers in New York State. A student must obtain a working paper certificate by:

1. Obtaining an application form in the guidance office
2. Completing Part I and returning the form to the nurse.
3. The nurse will check for proof of a physical within the previous 12 months, a requirement for getting working papers. The nurse will then either attach a Physical Fitness Certification or notify the student that a current physical must be obtained either from his/her own doctor or the school physician.
4. Upon meeting the physical requirement, the nurse will forward the application back to the guidance office.
5. The guidance office staff will complete the appropriate employment certificate for the student to sign and take to the prospective employer.

**Library**

The library provides a wealth of materials students can use for both research and personal interest use. In addition to a good supply of books, an inter-library loan system will allow students to borrow books from both public and college libraries. In addition there are computers loaded with a number of databases and internet accounts that offer unlimited opportunities to find all kinds of necessary and interesting information.

1. All students are entitled to use the library and borrow books. Library privileges may be lost in response to disruptive behavior in the library.
2. Students who go to the library on a pass will stay to the end of the period.
3. Homework that does not require the use of library materials should be done in study hall.

**Student Visitors**

Students are generally not permitted to bring visitors to school; exceptions may only be granted by the principal.

#### **Extra Help & Activity Buses**

Any student remaining beyond the end of regular classes at 2:21 p.m. must be under the supervision of a teacher. Permission to ride on the 3:15 p.m. elementary bus is authorized for students who remain for extra help or detention unless otherwise noted. Members of clubs or sports teams may remain for meetings and ride the elementary bus if the advisor has gained approval. In all cases, the student must have a late bus pass signed by a teacher that is to be presented to the bus driver.

#### **Field Trips**

Field trips are considered part of the educational program and are course requirements. Students are expected to attend all field trips associated with courses they are taking. Failure to attend a required field trip must be made up by completing an alternative assignment.

#### **Textbooks**

In general, textbooks are furnished to all students. These books represent an annual investment of thousands of dollars for the District. Books are signed out to each student, numbered, and charged to that student's responsibility.

A student who loses a school owned book is obligated to pay an amount that will be based on the age and condition of the book when the student receives it. This money must be paid before another book is issued the student. If a book is damaged, the student will be charged an appropriate fee.

#### **Music**

All musical groups of Westmoreland Central School are selective organizations. Students wishing to participate in any musical group must audition with the music director. Attendance at music lessons and performances is mandatory for promotion.

Westmoreland High School has Senior High Band, Jazz Ensemble and Swing Choir. Music lessons are required for band. Arrangements for lessons can be made by contacting the teacher. Students wanting a music major may elect Music Theory, Advanced Music Theory, Music Appreciation, and a four year sequence to develop special skills in the arts. The Music Department presents several concerts both on and off campus during the year, where attendance is mandatory for credit. Both instrumental and vocal groups in junior and senior high participate in County and State Music Festivals as do talented individuals.

#### **Passes**

Students need a signed pass to be in the hallway during class time. Students will be required to use the passes in their own agenda book only. No other passes will be honored. If agenda books are damaged or not in their original form, passes will not be honored. Students will be required to purchase a new book for \$10.00.

#### **Student Driving**

Driving a motor vehicle is a student privilege that incurs specific responsibilities. Due to the limited number of parking spaces driving privileges will be limited. Seniors will have first priority, followed by juniors. The following guidelines must be followed. There is a \$5 refundable deposit for the parking permit.

1. Before a student is allowed to drive, a "Permission To Drive" form must be turned in to the Main Office signed by the student's parents or legal guardians.
2. A car registration card must be prominently displayed in all student driven vehicles.

3. Students may only register their own vehicle or their parents' vehicle.
4. Student drivers may not enter or leave school grounds, with another student passenger in their vehicle unless the parents or legal guardians of both the driver and the passenger have filed written permission with the school office.
5. All student driven cars must be parked in the student parking lot, and may not be moved until the completion of the student's school day. Students will not be allowed to drive vehicles to/from BOCES for classes.
6. Speed limit for all vehicles on school property is 10 MPH. Any student who violates this rule or operates a car in an unsafe manner entering, leaving, or on school grounds may lose their driving privilege immediately.
7. Permission to drive is not authorization for tardiness. Student drivers are expected to be on time.
8. Motorcycles, motorbikes and similar vehicles are to be registered like an automobile and their use is governed by the same set of above regulations. In addition they may not be driven on school property outside of the driveway and parking lot area.
9. Students are at no time to be in the student parking lot except at arrival and departure times.
10. Snowmobiles may not be brought on school grounds and the use of student vehicles of any type on the school athletic fields, track and lawn is strictly prohibited.
11. Violations of rules 1-10 will normally result in the following punishment: a) **First Offense:** warning, b) **Second Offense** – loss of driving privileges for 10 weeks, c) **Third Offense:** loss of driving privilege for remainder of year.
12. Severe violations will result in immediate loss of driving privilege and may also be subject to additional school or legal punishment.

#### **Driving Snowmobiles to and from School**

Students must remember snowmobile riding to and from school is a privilege afforded them by the Westmoreland Central School District. The following is a list of rules governing students who drive snowmobiles to and from school. The consequences for rules infractions will be warnings and revocation of the privilege. The school administration reserves the right to choose penalties considering the characteristics and severity of each infraction. The school also reserves the right to contact the Oneida County Sheriffs Department school resource officer on each infraction if necessary.

1. The High School Principal shall set the beginning and ending date of this privilege each year. No student may ride before or after this date.
2. A speed limit of 10 mph will be in effect at all times on campus.
3. Students are to ride only on established trails and parking lots. Snowmobiles should not be driven on any other part of campus.
4. Snowmobiles will yield the right of way to all other vehicles on campus and especially school buses. If riders do not exit campus before the buses each day, they must wait for all buses to depart before leaving.
5. This privilege is extended to students to ride to and from school only for the regular school day. No student will be allowed to ride snowmobiles to school for extra-curricular or after hours activities.

6. Students are expected to keep their “gear” (helmets, snowsuits) in an area designated by the principal. They are expected to be in normal, acceptable school clothes for the day. Students will not be admitted to class in snowmobile gear.
7. Single riders only on each sled. Students will be prohibited from bringing others to school on their sleds.
8. No reckless driving. All NYS Safe Snowmobiling Guidelines apply. (see NYS Safe Snowmobiling Handbook)
9. Before any student is allowed to ride to campus, they must provide the school’s administration with proof of insurance and registration, along with a signed permission slip, to be kept on file in the high school office.
10. Students must be 14 years of age to ride to school.

#### **Bus Transportation**

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

The following appropriate behaviors should be stressed with students to ensure their safety and welfare. Students should:

1. Be waiting at their stop 5 minutes before pick up time and dressed appropriately.
2. Walk to their bus.
3. Obey their bus driver.
4. Keep their head and hands inside the bus.
5. Avoid horseplay and loud noises.
6. Not distract the bus driver.
7. Not eat or drink on the bus.
8. Walk out in single file when leaving the bus, keeping away from the side of the bus as it pulls away, and cross at least 10 feet in front of the bus so the driver can see the students.
9. The district has the capacity to monitor student behavior on buses. Boxes to house video cameras have been installed on all buses. Cameras are rotated among the buses during the school year.
10. Students are not allowed to ride another student’s bus. This is to avoid overcrowding of a bus. If it is necessary to change a pick up point or drop off point, it must be approved by the transportation supervisor. Requests of this nature must be consistent. We will not be able to honor requests that one day have a child being picked up or dropped off in one place then another day at a different place.

#### **Bus Behavior Problems**

**Verbal Warning** - The bus driver should make an attempt to correct any discipline problems by asking the pupil to behave, and if necessary, to assign seats to certain pupils.

**First Written Warning** - The bus driver will issue a “Disciplinary Notice” to the student. The notice should be signed by the parent. The student may not be allowed to ride the bus on the following day. If the student fails to present the signed notice on the day after issue, he/she will be picked up and the parent will be notified by the transportation supervisor/principal immediately. If necessary a duplicate of the original notice will be sent to the parent for signature. Where a parent refuses to sign a notice, notation of such refusal will be made on the Transportation Center’s copy.

**Second Written Notice** - The bus driver will issue a disciplinary notice. The same procedure as for the first written notice will be followed except the supervisor of transportation/principal may arrange a meeting including the parent, bus driver, transportation supervisor, and if appropriate, the building principal or administrator. If the parent fails to appear, a summary of the findings will be sent.

**Third Written Notice** - Upon review by the principal or administrator, if the facts are confirmed, immediate suspension of bus riding privileges will be recommended. A meeting must be held with parents to determine when or if the riding privileges will be reinstated. (The meeting will include building principal, parents, bus driver and transportation supervisor).

**Note: The building principal may decide to suspend these procedures depending on the seriousness of the infractions.**

#### **Withdrawing From School**

Students should report to the guidance office for a check-out report which must be signed by all directly concerned with the students. Teachers will initial these check-out reports only after the students have returned books, etc.

#### **Insurance**

The parent insurance is primary coverage. If your child receives a school related injury, requiring medical treatment, please follow this procedure:

1. Please make sure the injury has been reported to the school nurse.
2. The school nurse will instruct you in the claim filing procedure.

#### **Health Services**

School health services exist to help assure that each student is able to receive the maximum benefit from his educational experience. All students are periodically appraised through health examination, vision, hearing, height and weight screening, and scoliosis screening.

Health services are not intended to render diagnosis or treatment. For professional diagnosis and treatment you should rely on your family physician.

No medication, including cough drops and aspirin, may be dispensed from the Health Office; this is prohibited by New York State Law. Students may receive medications during school hours provided parents make arrangements with the nurse. A written note from the parent and the physician prescribing the medication must be on file before the medication may be dispensed to students.

Parents are responsible for transportation home for their children when ill or injured during school hours.

Health appraisals are given to all students in grade ten by the school physician, providing this has not been completed by the family physician on the school forms. Examinations are also given to all students competing in interscholastic sports and to students needing working paper certification.

#### **Lockers**

At the beginning of the year, hall lockers will be assigned to students by the main office. New students, transferring after the year starts, will also be assigned a locker by the main office. Students have the following responsibilities:

1. Check assigned locker to insure it functions properly.

2. Lockers should be locked at all times. Locks will be available for \$5.00.
3. Maintain their locker in a neat and orderly fashion and open them for inspection upon request. Lockers are school district property. Therefore, lockers are subject to search at anytime without prior notification by authorized school personnel. Items in lockers are also subject to a search.
4. Report all malfunctions or acts of vandalism immediately to their homeroom teacher. Students will be held responsible for problems not reported.

**NOTE:** Students may not change lockers without approval of the main office.

#### **Fire Drills**

We are required by law to have fire drills during the school year. The cooperation of the student body is imperative if the drills are to be successful. Proper drill procedures are posted in your classrooms. All students are to follow the assigned patterns as quickly and quietly as possible. Any student found pulling a false alarm will immediately be suspended and arrested by the legal authorities.

#### **Smoking/E-Cigs/Smokeless Tobacco**

Student smoking is prohibited on school property from the time of arrival to the time of departure. Students are not allowed to smoke at any school function. Students found with cigarettes in their possession will have them confiscated. Chewing tobacco, E-Cigs and snuff are included in this regulation. The illegal possession and/or use of tobacco and tobacco products on school property are subject to disciplinary action.

#### **Drinking**

Drinking or possession of alcoholic beverages is prohibited on school property. A student's presence in school after having consumed alcohol will result in disciplinary action (see discipline policy). Students will be immediately sent home in cases of inebriation. This regulation also applies to athletic events and evening activities.

#### **Substance Abuse Policy**

The use, possession, sale, or distribution of alcoholic beverages, or any other controlled substance shall be prohibited on school grounds, at school sponsored activities, or in school owned vehicles. This prohibition shall apply to all parties.

Similarly, the smoking or use of tobacco products shall be prohibited on school grounds, at school-sponsored activities, or in school-owned vehicles. This prohibition shall apply to all persons under federal and state laws.

If a student is known or believed to be an abuser of alcohol or other substances counseling services shall be made available to the student. When the knowledge of a student's alcohol or substance abuse shall have been derived from a school disciplinary incident, that student shall be REQUIRED to attend at least one counseling session. Such counseling shall be separate and distinct from any disciplinary action taken by the school in response to the incident in question. In all other cases of known or suspected abuse, students shall be strongly encouraged to participate in counseling.

#### **Vandalism, Damage, Theft**

All forms of thievery, vandalism, or malicious damage to the school, school equipment (i.e., calculators, instruments, technology tools) or to the property of other students in school are considered to be very serious matters. Students involved in such matters will be expected to reimburse the

district and/or other students the value of the property and will be subject to disciplinary actions and possible legal consequences. Students are reminded that according to State Law, parents are responsible up to a \$5,000 limit for damages caused by their children.

#### **Sexual Harassment**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. 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 and students. 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 sexually harassing behavior is a condition for the successful completion of any course of study or educational and extra-curricular activity, including the acceptance into or rejection from such course or activity.
- b. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature.
- c. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extra-curricular activity, or creating an intimidating, hostile or offensive learning environment.

Any students who believe that he or she has been subjected to sexual harassment shall report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complaint shall report his or her complaint to the next level of supervisory authority. Complaints will be confidential to the extent reasonable.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

If warranted by the results of the District's investigation, immediate corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measure will be applied, up to and including suspension/expulsion.

The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for sexual harassment complaints by students. The Superintendent/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees and students.

### **Racial Harassment**

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide for all District students an environment that is free of racial harassment and intimidation. Racial harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits any type of racial harassment by employees, students, visitors, guests, or others. More information regarding racial harassment can be found in Board of Education policy #7622.

### **Physical Force Policy**

The New York State Board of Regents took action on February 22, 1985 to prohibit the use of corporal punishment in the State's public schools. The rule adopted states "No teacher, administrator, officer, employee, or agent of a school district in this State, or of a BOCES, shall use corporal punishment against a pupil. Corporal punishment is defined as "any act of physical force upon a pupil for the purpose of punishing that pupil."

A. It is the policy of the Board of Education of the Westmoreland Central School District that to maintain order in the school, reasonable physical force may be administered or used by a teacher, administrator, officer, employee, or agent of the system as permitted by the following rules:

1. To protect from physical injury;
2. To protect another pupil, teacher or any person from physical injuries.
3. To protect the property of the school or others, and/or
4. To restrain or remove a pupil whose behavior is interfering with the orderly performance of School District functions, if the pupil has refused to comply with a request from further disruptive acts.

B. In such cases, such physical force shall be used only to the degree necessary to accomplish the purpose for which the action is taken.

### **Drug Enforcement Procedure**

The School District is a drug free zone bound by federal, state and local laws. As such, the School District has the responsibility to enforce these laws. As part of the procedures, the School District will work with law enforcement agencies to ensure that no substances bound by these laws are used, possessed or sold on school property and during all school functions. The District has the right to conduct random searches including lockers. In addition to conducting its own searches, the District can rely on the police agencies to conduct these searches. Any individual found to be in violation of the federal, state or local laws will be held accountable according to the laws. It should be noted that school lockers are the property of the District and are subject to search at any time.

### **Gun Free Schools Act of 1994**

- I. A. Consistent with the Gun-Free Schools Act of 1994, any student who is determined to have brought a firearm to school shall be automatically expelled, following a hearing pursuant to Education Law 3214, for not less than one year. The only exception to this policy will be for those who must use such a firearm for school related activities, i.e., track meets, drama productions. For these cases the individual must have prior approval from the building administrator in writing.
- B. Specifically, a "firearm" shall mean any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel

a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device. The term does not include an antique firearm.

- C. The Superintendent may modify the penalty actually imposed after consideration of the particular facts of the case and the student's previous record.
- II. A. Students with disabilities should not be disciplined in the manner prescribed for non-disabled students if their inability to conform is due to their inability. Appropriate action will be taken based upon federal guidelines for students with disabilities.
- B. All matters of discipline in cases of suspension of more than five (5) days will be immediately referred to the Committee on Special Education for review and modification of the student's IEP, if appropriate.
- III. This provision does not diminish the authority of the Board of Education to offer courses for instruction in the safe use of firearms pursuant to 809-a.  
Adopted from Specific Board Policy 7471 (1996).

### **Activities and Awards**

#### **Dances**

1. Dances are held throughout the year, primarily for the enjoyment of students at Westmoreland and are not open to the public.
2. Our school dances are closed dances. Only students of Westmoreland Central School and their dates may attend. Any student planning to bring a date must complete the "Date Sheet" in the main office prior to the dance. Westmoreland students are responsible for the behavior of their dates. Any student not signed up in advance will not be permitted to attend.
3. Doors will be locked ½ hour after the dance begins. No students will be admitted after this time. Dances normally are held from 7:00 p.m. – 10:00 p.m.
4. If a student leaves the dance early, they are to leave school grounds and may not return.
5. Students must be in attendance for a full school day the day of the dance. If the dance falls on a weekend, attendance in school on Friday is mandatory unless a legal excuse is submitted to the building principal.

#### **Clubs, Organizations and Activities**

The Student Council serves as the clearinghouse for establishing a calendar of student activities. All activities and the dates must be approved initially by the Council.

#### **Student Council**

The Student Council is the elected representative organization of the student body. The Council consists of five officers, representatives from each class, club and each class and club president.

Each May the officers are elected for the following year. The objectives of the Student Council are:

1. To promote general activities of the school.
2. To promote the best interests of the school.
3. To promote opportunities for the students to participate in school administration.
4. To develop good school citizens.
5. To promote school spirit.

**Academic Awards**

At Westmoreland Central School we take every opportunity possible to commend our students for their accomplishments in the academic area. These awards are designed to bring attention to those students who have shown academic promise in a particular discipline. All awards are given to the students at a public awards ceremony held at Westmoreland Senior High School.

The ceremony is open to the public and parents of award recipients who are encouraged to attend. Those parents who have a son/daughter receiving an award will be notified prior to ceremonies.

**Student of the Year**

Awarded to the student who has shown exceptional balance in all areas of the school community. This student must have represented the entire School District in a superior manner through involvement in a multiple of school activities and affairs (chosen by Faculty Committee).

**National Honor Society**

Membership in the Kioga Chapter of the National Honor Society will be open to juniors and seniors (inducted as sophomores and juniors) attending Westmoreland Central School.

The academic requirement is based on a student’s cumulative unweighted high school grade point average. Only those students who have a cumulative grade point average of 88 percent meet the scholarship requirement for membership in the National Honor Society. These students are then eligible for consideration on the basis of leadership, service, and character.

Students who are eligible scholastically will be informed and asked to submit student activity and leadership information.

All faculty members will be invited to make recommendations on candidates. Actual selection will be made by members of a faculty council composed of guidance counselors, class advisors and the principal. The principal may override the decision of the faculty council.

A point system will be used to evaluate candidates and candidates must earn points in each of the four categories: Scholarship, Character, Service and Leadership.

**Kiwanis Student of the Month**

The Westmoreland Kiwanis sponsors an award each month for a qualifying member of the Junior Class. The Student of the Month award recognizes citizenship as well as commitment to school and community (minimum academic average of 80 is also required)

All Student of the Month award winners are eligible for the Westmoreland Kiwanis Student of the Year – awarded at the Academic Awards Assembly.

**Classes**

Each class is organized, has one or more faculty advisors, and elects officers and representatives to the Student Council. Each class also sponsors various fundraising activities throughout the school year.

**Organizations**

The following is a list of presently active organizations in addition to the Student Council and classes:

- |                        |               |
|------------------------|---------------|
| National Honor Society | Marching Band |
| Mathletics             | Color Guard   |
| Drama                  | Indoor Guard  |
| Yearbook               | Jazz Ensemble |
| SADD                   | Key Club      |

Students are encouraged to become members and active participants in the above organizations.

### Sports

Athletics is one of the most important aspects of our extracurricular program. The athletic program at Westmoreland Central School is designed to provide an opportunity for all girls and boys to participate in and enjoy the advantages of inter-scholastic competition. It is a privilege, not a right, extended to all students. Therefore, students who participate, do so under the rules that are established by school officials, Board of Education, New York State Board of Regents, and New York State Public High School Athletic Association.

<u>Boys' Sports</u>	<u>Girls' Sports</u>
Cross Country – Varsity, Modified	Cross Country – Varsity, Modified
Football – Varsity, Modified	Soccer – Varsity, Jr. Varsity, Modified
Soccer – Varsity, Modified	Tennis – Varsity, 7-12
Basketball – Varsity, Jr. Varsity, Modified	Basketball – Varsity, Jr. Varsity, Modified
Volleyball – Varsity, Jr. Varsity	Volleyball – Varsity, Jr. Varsity, Modified
Baseball – Varsity, Jr. Varsity, Modified	Golf – Varsity (co-ed)
Golf – Varsity 7-12, (co-ed)	Softball – Varsity, Jr. Varsity, Modified
Tennis – Varsity, 7-12	Track – Varsity, Modified
Track – Varsity, Modified	Cheerleading – Varsity, Jr. Varsity

### Athletic Code of Conduct/Athletic Eligibility

Participating in interscholastic athletics and cheerleading is a privilege for students. They in turn have a responsibility to themselves, their team, school, family, and community to maintain high standards of physical and mental fitness and citizenship. Without these, the many benefits of competition cannot occur. To that end, each student athlete will be held to the following code of conduct and eligibility rules as designated by the Westmoreland School Board:

The following rules shall apply on a sports season basis to all athletes including cheerleading squads:

1. Possession or smoking of tobacco is prohibited on or off school grounds.
2. Possession or drinking of alcoholic beverages is prohibited on or off school grounds.
3. Possession or use of drugs is prohibited on or off school grounds.
4. Use of any substance that would alter performance is prohibited on or off school grounds.
5. Quitting a team without permission of the coach (after first scheduled contest) is prohibited.
6. Attendance at any event, gathering, or party in which the use of drugs and/or alcohol is knowingly taking place is prohibited.
7. Missing any practice or game unless absent from school or excused in advance by the coach is prohibited.
8. Truancy or illegal absence is prohibited.
9. Adversely affecting team morale is prohibited.
10. Poor school or community citizenship is prohibited. Some examples are (but are not limited to): vulgar or lewd gestures, disrespectful language, negative actions towards the opposing team, fans, or coaches, rude treatment of officials, negative actions that draw attention to oneself, inappropriate behavior in or out of school, and/or any other actions that negatively reflect on the school or community.

11. Team curfew violation: 10:00 weekdays and 11:00 weekends or one- half hour after any school sponsored event.
12. Team Rules. Each coach will have a set of team rules and consequences specific to their program that are designed to **complement** this policy. (ex.: tardiness to practice, dress code for away trips, etc.) Students are expected to abide by those rules.

The preceding rules shall be posted in the school locker rooms. Students and parents shall sign a form indicating an understanding of the rules and a willingness to comply with the rules before the student is allowed to participate.

**Disciplinary Actions**

1. Warning. Internal team discipline levied by Coach (may include loss of position, playing time restricted, loss of Captain status, other)
2. One game suspension.\*
3. Two game suspension.\*
4. Suspension for 25% of remaining games.\*\*
5. Suspension for 50% of remaining games.\*\*
6. Removal from team.\*\*
7. Removal from team and suspension for 25% of next season.\*\*
8. Removal from team and suspension for next season.\*\*
9. Suspension from interscholastic athletics for one year.\*\*

\*\*\*\* An Athletic Committee consisting of the School Principal as Chairperson, the Director of Athletics, and the student’s coach shall determine penalties for the violation.

The Athletic Committee reserves the right to use discretion in assigning consequences for severe infractions and/or violations of the law.

\*\* The student who committed the alleged violation and the parent or guardian shall be notified of the date and time of an informal conference with the committee to discuss the alleged violation.

The Athletic Committee’s decision shall be sent in writing to the Superintendent, and to the parent or guardian.

<u>Rule</u>	<u>First Violation</u>	<u>Subsequent Violation</u>
1	4-6	6-9
2	4-6	6-9
3	4-6	6-9
4	4-6	6-9
5	6-8	6-9
6	4-6	6-9
7	1-3	3-6
8	1-3	3-6
9	1-3	3-6
10	1-3	3-9
11	1-2	3-6
12	1	2-3

**The sport seasons:**

**Fall:** Legal start date for fall sports practices to last scheduled contest.

**Winter:** Legal start date for winter sports practices to last scheduled contest.

**Spring:** Legal start date for spring sports practices to last scheduled contest.

**Appeal -** The student and/or parent or guardian may appeal the decision of the Athletic Committee in writing to a Review Board consisting of the Superintendent and the School Board President and Vice President. Any appeal must be made within ten (10) school days following receipt of the Athletic Committee's decision. The Review Board's findings will be submitted in writing to the student, parent or guardian, Athletic Committee and the Board of Education.

**Athletic Team Participation Information**

- A. **Course Requirements:** All students must be taking a minimum of five courses and physical education in order to participate on athletic teams or cheerleading.
- B. **Absenteeism:** Any athlete who is not in full attendance for 8 full periods or who is absent because of personal illness during the afternoon may not practice or participate in any games scheduled for that day or night without written permission from the Athletic Director. Any student illegally absent will not be permitted to participate in that day's practice/contest. If this day ends the week, they will not be permitted to participate on Saturday or other subsequent day. Students who are not in regular attendance 80% of the school time between scheduled competitions will not be eligible to compete in the next scheduled game. (Only exceptions are doctor's or dentist's appointments as well as court dates. These will need to be verified. Other emergencies will be decided on by school administration.) Students are also expected to be in attendance on days following contests. Excessive tardiness or absenteeism on days following games will result in discipline to be determined by the Athletic Council.
- C. **Insurance:** The student must report any injury to the coach immediately. If medical treatment is necessary the student must report this to the coach as soon as possible so that a report of medical treatment is completed. If this report is not made out, no claims may be filed with the insurance company. The insurance company must receive this report within 30 days of injury. Students who seek medical attention for athletic injuries may not return to play until released by a doctor.
- D. **Parental Permission:** Students will not be allowed to try out or practice with a sports team until the parental permission form, emergency data card, and agreement to abide by the Athletic Eligibility Policy are turned in to the coach.
- E. **Physicals:** Students will not be allowed to try out or practice without a physical examination. Physicals will be given by the school physician, at no cost to the student, at designated times during the year. If you wish a physical by your family physician, forms should be obtained from the school nurse.
- F. **Equipment:** If your equipment is torn, broken, or must be replaced, see your coach and have it replaced immediately. Be sure you safeguard your equipment and double check on locking your locker. The equipment issued to you will be recorded on an inventory card. You are financially responsible for any equipment not returned at the end of the season. Failure to return equipment or pay for lost equipment will result in loss of eligibility to participate further in sports or any other action deemed appropriate by the school administrator until the equipment is returned or payment is made.

- G. **Team Trips:** All trips shall originate and terminate at appropriate school locations. You must leave and return with the team unless the coach releases you from this requirement upon receipt of a written request from a parent or guardian. You may only return home with your parent or guardian. Failure to do this will result in appropriate disciplinary action. Students may be let off the bus, with written parental permission, at or near their home on a trip if it is on the normal bus route.

**Academic Eligibility for Extra-Curricular and Athletic Activities**

1. **Philosophy:** A student's primary purpose for attending school should be academic advancement. In order for a student to participate in extra curricular or athletic activities, he/she must meet certain academic criteria.
2. **Policy:**
  - a. If a student is failing two or more subjects when either the three-week reports or regular report cards come out, that student will be placed on *probation* for 5 school days. On probation, they may continue to practice and participate in games, meetings and events and are expected to raise their grades to a passing level. Coaches and activity advisors will be given the probation list so they can support academic improvement.
  - b. At the end of 5 school days, students on probation bring their eligibility card (found in their agenda) to their high school teachers to update. The student must turn this completed form into their coaches/advisors by the end of the 6<sup>th</sup> day of probation. If a student is reported to be failing two or more subjects, that student will be placed on the *ineligible* list for the remainder of the report period. Students who do not turn in an eligibility card will also be considered ineligible. Ineligible students may practice but may not compete in games or other activities nor participate in extra-curricular activities.
  - c. To regain eligibility, students must not be failing more than 1 subject at the three-week report or report card. Ineligible students must have their teachers complete the eligibility card and present it to their coaches to be reinstated in good standing.
  - d. The Principal shall make all eligibility determinations in the event of extenuating circumstances.

**Other Eligibility Criterion**

1. The Principal may declare a student ineligible for disciplinary reasons that subject the student to in-school suspension or out-of-school suspension.
2. Students who are placed on In-School Suspension or Out-of-School Suspension are not eligible for play in games or contests during their suspensions. If no games or contests take place during the student's suspension period, the student will not be eligible for the next upcoming contest. If the student is a member of a team whose regular schedule consists of less than 10 games, the penalty would be one half of a game (the first half available).
3. Any students participating in an athletic program sponsored by another school district must follow all eligibility requirements of the home school district.

**Educational Information Network  
Acceptable Guidelines and Regulations**

**Justification of the Use of Technology**

The purpose of the Westmoreland Central School Educational Information Network is to provide shared educational resources to the students of the district. The educational resources are intended to assist in the collaboration and exchange of information between and among schools, school offices, SED and other State and educational entities.

### **Goal**

The goal of the Westmoreland Central Educational Network is to promote quality, equitable, efficient access of technology resources to support and enhance curriculum in a cost effective manner.

### **Mission**

The Westmoreland Central School Educational Information Network is committed to the use of technology to support school improvement initiatives in the context of the NYS Long Range Plan for the Use of Technology in Elementary and Secondary Education and A New Compact for Learning.

### **Ethical Use**

All use of the Westmoreland Central School Educational Information Network will be consistent with the purpose, goal, and mission of the network as well as those of Mohawk Regional Information Center Education Information Network. It is imperative that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The policy does not attempt to articulate all required or proscribed behavior by its members. The Westmoreland Central School Educational Network is an open network that relies on the following general guidelines to determine appropriate conduct and use:

1. Any use of the Westmoreland Central School Network for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
2. Any use of the Westmoreland Central School Educational Network for commercial purposes is prohibited.
3. Any use of the Westmoreland Central School Educational Network for product advertisement or political lobbying is prohibited.
4. No use of the Westmoreland Central School Educational Information Network shall serve to disrupt the use of the network by other users.
5. The Westmoreland Central School Educational Information Network accounts shall be used only by the authorized owner of the account for the authorized purpose. Account owners are ultimately responsible for all activity under their account.
6. Prudent use of shared technological resources is expected.
7. Any Westmoreland Central School Educational Information Network user's traffic that traverses another network will be subject to that network's acceptable use policy.
8. Student use will be permitted provided proper supervision is maintained by school personnel.
9. Community member use may be permitted, provided such individuals provide evidence that their use furthers the purpose and goal of the network and public education in general.
10. The Mohawk Regional Information Center Educational Network of Madison-Oneida BOCES shall remain the final authority on the use of the network and the issuance of user accounts for the Mohawk Regional Information Center Educational Network.
11. The Westmoreland Central School District shall remain the final authority on the use of the Westmoreland Central School Educational Information Network and the issuance of used accounts.
12. Westmoreland Central School has addressed the copyright, appropriate citing of others contributions, and plagiarism issues in the District with

regard to the use of technological resources. (See Board of Education Policy #'s 8000R, 8000R.1, 8000R.3, 8000R.4, 8000.5, 8000P, 8000F, 8000F.1)

13. Students are asked to agree that they will adhere to the same standards of appropriate content for personal web pages or postings that can be accessed from the school's computers.

#### **Information Content & Users of System**

Any action by a member that is determined by a system administrator to constitute an inappropriate use of the Westmoreland Central School Educational Information Network or to improperly restrict or inhibit other members from using and enjoying the network is strictly prohibited and may result in the termination of the user's account. Users specifically agree not to submit, publish, or display on the Westmoreland Central School Network sexually oriented, threatening, racially offensive, or illegal material, nor shall users encourage the use of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is prohibited and is a breach of this Acceptable Use Guidelines and Regulations.

The Westmoreland Central School Educational Network assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by users.

#### **Process For Review of Unethical Practices**

1. Every effort will be made to determine the school and/or user who are in violation.
2. The school superintendent has the first level of responsibility to review the infraction and to determine appropriate action. (Informal communication with the Mohawk Regional Center should happen immediately).
3. The school superintendent must report the incident to the Mohawk Regional Information Center Director in writing within 10 working days.
4. The Director will act within 5 days to determine if any further action is necessary.

(adapted from Virginia PEN and Rocky Mountain)

#### **Discipline Codes & Computer Violations**

All students are expected to abide by the terms and conditions set forth by the Acceptable Users Guidelines. It should be noted that computers are the property of the school district; users are not guaranteed privacy on what they do or what they use. Further, monitoring of records, files and daily work by any individuals from invasions by others the district is adopting a user ID system. The ID system will be monitored by the district but not by other individuals that the user him/herself. It should be cautioned that the individual should never reveal his/her ID to anyone (other than appointed district official) in order to safeguard his/her work. Any individual who is found to divulge one's user ID or another person's user ID will be subject to the loss of computer privileges. Following are the violations and minimum consequences. All are expected to abide by the terms and conditions set forth by the Acceptable Users Guideline. The following are violations and the minimum consequences:

<u>First Incident</u>	<u>Subsequent</u> (range)	(range)
Having food, drinks, or gum near the computer	1-2	2-5
Using CDs/disks without permission	1-2	3-5
Misuse of internet network or computer	2-5	6-9
Improper language/pictures on the computer, sending it to another person or printing it	2-7	8-9
Doing any physical damage to the computer	7-9	7-9

#### Disciplinary Actions

1. Verbal reprimand by teacher
2. Lunch detention
3. After school detention
4. Parent notification
5. Loss of computer use for one day
6. Loss of computer use for one week
7. ISS
8. Loss of computer use as determined by administration
9. OSS

#### Conduct on School Grounds

##### Harassment (The Dignity Act Law)

No student shall be subjected to harassment by employees or students on school property or at a school sponsored function;  
 Nor shall any student be subjected to discrimination based on a person actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex by school employees or students on school property or at a school sponsored function.

##### Expected Student Behavior

##### Rules of Conduct, Responsibilities and Discipline Actions

1. Each student is expected to be in homeroom each day by 8:00 a.m.
2. Each student shall be in the classroom ready for work at the beginning of each class period.
3. Students should be properly prepared for each class by having the necessary text-books, workbooks, notebooks, pencil/pen and homework for the class. Students are expected to comply respectfully with any staff request, the first time the request is made.
4. Students shall conduct themselves in a safe and orderly fashion while in the hallways. Running, pushing and shoving or throwing objects are examples of unsafe actions.
5. Students shall protect all school property including buildings and grounds, equipment, books, buses, etc. from vandalism.
6. Each student is responsible for maintaining an environment in which is conducive to learning. This includes respect for other persons and

property. Abusive language (swearing), profanity, disruptive behavior, disrespect for school personnel will not be tolerated.

7. Each student shall be familiar with the Rules of Conduct, School Policies and Disciplinary actions with the understanding that common sense will prevail.

**Dress Code**

As a general principle, students have the right to determine their own dress as it relates to taste and appearance. Students may be required to wear protective/appropriate gear in applicable classes (labs, physical education . . .).

Clothing, however, that will disrupt the educational process will not be allowed. The purpose of this dress code is not to inhibit individual expression but rather to facilitate the process of education through reasonable guidelines.

If students do not adhere to the dress code they may not be permitted to attend classes until the violation is corrected. Disciplinary actions may follow.

Since “reasonable” is open to highly individual interpretation, we request that parents and student use good judgment when choosing clothes for school. Shorts should be 3” inseam or longer. Under these guidelines the following clothes will be **unacceptable for a school environment:**

- beach attire
- pajamas
- hats/headgear of any kind (i.e., bandanas, do rags....)
- unnecessary outerwear (i.e. long coats....)  
that may be used to conceal objects
- sunglasses
- strapless tops/dresses
- low cut tops/dresses
- short skirts
- athletic t-shirts
- mesh shirts
- spandex type shorts, short-shorts and boxer shorts
- bare midriffs and bare feet
- chains of any kind

Articles of clothing/apparel which:

- are profane, lewd or offensive
- constitute a substantial disruption or interfere with the mission, work or discipline of the school
- constitute a health or safety issue
- otherwise infringe upon the rights of others
- advocate the use of drugs, alcohol or tobacco
- have overt sexual connotations
- advocate gang-related activity
- advocate violence, racial or religious prejudices

**Disciplinary Action Chart**

<b><u>Infractions</u></b>	<b><u>First Administrative Referrals</u></b>	<b><u>Subsequent Referrals</u></b>
<b>A. Attendance</b>		
1. Tardy to school	3, 5	6-7, 9-11,16
2. Tardy to class	2	6-7, 9-11,16
3. Truant (illegally absent) from school	3-6	3-7, 9-11,13-
14, 16,18		
4. Truant (illegally absent) from class	3-6	3-7, 9-11, 13-
14, 16,18		
5. Failure to sign in or out	5	3-7, 9-11

6. Submitting forged excuses	3-5	3-7, 9-11
7. Failure to submit excuses		
8. Unlawful detention		
9. Truancy		
<b>B. Conduct</b>		
1. Inappropriate dress (page 37)	5-6,10-11	3-8,9-11,13,16,18
2. Inappropriate display of affection	5-6	3-8,9,10,13,16,18
3. Parking violation	3-5	3-7,9,10
4. Profanity/offensive language (page 37)	3-6	3-14,16,18
5. Loitering in restricted areas	3-6	3-7,9-11,13,16
6. Gambling/gaming	3-7,9-10	3-7,9-11,13,16,18
7. Plagiarism/cheating/lying	3-7,9-10	3-7,9-11,13,16,18
8. Computer misuse	see computer policy page 36	
9. Theft/vandalism/destroying property	3-7,9,10,15	3-7,9-11,13,15-18
10. Sexual harassment	3-11,13-17	3-11,13-18
11. Verbal harassment/intimidation	3-11,13-17	3-11, 13-18
12. Threatening others	3-11, 13-17	3-11, 13-18
13. Racial harassment	3-11, 13-17	3-11, 13-18
14. Any violation of law	3-11, 13-17	3-11, 13-18
15. Physical intimidation	3-11, 13-17	3-11, 13-18
16. Disrespectful	3-11, 13-17	3-11, 13-18
17. Disruptive behavior	3-11, 13-17	3-11, 13-18
18. Interference in the execution of duties by school personnel	3-11, 13-17	3-11, 13-18
<b>C. Acts of Endangerment</b>		
1. Driving recklessly	3-7, 9-10	3-7, 9-11,13,16,17
2. Fighting/and or assaulting others	3-13	3-14, 16-18
3. Assaulting staff members	3,13, 16-18	3,13, 16-18
4. Possession of explosive devises	3,13, 16-18	3,13, 16-18
5. Possession of knives/weapons	3,13, 16-18	3,13, 16-18
6. Possession of firearms	3,17-18	3, 17-18
7. Making bomb threats	13,16-18	13, 16-18
<b>D. Drug/Substance Abuse</b>		
1. Tobacco use/possession	3-7, 9-10	3-7, 9-11,13,16,17
2. Under influence of drugs/alcohol	3-7,9-11,13,14	3-7,9-11,13-14,16-18
3. Alcohol possession	3-7,9-11,13,14	3-7,9-11,13-14,16-18
4. Drug/alcohol sales, gifts, possession	3,13,16-18	3,13, 16-18
<b>E. Insubordination</b>		

Not complying with the directions of an administrator, teacher assistant, substitute, cafeteria staff, clerical staff or other school community members. Ranges of penalties will depend upon the level of insubordination.

#### **F. Profanity**

Profanity will be defined as using in either words, clothing, or signs, profane, lewd, vulgar, abusive words which may incite or offend another person; or constitute substantial disruption or interference with the mission of the District, work or discipline of the school community.

#### **G. Other Infractions**

Any other infractions which may not be listed, but which may be deemed inappropriate, will be dealt with at the discretion of the administrator.

#### **Disciplinary Response to Student Misconduct**

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

The following disciplinary actions will be applied, as appropriate, as a consequence for unacceptable behavior (consequences listed as 1 a.-c., will be attempted by faculty and/or staff, for certain infractions, prior to making an administrative referral).

Definitions to follow:

1. Intervention by teacher/staff/substitutes...
  - a. Detention issued (lunch or afternoon)
  - b. Parental notification (phone/written)
  - c. Referral to administration and/or counselor
2. Loss of school destination passes
3. Parental notification by administrator
4. Student/administrator conference
5. Verbal reprimand/warning by administrator
6. Detention issued by administrator (lunch or afternoon)
7. Behavioral contract
8. Teacher removal of a student from classroom (see explanation below)
9. In-school suspension
10. Other actions by administrator (i.e. suspension from transportation, suspension from athletic/extracurricular participation, parking privileges revoked...)
11. Social probation (restriction from certain privileges)
12. Peer mediation
13. Out-of-school suspension
14. Referral to Child Study Team
15. Restitution and/or repair if necessary
16. Principal's hearing
17. Referral to law enforcement agencies or other agencies
18. Superintendent's hearing

#### **Detentions**

**Teacher Detention** – Any teacher may assign and keep his/her detentions during lunch or after school. If after school detentions are issued parents must be notified and the student must be given 24 hours notice. Any refusal by the student to comply will result in an administrative referral.

#### **Lunch Detention Procedures** -

1. Students assigned to lunch detention in the Detention Room should report (prior to the tardy bell ringing).
2. Students will bring work to do.
3. Students will be allowed to eat lunch the last 15-20 minutes of the period.
4. Students will not be permitted to leave detention for any purpose.

5. Students are expected to be quiet, working and cooperative for the entire lunch period.
6. A student who is truant for detention or violates any of the above will be referred to the administration.

**After School Detention** - After school detention may be issued in lieu of lunch detention. Students are expected to be in the detention room from 2:25 to 3:10 p.m. or as determined by administration. Students are expected to be quiet, working and cooperative for the entire period. Parental notification will take place.

**Teacher Removal of a Disruptive Student From the Classroom**

1. Teachers have a limited authority to remove disruptive students from the classroom. Such removal shall be consistent with the code of conduct. Disruptive students are defined as pupils under the age of 21, who are “substantially disruptive of the educational process or substantially interfere with teacher’s authority over the classroom.”
2. A disruptive student may be removed from a teacher’s classroom by the teacher for no more than two (2) days of instruction for each incident of substantial interference with a teacher’s authority.
3. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student is disruptive. Unmodified, continual or severe infractions, such as those listed under sections B – F under the infraction column of the code of conduct, may be deemed disruptive behavior. These infractions may warrant student removal from class. Behaviors that do not rise to these levels of disruption (i.e. unmodified, continual or severe) shall be subject to traditional disciplinary strategies, in accordance with this policy. In addition, teacher removal of a disruptive student, which warrants a more significant penalty, does not preclude the greater discipline.
4. If a student’s behavior is disruptive and not presenting a danger or ongoing threat of disruption to the academic process, the teacher must notify the student of the removal prior to the removal and allow the student to present his/her version of the events. If the student’s behavior is presenting a danger or ongoing threat as stated above, the teacher may immediately remove the student and explain the basis for removal and allow the student to present his/her version within 24 hours of the removal.
5. A teacher initiating removal of a student from the classroom pursuant to this code of conduct shall inform the principal of the basis of the removal and complete a written disciplinary referral for detailing the removal.
6. Within 24 hours, or as soon as possible of removal, the principal or designee must inform the parent of the reasons for the removal from class. On request, the student/parent must be given an opportunity to discuss reasons with the principal or designee. The teacher shall be involved unless the principal decides, based on extenuating circumstances, that it is not beneficial to have the teacher involved in such conference.
  - A. If the student denies the charges, the student/parent must be given explanation of the basis for removal and an opportunity to represent his/her version. This must take place within 48 hours or as soon as possible of the removal.
  - B. The principal or designee must decide, by close of business on the day following the opportunity to be heard by the principal, whether the discipline will be set aside.
 

The principal or designee may set aside discipline if:

    - 1) The charges against the student are not supported by evidence.
    - 2) The student’s removal is a violation of law.
    - 3) The conduct warrants an out-of-school suspension and a suspension will be imposed.

- 4) In the opinion of the administrator the discipline was excessive or unwarranted.
7. The District shall provide continued educational programming to students who are removed from class by a teacher. Such programming shall include placement in an alternative educational program appropriate to individual student's needs. Placement may occur either during or after the normal school day and will generally be provided by the normal classroom teacher.
8. The administration has final discretion in all disciplinary proceedings.

#### **In-School Suspension Procedures**

1. All students are expected to bring his/her assignments and all necessary books, etc., to the ISS room. Students will not be allowed to go to teachers or lockers.
2. Students are expected to work on schoolwork until the end of the school day at 2:21 p.m. Class assignments for the day(s) the student has been assigned to ISS will be provided on that day(s) the student has been assigned ISS. Teachers will be notified so that they can send work to the ISS room the day(s) the student has been assigned to ISS.
3. Students will remain in the in-school suspension room to eat lunch. One half hour will be allocated for eating lunch. Students will all eat at the same time.
4. Students will be quiet, cooperative and work.
5. Students assigned to in-school suspension who are disruptive or truant will be referred to the administration.
6. Any student in ISS will not be permitted to attend or participate in any extra-curricular activity prior to their attendance in regular classes. This will include weekends, but not extended vacations.

#### **Out-of School Suspension**

Students serving OSS are not permitted to be on school property at any time. OSS will not be reassigned to accommodate any extra-curricular activity. Students serving OSS are prohibited from participating in or attending all extra-curricular/athletic functions. All student privileges are suspended until the OSS has been completed.

The District will immediately attempt to notify the parents if a student is to be out-of-school suspended. The notification will take place in writing within 24 hours of the decision to suspend the student. Where possible, notification shall also be provided by phone. Such notice will provide a description of the incident(s) and shall inform parents of their right to request an informal conference with the principal.

Students who repeatedly are substantially disruptive to the educational process or who substantially interfere with the teacher's authority in the classroom may be subject to a minimum out-of-school suspension of 2 days. A student who "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom" is defined as one who is removed from the classroom by a teacher more than 4 times in a semester. Such suspension period may be reduced on a case-by-case basis consistent with law. Students who are deemed to be "violent pupils" as defined by Education Law Section 3214 (2-a) (a) shall be subject to a minimum out-of-school suspension of at least 5 days.

Some examples of a violent student are a student who:

- a. commits an act of violence upon a teacher, administrator or other employee.
- b. commits an act of violence against other pupils or those lawfully upon school property.
- c. possesses a gun, knife, explosive device.

- d. displays what appears to be any instrument capable of causing harm.
- e. threatens harm to anyone
- f. knowingly and intentionally damages or destroys the property of others or of that belonging to the District.

**Electronic Devices Use Policy**

For the purpose of this policy, examples of electronic devices include, but are not limited to cell phones, I-pods, MP3 players, etc.

The use of electronic devices on school grounds is allowed before school, during a student's scheduled lunch period, and after school only, provided the use of such device does not cause a disruption. Students are permitted to use their electronic devices in the cafeteria or outside the school only. Electronic devices are not to be used in the hallway during a student's scheduled lunch period.

While the student is in class, the cell phone must be out on the student's desk face down.

**Parents:** Parents who need to contact their children during the school day should remind their child to keep their cell phones off. Students can check their messages during their scheduled lunch period or after school is dismissed. Any student who needs to make a phone call has to get permission to use the phones in the high school office or in the guidance office. If a parent needs to contact their child for an emergency situation, they are asked to call the high school office. School staff will assist the parent in contacting their child.

**Camera Phones:** Students are reminded that the use of cell phones to take, transmit, or store photos without permission is prohibited on the school grounds.

**Student Discipline:** If a student is found to have an electronic device illegally, the school staff will ask the student to immediately relinquish the electronic device to the staff member. Failure of a student to relinquish the electronic device is insubordination and will result in consequences levied by an administrator.

**1<sup>st</sup> Offense:** The student's electronic device will be confiscated and given to an administrator. The student can retrieve the electronic device after 2:23 PM in the high school office.

**2<sup>nd</sup> Offense:** The student's electronic device will be confiscated and given to an administrator. The student's parent/legal guardian has to retrieve the electronic device from 2:23 PM to 3:45 PM in the high school office.

**3<sup>rd</sup> Offense:** The student's electronic device will be confiscated and given to an administrator. The student will receive a half day of ISS for chronic insubordination, and the student's parent/legal guardian has to retrieve the electronic device from 2:23 PM to 3:45 PM in the high school office.

**4<sup>th</sup> Offense:** The student's electronic device will be confiscated and given to an administrator. The student will receive a full day of ISS for chronic insubordination, and the student's parent/legal guardian has to retrieve the electronic device from 2:21 PM to 3:30 PM in the high school office.

Consequences for further insubordination will be levied at the discretion of the administrator. The administrator reserves the right to levy more severe consequences if the administrator feels a situation warrants such consequences.

**Students assume sole responsibility for the security of their electronic device. The Westmoreland Central School District assumes no responsibility for lost, stolen, damaged, or for any unauthorized use of an electronic device.**

**The material in this handbook is not all-inclusive, and is subject to change. Policies and procedures are under continual review and may be introduced and/or amended at any time throughout the school year.**

**The final interpretation of any rule or policy will lie with the building administrator.**











Teacher: Circle S or U and P or F for your course, initial and return to student.

_____		_____			
STUDENT'S NAME		ACTIVITY			
_____		S - Satisfactory			
DATE		U - Unsatisfactory			
		P - Pass F - Fail			
ELIGIBILITY	COURSE	CITIZENSHIP	EFFORT	GRADE	TEACHER INITIALS
		S U	S U	P F	
		S U	S U	P F	
		S U	S U	P F	
		S U	S U	P F	
		S U	S U	P F	
		S U	S U	P F	
		S U	S U	P F	
CARD					

Student: Complete for all credit courses, including BOCES, and return to Athletic Director by 2:30 p.m.

Teacher: Circle S or U and P or F for your course, initial and return to student.

_____		_____			
STUDENT'S NAME		ACTIVITY			
_____		S - Satisfactory			
DATE		U - Unsatisfactory			
		P - Pass F - Fail			
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		S U	S U	P F	
		S U	S U	P F	
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