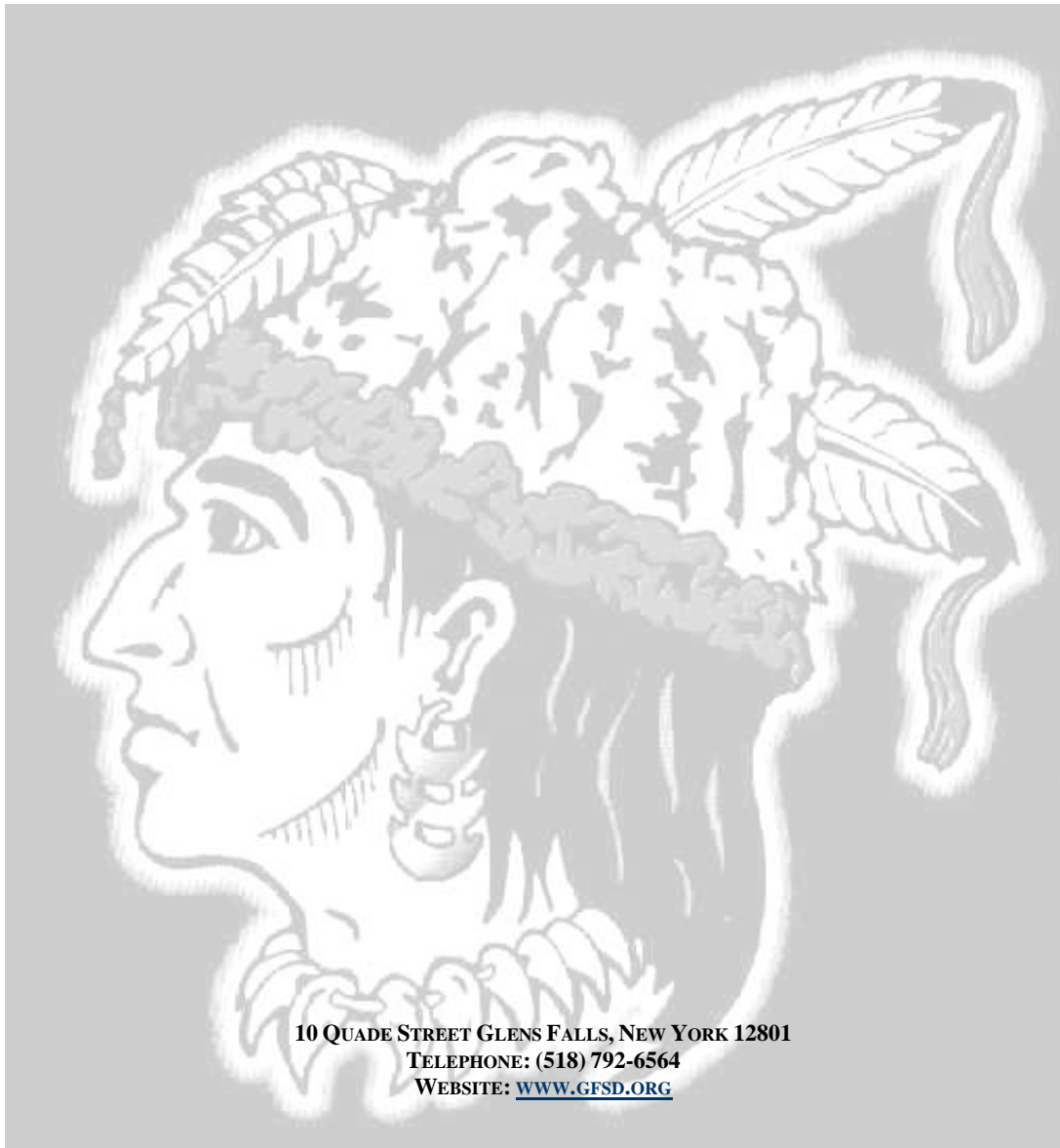


GLENS FALLS HIGH SCHOOL CODE OF CONDUCT



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CODE OF CONDUCT

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of Glens Falls High School that everyone in our community must strive toward contributing to this goal. The objective is to develop a moral school community based on:

- **Responsible Behavior** - Use self-control in your actions and language
- **Mutual Respect** - Treat yourself and others with care and consideration
- **Concern For Others** - Be truthful, honest and fair in your dealings with others
- **Cooperation** - Listen and work together to make a positive contribution
- **Personal Excellence** - Put forth your best effort in whatever you attempt

Students are representatives of Glens Falls High School and are expected to maintain themselves at a high level of behavior at all times.

Rules for student conduct and discipline have been adopted by the Board of Education. Such rules are stated, explained, and distributed to all students at the beginning of the school year or at the time of initial enrollment in the school district. These standards of conduct do not infringe upon the constitutional rights of students. The standards include prohibited student conduct and the range of penalties that may be imposed for such misconduct.

Staff members and/or administrators use the Discipline Structure guidelines when handling student discipline cases. They outline the type and degree of penalty that may be applied to each different type of case. The penalties range from being restricted to study hall for a minor offense to Superintendent's suspension from school for serious or repeated offenses. They are intended to be general guidelines. More specific information for each infraction can be found in the handbook under the proper heading.

DEFINITIONS

For purpose of this code, the following definitions apply:

- **Disruptive Student** - means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
- **Parent** - means the biological, adoptive or foster parent, guardian or person in parental relation to a student.
- **School Property** - means in or within any building, structure, athletic playing fields, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law 142.
- **Student Function** - means any school-sponsored extra-curricular event or activity.
- **Violent Student** - means a student under the age of 21 who:
 1. Commits an act of violence upon a school employee.
 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function.
 3. Possesses while on school property or at a school function a weapon.
 4. Displays, while on school property or at a school function, what appears to be a weapon.
 5. Threatens, while on school property or at a school function, to use a weapon.
 6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 7. Knowingly and intentionally damages or destroys school district property.
- **Weapon** - means a firearm as defined in 18 USC 921 for purposes of the Gun Free Schools Act. It also means any other gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, ammunition, imitation ammunition or exploding substances, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

BILL OF RIGHTS AND RESPONSIBILITIES / ESSENTIAL PARTNERS

- The Glens Falls City School District offers free public education to all school age students in the district regardless of race, sex, national origin or handicapping conditions. As members of the school community, students are entitled to certain rights that are defined for their awareness and protection. Students also have certain responsibilities to themselves, to fellow students, to their teachers and to other school personnel.

- However, the students' prime responsibility is recognized as being the personal advancement of their education and career goals within a framework that is civically responsible and socially appropriate.
- Equally significant is the fact that others, including parents, teachers, counselors, administrators, other district employees, the Board of Education, and visitors or vendors have a responsibility to students in the acquisition of their educational development and in providing for their personal safety.
- The shared responsibility is the basis for a strong commitment to provide a reasonable and responsive educational program that will prepare students for a future that is appropriate both for their interest and aptitude, and for the needs of the society in which they live.
- Civility in relation to people of different races, weights, national origins, ethnic groups, religion, religious practices, physical or mental abilities, sexual orientations, genders or sexes is an essential expectation and responsibility of all students, school personnel, the Board of Education, and visitors or vendors.

STUDENT RIGHTS

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Students have the right to enroll in courses of study for which they are qualified.
3. Students have the right to be respected as individuals.
4. Students have the right to procedural due process guaranteed by the United States Constitution and New York Education law.
5. Students have the right to freedom of speech and freedom of expression to the degree that the exercise of their freedom does not interfere with the educational process or infringe upon the rights of others.
6. Students shall have equal opportunity in their pursuit of curriculum offerings, athletics and extra-curricular activities.
7. Students have the right to make recommendations through the student government regarding school rules, school regulations or issues pertaining to student organizations.

STUDENT RESPONSIBILITIES: *It is the responsibility of the students to:*

1. Conduct themselves with respect toward self, fellow students, teachers and others.
2. Strive to achieve to their fullest potential in all areas.
3. Follow all reasonable directives of the faculty and administration.
4. Strive to fulfill all classroom obligations to teachers.
5. Demonstrate respect for school property and for the property of others.
6. Demonstrate appropriate conduct and a positive attitude in school activities.
7. Dress in a clean, safe and presentable manner.
8. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.

ROLE OF THE PARENT: *It is the responsibility of the parent to:*

1. Recognize that the primary responsibility for a child's welfare and development rests with the parent.
2. Teach the child by word and example, respect for law and authority.
3. Encourage the child to learn and respect the rights of others.
4. Encourage the child to attend school.
5. Know and understand the rules and regulations a child is required to observe at school.
6. Become familiar with handbooks provided.
7. Provide guidance for the child to develop socially appropriate standards of conduct and behavior.
8. Strive to maintain the child in good physical, mental and emotional health.
9. Require the child to dress in a clean, safe and presentable manner.
10. Provide encouragement and support for the child in completing homework assignments.
11. Seek involvement in the child's school, its teachers, programs and activities as well as to attend parent conferences and school functions.

ROLE OF THE FACULTY AND STAFF: *It is the responsibility of the faculty and staff to:*

1. Demonstrate, by work and action, respect for law, order, and self-discipline.
2. Provide students with direction and guidance that will assist them in thinking, reasoning and in being responsible for their actions.
3. Keep students and parents informed regarding student development and progress.
4. Treat students as individuals.
5. Express enthusiasm and concern for teaching and learning.
6. Involve himself or herself in the development of school rules and regulations regarding student conduct, and to require the appropriate student observance of the rules and regulations.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to bring about positive change in student behavior.
10. Continue to grow professionally in matters relating to positive student behavior.
11. Inform students and parents regarding curriculum at various grade levels.

ROLE OF THE BUILDING ADMINISTRATION: *It is the responsibility of the building administration to:*

1. Create an environment that is conducive to learning.
2. Exercise the authority delegated by the Superintendent of Schools.
3. Be consistent, fair and firm in making decisions that affect students, staff and parents.
4. Develop procedures which reduce the likelihood of student misconduct; this includes the authority to administer tests on suspicious substances, administer breath tests on students and to use metal detection devices if a reasonable suspicion exists that a student possesses or is under the influence of drugs, alcohol, or is in possession of a weapon.
5. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all persons under his/her authority.
6. Develop reasonable and effective class schedules and teaching assignments for students and staff.
7. Set up and maintain open lines of communication with students, staff and parents.
8. Become involved with students by attending and supervising school activities and by visiting classrooms.
9. Work with students, teachers, counselors and parents to establish cooperative techniques for bringing about positive student behavior.
10. Provide for the clear dissemination of rules and regulations to students, staff and parents.
11. Provide students and staff the rights of due process and equal protection that are guaranteed under the law.

ROLE OF THE SUPERINTENDENT: *It is the responsibility of the Superintendent to:*

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with the district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

ROLE OF THE BOARD OF EDUCATION: *It is the responsibility of the Board of Education to:*

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

SCHOOL ATTENDANCE

- Glens Falls High School is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for student success in school. This philosophy is based on the following beliefs: regular attendance is an important aspect of a student's education program; the education process requires continuity of instructional and active classroom participation; the maximization of student interaction with his or her teachers and peers occurs through regular attendance, and regular attendance is a major component of academic success.
- An absence, tardy, or early departure is considered "**excused**" if due to illness or death in the family, religious observance, quarantine, court requirements, medical appointments, approved work-study, approved college visits, military obligations, and impassable roads due to inclement weather.
- An absence, tardiness, or early departure is considered "**unexcused**" if the reason for the lack of attendance does not fall into the above categories (e.g. family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping etc.).
- Any athlete absent for all or part of a school day due to illness is not eligible to practice or play in a scheduled contest that day. Legal excuses, such as doctor and dental appointments are acceptable. However, the excuses will be checked for validity.

SCHOOL ATTENDANCE PROCEDURES

- Please telephone the school attendance aide (792-5112) when your son or daughter is absent, stating the reason for the absence. Upon returning to school, a student must present a written note from the parent giving the student's name, date(s) of absence and specific reason for the absence. (Example: "flu" vs. "sick") A student who is absent three (3) or more days may be asked to present a doctor's note.
- Parents/Guardians will be notified by telephone when a student is absent, tardy, or departs early without a proper excuse.
- All excuses for absences must be written by parents or guardians and signed by them. Students are not authorized to write or sign excuses even with the parents or guardians knowledge or consent. The principal must approve any necessary exception to this rule. Students who do not submit their excuses within ten (10) days following return from their absence may be referred to the assistant principal.
- Parents will periodically receive letters indicating the number of unexcused absences their student has incurred throughout the school year.
- **A parent conference with the administration will occur for students with excessive absences.**

- **Failure to remedy the attendance problem could result in a referral to Child Protective Service for Education Neglect and/or to Warren County Probation for a P.I.N.S Petition.**
- A student is responsible for making up all work due to an “excused” absence. Students whose absences are considered “unexcused” will not be afforded the opportunity to make up work for credit. Students will receive a grade of “zero” for any graded work missed due to unexcused absence.

ARRIVAL TO SCHOOL (HOMEROOM)

- Students should arrive between 8:10 a.m. and 8:20 a.m. and go directly to their lockers in order to prepare for the school day. There will be bells at 8:21 and 8:24 warning students to report to **homeroom**. All students must report to their assigned homeroom by 8:32 am every day for attendance purposes. Students who arrive at school anytime during the school day after the homeroom period (8:32) must sign in immediately at the attendance office
- **Students who are in school but fail to report to homeroom or fail to sign in when tardy are considered truant and subject to suspension.**
- A student must report to the attendance office to: submit an excuse in order to receive a pass for early dismissal (This should be accomplished prior to homeroom). Students without a note requesting early dismissal must report to the attendance office in order that a parent may be contacted.

LATENESS TO SCHOOL

- **Tardiness to school is a home problem. Parents are responsible by law to see that their children are in school “regularly all day, every day” (Compulsory Education Law).** Students who have a medical appointment and enter with a written note signed by a parent or guardian will not be assigned any consequences.
 1. All students must be in their homerooms by 8:32.
 2. Students arriving after 8:32 must sign in at the attendance office upon arrival.
 3. Failure to sign in immediately at the attendance office when arriving late to school will result in a detention the first time, and additional consequences for subsequent times.
 4. Students who arrive after 8:32 four times in a marking period will be referred to the appropriate grade level Assistant Principal.
 5. Subsequent lates will result in the assignment of detention(s) and/or loss of privileges. These privileges include driving to school, RSP, and extracurricular activities.
 6. A parent conference with the administration will occur for students with excessive tardiness.
 7. Failure to remedy excessive tardiness could result in a referral to **Child Protective Service for Education Neglect and/or to Warren County Probation for a P.I.N.S Petition.**

In case of unique or extenuating circumstances, administrators may use discretion in determining appropriate consequences for students who are late to school.

COURSE ATTENDANCE POLICY

- Students will attend all assigned classes for the entire time the class is in session. Students will be considered in attendance if the student is physically present in the classroom or working under the directions of the classroom teacher for a minimum of 30 minutes.
- Credit for any course is contingent upon **A)** meeting attendance requirements and **B)** obtaining a passing grade.
- Any student with more than 21 absences for a full-year course and 11 for a half-year course may not receive credit for the course.
- However, students with properly “excused” absences, tardiness and early departure for which the student has performed any assigned make-up work, assignments, and/or tests, shall not be counted as absent for the purposes of determining the student’s eligibility for course credit.
- Students who are absent from class due to a school sponsored activity are to arrange with their teachers to make up work missed in a timely manner as determined by the student’s teacher.
- Upon returning to school following an “excused” absence, tardiness, or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and/or test in accordance with the time schedule specified by the teacher.

APPEAL PROCESS

- Students who have exceeded the number of days per the attendance policy may appeal to the principal on the grounds that there are extenuating circumstances that warrant special consideration. All ruling on such appeals will be communicated to the student, the parent, or guardian. Further appeals may be made to the Superintendent of Schools or his/her designee.

SCHOOL TRUANCY (FULL OR PARTIAL DAY)

- The Glens Falls High School has adopted the following policy regarding students who are “truant from school for a full day or partial day”
 - First Offense:.....A-One day ALA
B-Parents notified
 - Second Offense:.....A-One to three days’ of ALA
B-Parents notified
 - Third Offense:.....A-Three to five days’ of ALA

- B-Parents notified
- C-Parent conference with administrator

****School truancies that are determined to be an “organized skip day” will result in the assigning of the appropriate consequence from above and loss of privileges such as RSP and school sponsored events.****

CLASS TARDINESS

- A student who is tardy to class loses valuable information and disrupts classroom procedure. A student who is late to class or study hall three (3) times without a pass is liable to detention as outlined below. Excessive tardiness will result in suspension.
 - First Offense.....Verbal reminder from teacher
 - Second Offense.....Warning from teacher
 - Third Offense.....(And each thereafter) One period of teacher assigned detention
 - Fourth Offense.....Referral to assistant principal

CLASS TRUANCY

- The Glens Falls High School has adopted the following policy regarding students who are “truant from class, study hall or structured programs (assemblies, etc.)”
 - First Offense:.....A-Detention(s)
B-Parents notified
 - Second Offense:.....A-One to three days’ of Alternative Learning Area
B-Parents notified
C-Student must have a parent conference before being allowed to attend class
 - Third Offense:.....A-Three to five days’ of Alternative Learning Area
B-Parents notified
C-Parent conference with administrator

LEAVING SCHOOL GROUNDS

- If the student must be excused for part of the school day, the student must present a written request to the attendance clerk upon arrival to school. The request should specify name, date, time to be excused, destination, and reason for leaving, means of travel from school, and phone number by which the above information may be confirmed (by parent, doctor, dentist, etc.). Parents should make appointments for their daughter/son (if possible) on school holidays or after school hours.
- All requests for leaving school grounds *must be submitted to the Attendance Office before homeroom.*
- Before leaving, the student must sign out in the “sign out” book in the Attendance Office. The student must also sign in upon returning.
- A student who must leave school because of illness must report to the nurse or an administrator.
- *Leaving school grounds without permission is truancy.* Violation of this will require an appropriate disciplinary action.

EARLY DISMISSAL

- Students who wish to be dismissed before the end of the normal school day in order to work must apply for this privilege. Work release forms are available in the Main Office. Students who receive early dismissal passes must leave the school grounds; failure to do so will result in revocation of the privilege.

B.O.C.E.S. ATTENDANCE

- Students enrolled in Occupational Education classes must attend those classes regularly.
 1. For all intents and purposes, BOCES classes are considered an extension of Glens Falls High School. Therefore, all rules and regulations applying to Glens Falls High School students while registered, enrolled or attending will be uniformly applicable to all students attending BOCES classes at BOCES.
 2. If a student who attends BOCES classes is not attending for a specific day (not to be confused with a full-day absence from school), the following procedure must be followed:
 - a. Notify the main office in writing one-day in advance, stating the reason. Permission to stay at Glens Falls High School can only be granted by the building principal.
 - b. Teachers at BOCES have no authority to tell students when or why not to attend Occupational Education classes. The only person who has that authority is the G.F.H.S. building principal. Students must attend all regularly scheduled classes at BOCES unless the G.F.H.S. building principal grants permission to the contrary.
- An Occupational Education (Occ.Ed.) student, who attends the half-day home school session but misses the Occ.Ed. class, must bring a note from home stating the reason for the absence and registering it with the main office the day after the absence. A student who attends the AM half-day home school session, who does not attend the assigned PM

Occ.Ed. class, must be excused according to “Early Dismissal” procedure. An Occ.Ed. student, who wishes to be excused from the Occ.Ed. class in order to participate in a home school activity, such as an assembly, must have written permission from the Occ.Ed. instructor in advance and present such in the main office before 8:00 a.m. on the day of the absence.

- Excessive absence from Occ.Ed. classes will result in being dropped from the program (20 days).
 1. If a student misses more than ten (10) days of classes at the BOCES Center, a parent conference may be requested to determine:
 - a. The reasons for the absences
 - b. The student’s intentions regarding the program
 - c. Appropriateness of probationary status in the Occ.Ed. program
 - d. Conditional terms for the student’s continuation in the program.
- Truancy from Occupational Education classes will be dealt with in the same manner as truancy from home school classes.
- **Student driving to and from BOCES:** Glens Falls School District provides transportation to and from BOCES. All students must use the transportation provided by the school. If, due to some extenuating circumstances, a student needs to drive his/her car to and from BOCES, the following procedure must be followed.
 1. Permission must be granted by the BOCES administration before permission will be granted by Glens Falls High School for any student to drive to the BOCES campus. The vehicle must be registered with Glens Falls High School and BOCES.
 2. The driving student cannot transport any passengers.

*****Violation of these procedures will be met with disciplinary action.*****

PHYSICAL EDUCATION ATTENDANCE

- All students are required by New York State Education Law to take Physical Education every semester each year they are in school unless medically excused. Medically excused students are required to substitute written work in Physical Education in order to earn credit.

Short-Term Medical Excuses

- Occasionally it may be necessary to be excused from Physical Education due to illness or injury. A written statement from parent or guardian is acceptable for one or two days. Students will make up classes during that semester after school on Tuesdays, Thursdays or at other times at the convenience of the teacher. These classes must be made up within a reasonable amount of time following the absence and should preferably be made up during the same activity unit.

Long-Term Medical Excuses

- For an extended excuse of more than one or two days, a written excuse from a physician is required by State regulations. A form must be secured from the school nurse, and the physician must complete and sign for return to the school nurse. Likewise, when a student has fully recovered from the impaired condition, a statement (in writing) from the physician releasing the student and allowing participation in regular Physical Education classes must be submitted to the school nurse for filing. This same regulation applies to all students participating in athletics. Students with long-term medical excuses (more than one week) will still be required to fulfill the Physical Education requirements. This will be accomplished by the assignment of academic projects related to current topics in Physical Education and sports.

DRESS CODE

- Glens Falls High School students have always displayed common sense and good taste in the matter of dress. Occasionally, however, the question arises as to what is and what is not appropriate to wear to school. The New York State Commissioner of Education has established the following guidelines:
 - Decency (no revealing attire)
 - Health (no dirty clothing)
 - Safety (footwear)
- Clothing which is disruptive or interferes with the educational process will not be permitted to be worn by students in school or on school premises (profanity, offensive messages, promotion of drugs, alcohol, tobacco)
- Boys must wear footwear, pants or shorts, a shirt (no tank tops or exposed underclothing)
- Girls must wear footwear, slacks, shorts or skirts, of appropriate length, some type of blouse or dress (no bare midriffs, no spaghetti straps, no halter tops, no exposed underclothing)
- Certain insignias designated or inferred as inappropriate or obscene or in bad taste will not be permitted. This includes prohibition on gang symbols, signs, colors, or other related apparel.
- Hats or other head gear will not be permitted during the school day
- A student’s attire shall not be excessively baggy. Students will keep coats and jackets in their lockers during the school day.

- No sunglasses will be permitted unless prescribed by a physician
- No jewelry with sharp edges, heavy ornamental chains or dog collars will be permitted in school
- Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.
 - **Remember this about dress and appearance:**
 - **How you look affects how you feel and behave**
 - **How you look affects how others feel and behave**
 - **Use common sense**

Prohibited Student Conduct

- The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.
- The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.
- The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these rules will be required to accept the penalties for their conduct.

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

- Engage in conduct that is disorderly. Examples of disorderly conduct include:
 1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act that disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in any school building, other than one they regularly attend, without permission from the administrator in charge of the building.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for, missing or leaving school without permission.
 3. Skipping detention.
- Engage in conduct that is disruptive. Examples of disruptive conduct include:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Being late for school or class.
 3. Being unprepared for class.
- Engage in conduct that is violent. Examples of violent conduct include:
 1. Committing an act of violence (ex. hitting) upon a teacher, administrator or other school employee.
 2. Committing an act of violence (ex. hitting) upon a student or any other person lawfully on school property.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. "Weapon" means gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other dangerous instrument that can cause injury or death.
 4. Displaying what appears to be a weapon.
 5. Threatening to use a weapon
 6. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on school property. This includes graffiti or arson.
 7. Intentionally damaging or destroying school district property.
- Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
 2. Bullying or harassment as defined in the district bullying and harassment policies.
 3. Stealing the property of other students, school personnel, or any other person lawfully on school property or at a school function.
 4. Acts of sexual harassment as defined in the district sexual harassment policy.
 5. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 6. Selling, using, or possessing obscene material.
 7. Possessing or smoking a cigarette, cigar, pipe or using smokeless tobacco.
 8. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, illegal substances, or drug paraphernalia or being under the influence of. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids or any other "designer drugs".
 9. Inappropriately using or sharing prescription or over-the-counter drugs.
 10. Using any internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members (cyber-bullying).
- Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Students waiting for buses not on school property are expected to conduct themselves in accordingly with the district code of conduct.
 - Engage in any form of academic misconduct. Examples of academic misconduct include:
 1. Plagiarism.
 2. Cheating.

DISCIPLINARY PROCEDURES AND PENALTIES

- Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with the students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.
- In order to be effective in changing student behavior, necessary disciplinary action will be firm, fair and consistent. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
 1. The student's age.
 2. The nature of the offense and the circumstance that led to the offense.
 3. The student's prior disciplinary record.
 4. The effectiveness of other forms of discipline.
 5. Information from parents, teachers and/or others, as appropriate
 6. Other extenuating circumstances.
- As a rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

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

PENALTIES

- Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.
 1. Verbal warning: Any member of the district staff.
 2. Written warning: Bus driver, hall and lunch monitors, teachers, principal, and superintendent.
 3. Written notification to parent: Bus driver, hall and lunch monitors, teachers, vice principal, principal, and superintendent.
 4. Detention: Teachers, principal, and superintendent.
 5. Removal from transportation: Vice principal, principal, and superintendent.
 6. Elimination from athletic participation: Vice principal, principal, and superintendent
 7. Removal from social or extracurricular activities: Principal, and superintendent
 8. Removal of other privileges: Vice principal, principal, and superintendent
 9. In school planning: Vice principal, principal, and superintendent.
 10. Removal from classroom by teacher: Teachers, vice principal, principal, and superintendent.

11. Short-term (five days or less) suspension from school: Principal, superintendent, and board of education.
12. Long-term (more than five days) suspension from school: Superintendent and board of education.
13. Permanent suspension from school: Superintendent and Board of Education.

PROCEDURES

- The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.
- Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention are entitled to additional rights before the penalty is imposed.

DETENTION – AFTER SCHOOL

- Parents will receive written notification when a student is assigned after-school detention.
- Students must report to detention on time – *detention begins at 3:07PM and ends at 3:47PM*. Any difficulties or changes must be cleared with the assistant principal before the scheduled detention.
- Students must come to detention prepared to work the full period. An atmosphere of academic study will be maintained at all times.
- Students who must stay for academic help will begin detention at 3:07PM in the detention room. A late arrival pass, signed by the helping teacher, should be presented to the detention supervisor.
- Students will report to the In-School Suspension Room for detention
- If a student is absent on a day of an assigned detention, the detention will automatically be made up the next day detention is held
- Unexcused absences from detention will result in In-School Suspension.

ALTERNATIVE LEARNING AREA (ALA) PROGRAM

- The ALA Program is a concept of school discipline that requires a student to be accountable for his/her behavior. This concept requires the student to examine the behavior that caused the offense and choose an acceptable alternative behavior to use in a same or similar situation. The alternative behaviors are expressed in a written plan of action that is completed when a student is referred to the ALA Room. Upon completion of the action plan, the referring staff member will review it and either accept the plan or not accept the plan.

ALTERNATIVE LEARNING AREA (ALA) ROOM

- The ALA Planning Room is a designated room where students will remain until they have prepared a plan of action that will improve their behavior. The parents will be notified each time the process has taken place and will be provided with a copy of the resulting plan along with teacher comments. The plan must be mutually acceptable with the referring staff member; otherwise, the student must report to the ALA room during the assigned period on the following day. Students who have written an acceptable plan will be allowed to return to that particular class the following day. Students will be notified in homeroom by receiving a copy of the plan and the referring staff member's signature indicating whether the plan was accepted or not accepted.

PLANNING REPORT

- **An Alternative Learning Area Report will be sent to the parents once the student has prepared a plan. This report includes:**
 1. a summary of rule infraction
 2. a copy of the student's plan of action
 3. the length of time the student was assigned to the ALA room
 4. teacher comments

ALTERNATIVE LEARNING AREA ROOM

- **Students sent to the ALA room are expected to plan corrective steps to avoid future discipline problems.**
 1. Students who refuse to go to ALA will receive as a minimum one (1) day out of school suspension. Upon return from suspension, such students will be required to attend ALA during the period it was originally assigned. Subsequent refusals will result in a student receiving, as a minimum, three (3) days' out-of-school suspension.
 2. Students who do not complete their plan at the end of the period assigned must return to the ALA room after school. Students who fail to report after school will be called to the office and assigned a minimum one (1) day out of school suspension. Students will also be required to report to the ALA room during the period that it was originally assigned to complete an action plan.
 3. Students who do not write an acceptable plan will report the following day to the ALA room during the period it was originally assigned. Additionally, the student and the teacher will meet to discuss the matter at hand. The time the student and the teacher will meet is indicated on the ALA Pass the student received when sent to ALA.
 4. Students who do not resolve the problem at the end of two (2) days will be required to attend a meeting with the teacher and an administrator.
 5. Students who receive three (3) infractions from the same teacher will be required to fill out a plan of action and will be required to meet with a School Social Worker or School Counselor before returning to class.

➤ **Referring Staff Members' Responsibilities:**

1. Send students to ALA with an ALA Pass that is completely filled out.
2. Review the plan of action completed by the student and if satisfied, sign and date the plan.
3. Place accepted plan in the student's homeroom teacher mailbox by the end of the day in which the student was referred to ALA.
4. If dissatisfied with the plan, sign the form unacceptable, state your reasons in the comment section, and place in the student's homeroom teacher mailbox by the end of the day on which the student was referred to ALA.
5. Plan to meet with the student before the end of the next school day to discuss how this behavior can be avoided in the future.
6. If the student and staff member are unable to agree on a plan, a meeting will be set up with an administrator to discuss the situation and the future return of the student to class.

LONG-TERM ALTERNATIVE LEARNING AREA:

The student is assigned to the ALA planning room for a specified duration of time as indicated by the administration. The student is not allowed to leave the assigned area without permission (otherwise, the student is considered truant and further disciplinary action will be taken).

- Students who refuse to follow the rules in the ALA room will be suspended out-of-school. When the student returns from the out-of-school-suspension, he/she will report to the ALA room to complete the original consequence.
- A student who is assigned to long-term ALA is not permitted to participate in/or attend any activities which meet outside the regular school hours.

RULES FOR STUDENTS ASSIGNED LONG-TERM ALTERNATIVE LEARNING AREA

- If a student is absent on any of the day(s) assigned, the student still has to make up the time before being allowed to return to class.
- A student assigned to long-term ALA must report to the suspension room during homeroom
- Students must report to long-term in-school planning with all books and supplies
- Students must complete an Action Plan
- There will be no talking
- A student must complete work assignments provided
- Students will not be allowed to sleep
- If a student is truant from any of the long-term ALA periods, further disciplinary action will be taken

*****Except in emergencies or before school, students may go to the lavatory only at predetermined times. Students must use the lavatories located on the first floor.*****

SUSPENSION: OUT-OF-SCHOOL

- When a student is suspended from school the parent or guardian of the student will be notified by telephone, if possible, and in writing. A parent conference may be required before a suspended student returns to regular classes. Parents are entitled to a conference anytime a student is suspended. Request should be made to the high school administration.

OUT-OF-SCHOOL-SUSPENSION

- The suspended student must be signed out of school by the administrator before leaving school
- A student suspended out-of-school is not permitted in Glens Falls High School unless attending tutoring sessions. Suspended students are not permitted to participate in or attend any school-sponsored activities until the suspension has been lifted or expired. If the suspended student enters Glens Falls High School during the suspension period, the student will be declared trespassing and immediate, appropriate action will be taken.

*****Following the accumulation of ten (10) days' suspension, a Superintendent's Hearing may be convened to consider further disciplinary action.*****

DISCIPLINE GUIDELINES

- The following guidelines are intended to make students aware of expectations and to provide them with the potential consequences of their actions.
- **Level 1: Minor misbehavior that impedes orderly classroom procedures or interferes with orderly operations of school. Classroom teachers will usually handle this kind of misconduct, as they are the first line of authority in dealing with classroom related misconduct.**
 - **Examples of Infractions:**
Classroom disturbances, tardiness, abusive language (non-directed), insubordination
 - **Examples of Possible Consequences**
Verbal reprimand, counseling, withdrawal of privileges, detention with teacher, parental contact, administrative referral
- **Level 2: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.**
 - **Examples of Infractions:**

Continuation of unmodified Level 1, truancy, using forged or altered notes (excuses or passes), cutting assigned detentions, cheating or lying, abusive language (directed), insubordination, plagiarism

- **Examples of Possible Consequences**
Behavior modification, detention(s), withdrawal of privileges, ALA(s), out-of-school-suspension(s), parent Conference, see Plagiarism Policy (Attachment A.)
- **Level 3: Misbehavior that are more serious than those identified in Level 2, whose frequency or seriousness tends to disrupt the learning climate of the school:**
 - **Examples of Infractions:**
Continuation of unmodified Level 2, harassment/bullying (verbal, physical, sexual), vandalism (minor), threats to others, trespassing, stealing
 - **Examples of Possible Consequences**
Parent conference, removal from class, ALA(s), out-of-school-suspension(s), police notification
- **Level 4: Misbehavior that endangers the health, safety, and welfare of others. Misconduct that cannot be tolerated under any circumstances:**
 - **Examples of Infractions:**
Continuation of unmodified Level 3, bomb threats/ false fire alarms, weapons (possession, use, transfer), vandalism, violation of drug/alcohol/tobacco policy, assault
 - **Examples of Possible Consequences**
Out-of-school-suspension(s), police notification, superintendent's hearing, parent contact

TEACHER REMOVAL OF DISRUPTIVE STUDENTS

- A disruptive student is a student who is substantially disruptive of the educational process or who substantially interferes with the teacher's authority over the classroom.
- A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances, the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn.
- A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only.
- The teacher must complete a Student Conduct Form and meet with the principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral forms. If the Principal is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal before the beginning of classes on the next school day.
- Within one school day after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice at the last known address for the parent, by the day after the student's removal. Where possible notice should also be provided by telephone if the school has been provided with a telephone number for contacting parents.
- If the parent requests an informal conference, the Principal or Principal's designee and the teacher who ordered the removal will attend. If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and principal.
- The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:
 1. The charges against the student are not supported by substantial evidence.
 2. The student's removal is otherwise in violation of law.
 3. The conduct warrants suspension from school pursuant to Education Law 3214.
- The Principal or his or her designee must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less. At the teacher's discretion, he or she may rescind the removal before the expiration of the full period of removal.
- Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

- Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class.
- Removal of a student with a disability may under certain circumstances, constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee in Special Education that the removal will not violate the student's rights under state or federal law or regulation.
- Nothing in this section of the code of conduct abridges the customary right or responsibility of a Principal to suspend a student. Further, nothing in this code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. **Short-term, time-honored classroom management techniques such as "time out" in an administrator's office, is not considered removal from class.** The removal process should not become a substitute for good classroom management.

DRUG (CONTROLLED SUBSTANCE) / ALCOHOL POLICY

- Any student apprehended **in school** with drugs, drug paraphernalia (i.e., including but not limited to bongs, pipes, clips, syringes, etc.), or alcohol in his/her possession, or who is involved in the control, transportation, abandonment, or sale of drugs, drug paraphernalia, or alcohol, or who is under the influence of drugs or alcohol, will be subject to the following disciplinary measures:

A student who violates the above policy regarding ALCOHOL will be subject to the following:

- **First violation:**
 - a. The student will receive out-of-school-suspension for five days.
 - b. The parents will be notified to come and remove the student from school
 - c. The student will be required to meet with the School Social Worker for an assessment and attend a minimum of 3 educational sessions before being allowed to participate in any extra curricular activities.
 - d. The principal will contact the Superintendent of Schools if further disciplinary action is warranted.
- **Second violation:**
 - Steps a, b, and c, above will be followed, and in addition, a **Superintendent's Hearing** will be requested.
- **Third violation:**
 - Steps a and b will be followed, and a **Superintendent's Hearing** will be requested.

A student who violates the above policy regarding ILLEGAL DRUGS will:

- **First violation:**
 - a. Have his/her parents called to come to school immediately
 - b. Be turned over to the appropriate law enforcement agency
 - c. Receive out-of-school-suspension for five days and have a Superintendents Hearing
 - d. Will be required to meet with the School Social Worker for an assessment and attend a minimum of 3 educational sessions before being allowed to participate in any extra curricular activities
- **Second violation:**
 - Steps a, b, and c, above will be followed. **Superintendent's Hearing** can lead to a permanent suspension from school.

*****If medication is necessary during school hours, it must be placed in the Health Office, labeled, and accompanied by a physician's order and a parental permission note. This applies to both prescription and non-prescription drugs.*****

*****The Board of Education prohibits students from misusing any non-controlled substances for achieving an intoxicating or narcotic effect in themselves or others in school. Students violating this policy will be suspended.*****

*****In school is defined as: within any building(s) of or on any premises of Glens Falls City School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility.*****

SMOKING AND TOBACCO

- In conforming to State law, which prohibits sale of cigarettes to minors and with the recommendation of physicians that smoking is injurious to health, any use of tobacco (which includes smokeless tobacco), and/or possession of tobacco products (including lighters) by students is prohibited by Board policy.
- ***Smoking, herein defined as any use of tobacco (which includes smokeless tobacco) within any building(s) or on any premises of Glens Falls School District, or while riding on any conveyance owned or operated by Glens Falls School District, or at any activities at which the Board of Education has assumed or retained supervisory responsibility, is hereby prohibited.***

Any student who violates this policy regarding use will be subject to the following disciplinary action:

- **First Violation:**
 - a. Alternative Learning Area for one (1) days
 - b. Parents notified
- **Second Violation:**
 - a. Alternative Learning Area for two (2) days
 - b. Parents notified
- **Third Violation:**

- a. Out-of-school suspension of one to three (1-3) days
- b. Parents notified
- c. A Superintendents Hearing may be scheduled

*****In addition, students who are in close proximity to smokers, “watching out” for them, or in other manner aiding the violation, will have to share in any resulting disciplinary actions.*****

THEFT / VANDALISM

- School property is provided through public funds and students should care for this property as if it were their own. The high school building, playing fields, and all of the equipment in/on them will remain a source of pride to the community if each student takes proper care of what the district has provided.
- The staff of Glens Falls High School is committed to work with students to demonstrate respect for school property. All forms of thievery, vandalism, or malicious damage to the school or to the property of other students, including those committed in the name of “tradition” are considered very serious matters. Students involved in such matters will be subject to:
 1. Financial restitution
 2. Suspension, and
 3. Prosecution under the law

*****Parents are reminded that State law makes parents liable for damage done by their child.*****

GAMBLING

- Students caught gambling (betting) in whatever form – flipping, pitching cards, cards, and/or shooting dice, etc. – will be suspended.

SEARCH AND SEIZURE

- School lockers, desks and other such equipment are not the private property of students but the property of the school district. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.
- Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter (for example, a dangerous weapon or illegal drugs). Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS

- District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:
 1. A search or an arrest warrant.
 2. Probable cause to believe a crime has been committed on school property or at a school function, or
 3. Been invited by school officials.
- Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, by building principal or his or her designee as soon thereafter as possible. The building principal or his or her designee will be present during any police questioning or search of a student on school property or at a school function.
- Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:
 1. They must be informed of their legal rights.
 2. They may remain silent if they so desire.
 3. They may request the presence of an attorney.

HARASSMENT AND BULLYING

- The Board of Education prohibits all acts of harassment and bullying (including “cyber-bullying”) of students as well as retaliation by other students, school officers/employees, volunteers, vendors or visitors on school property or at

school functions/activities. The same actions occurring off-campus are also prohibited if the action or actions adversely affect the educative process and/or endangers the health, safety or morals of students.

- **“Harassment”** is inappropriate conduct or speech, including but not limited to, verbal threats, intimidation or abuse that can interfere with a student’s educational performance and/or deny or limit a student’s ability to participate in or to receive benefits, services or opportunities in the school’s programs. It includes such inappropriate conduct or speech based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or gender expression, as well as any other characteristic protected by applicable federal, state and/or local law. It also includes inappropriate conduct or speech that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
- **“Bullying”** is a form of harassment that consists of inappropriate persistent behavior including, but not limited to: threats of intimidation of others, treating others cruelly, terrorizing, coercing, stalking or habitual put-downs and/or badgering of others, whether done directly, indirectly, face-to-face or remotely through electronic communication (i.e., “cyber-bullying”).

Bullying can include:

Physical: Physical bullying involves harmful actions against another person’s body. Examples include, but are not limited to: biting, kicking, pushing, pinching, hitting, tripping, pulling hair, and any form of violence or intimidation. Physical bullying may also involve the interference with another person’s property. Examples include, but are not limited to: causing another student to drop items s/he is carrying (such as books, cafeteria trays, etc.); damaging, hiding, withholding or stealing another student’s property.

Verbal: Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include, but are not limited to: sarcasm, teasing, put-downs, name calling, phone calls, spreading rumors or hurtful gossip.

Emotional: Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include, but are not limited to: nasty notes, saying mean thing, tormenting, threatening, humiliating, or socially embarrassing another.

Cyber-bullying is online social cruelty or electronic bullying. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which either has or could have the effect of:

- Physically, emotionally or mentally harming a student;
 - Placing a student in reasonable fear of physical, emotional or mental harm;
 - Placing a student in reasonable fear of damage to or loss of personal property; or
 - Interfering with a student’s educational performance and/or denying or limiting a student’s ability to participate in or to receive benefits, services or opportunities in the school’s programs.
- **“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and/or paraprofessionals.
 - **“Retaliation”** is a separate and distinct violation of this policy in which any member of the school community retaliates against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

SEXUAL HARASSMENT

- It is the policy of the Glens Falls City School District to maintain a learning and working environment that is free from sexual harassment. No employee or student of the District shall be subjected to sexual harassment.
- It shall be a violation of this policy for any member of the Glens Falls City School District staff to harass another staff member or student or visitor to the District through conduct or communications of a sexual nature as described in the Definition section. It shall also be a violation of this policy for students to harass other students, staff or visitor to the District through conduct or communications of a sexual nature as described in the Definition section.
- Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing sexual harassment within his or her school or office.
- Violations of this policy or procedure will be cause for disciplinary action.

DEFINITION

- Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
- Sexual harassment, as set forth in Section II-a, may include, but is not limited to the following:
1. Verbal harassment or abuse
 2. Pressure for sexual activity
 3. Repeated remarks to a person, with sexual or demeaning implications
 4. Unwelcome touching
 5. Suggested or demanded sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

PROCEDURES

- Any staff person who alleges sexual harassment by a staff member or student in the School District may use the procedure detailed in the Glens Falls City School District Grievance Procedure or may complain directly to his or her immediate supervisor, building principal, or District Title IX Coordinator. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the School District's legal obligation to investigate misconduct and to take corrective action when this conduct has occurred.

SANCTIONS

- A substantiated charge against a staff member in the School District shall subject such staff member to disciplinary action, up to and including the possibility of discharge.
- A substantiated charge against a student in the School District shall subject that student to disciplinary action that may include suspension or expulsion, consistent with the student discipline code.

NOTIFICATIONS

- Notice of this policy will be circulated to all schools and department of the Glens Falls City School District and incorporated in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

- Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.
- All requests by child protective services to interview a student on school property shall be made directly to the building principal or his or her designee. The building principal or his or her designee shall set the time and place of the interview. The building principal or his or her designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

- A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger or abuse if not he or she was not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

GENERAL INFORMATION

ASSEMBLIES

- Occasionally professional performers, student groups from other schools, or our students present assembly programs. Assemblies are an important part of the educational program. Performers at our school are guest and should be treated with respect. Talking and misconduct is rude during a performance. All students (except those in regular attendance at BOCES) are expected to attend. Students who need to be excused must follow the "Early Dismissal Requests" procedure. Parents are asked not to provide excuses for their children to leave and miss assemblies unless absolutely necessary.

CONFERENCES WITH TEACHERS, COUNSELORS, ETC.

- Teachers are available for conferences with parents generally before and after school. Parents may make appointments by calling the Counseling Center secretary (792-8654). Counselors are available for conferences during the school day; appointments may be made by calling the guidance secretary.
- The administration or guidance counselors may call conferences at any time regarding academic or disciplinary reasons. These conferences may include some or all of the following: parent(s), student, teacher, counselor, administrator, and other staff member.

CONFIDENTIALITY

- Student records will be maintained by the school district for use by appropriate district personnel in developing the best possible educational program for each student.
- Parents or legal guardians of students under eighteen (18) years of age are entitled to inspect the student's cumulative record.
- Access to permanent student records is available to authorized school personnel and to the student's parents or legal guardians in consultation with school officials.
- The parent is afforded the opportunity through a hearing to challenge the accuracy content of the student's records. A student over the age of 18 is given these same rights as the parents.

DANCES

- School affiliated organizations and each class in grades 9-12 may sponsor dances. Dances at Glens Falls High School are restricted to Glens Falls students and their guests (invited guests must be students enrolled in an area high school. Each student may bring one guest and will need to fill out a guest form for approval. No students below grade 9 may attend a high school dance; conversely, no high school students may attend dances at the Middle School.
- All dance requests must be made to the administration by the sponsoring organization at least two weeks before the intended date for the dance. No dances will be scheduled without the approval of the administration.
- **The following will be in effect at dances held at Glens Falls High School:**
 1. Once you have entered the building, you must stay. Students who leave will not be re-admitted.
 2. Doors will be locked forty-five minutes after the dance begins. No one will be admitted after that time. Permission to arrive after the closing time needs to be arranged in advance with an administrator.
 3. Students who give the impression that they have been drinking or using drugs will be subject to alcohol and/or drug detection screening. If they are under the influence of alcohol or suspected to be under the influence of a drug their parents and/or the police will be notified.
 4. Possession of alcohol and/or drugs will result in disciplinary action according to district drug/alcohol policies.
 5. The use of tobacco products is not allowed at school dances.

****ALL RULES AND REGULATIONS OF GLENS FALLS HIGH SCHOOL WILL BE ENFORCED FOR EVERYONE WHO ATTENDS DANCES.****

DISMISSAL – DAILY AND EARLY

- **Regular dismissal time for all students attending Glens Falls High School is 3:03 p.m.** Those students not participating in supervised activities or assigned detention are expected to leave shortly thereafter. Students wandering about the building unsupervised after 3:10 p.m. may be subject to disciplinary action.
- Students wishing to be dismissed before the end of the normal school day in order to work must apply for this privilege. Work release forms are available in the main office.
- Students who receive early dismissal passes must leave the school grounds. Failure to do so will result in revocation of the privilege.

EMERGENCY DRILLS

- By law, certain drills must be held periodically during the school year. Among these are bus emergency drills, fire drills and civil defense drills. These are all serious and important practices for handling grave emergencies. They must be taken in this spirit, and your total cooperation is expected. At all times, once a drill is signaled, you must become and remain alert to directions until the drill is completed. This requirement will receive the strictest enforcement. Specific instructions as how to proceed during the various drills will be given at the appropriate times early in the school year.

EMERGENCY DRILLS

- The fire alarm is a horn that is different from the usual class signal. When it sounds, students will move at a rapid walk to the exit designated for each room. This information is posted in each classroom.
- Students should remain in class groups so that the teacher may call roll to insure that everyone has left the building. At the close of the drill, a class passing signal will be sounded and all students will proceed back to class.

ELECTRONIC DEVICES

- Laser lights, radios, portable CD players, iPods, headphones, stereos, beepers, pagers, cellular telephones, electronic games, and other electronic devices are not to be used during the school day. These devices should be stored in a locker or placed in a book bag while in school. Anyone using an electronic device during the school day is subject to the device being confiscated and turned into the Main Office. Students who refuse to turn over the device could be suspended from school for insubordination. Devices that are confiscated will be returned to a parent/guardian ONLY.

FOOD AND DRINK

- All food and drink during the school day is to be consumed in the cafeteria. No food or drink is to be consumed in the halls unless authorized by the administration. Students with administrative permission to eat in classes may be restricted as to the type of food permitted. **Water is allowed in classes at with permission of the classroom teacher.**

HEALTH OFFICE

- If you become ill or injured, in school you must report to the school Health Office.
- In addition to giving first aid and assisting students who have accidents or are ill during school hours, the nurse is available to advise students regarding problems, health and hygiene. The nurse also maintains the students' health records and is responsible to see that all required medical examinations and inoculations are up-to-date.
- Students are not allowed to call home and ask the parent or guardian to come to get them because they are sick. If a student is sick the student must report to the nurse, and she will determine their condition. If the student is to go home, the nurse will contact the parent(s), make any necessary arrangements, notify the main office/attendance office, and sign the student out of school. Violation of this procedure will be met with appropriate disciplinary action.
- Report athletic injuries to your coach and nurse. Because of insurance requirements, report these matters promptly.
- By New York State regulation, the nurse is prohibited from dispensing any medication, including aspirin, and may not administer any medical treatment other than first aid and treatment of minor cuts and burns classified as first aid. Second dressings to out-of-school treated wounds cannot be applied. If your problem is more than minor, appropriate arrangements will be made for you, and your home will be notified.
- All prescription medicines should be deposited with the nurse each morning for safekeeping. The nurse will issue a request slip for the time the student needs to take the medication, and this should be done only at the health office. This procedure minimizes the chance these drugs will fall into the wrong hands and be abused and insures that the drugs will be administered as prescribed.
- You should be sure the school nurse has the telephone number at which your parent(s) or guardian can be reached. If your parent or guardian plans a trip, be sure they designate, in writing to the school nurse, the person to whom they delegate authority to authorize medical treatment for you in an emergency.
- Remember - that for your own protection it is always best when in doubt to report your illness or injury to the health office. This is especially true in the case of an accident that **must** be reported at the time of the occurrence for insurance purposes.

LAVATORIES

- Lavatories are intended for appropriate needs between classes, before homeroom and before lunch. They should not be used as a place to socialize or "hang out."

LIBRARY / MEDIA CENTER

- The Library is open at 8:10 a.m. and after school until 3:45 p.m. for teacher and student use. Students often spend lunchtime in the library to complete work but are told to arrive in the library at the beginning of the period and passes will be given to leave for the cafeteria as they complete their work.
- Students may come to the library any time during the day for reading material, research, word processing, or quiet study. Students are sent from classes and 4 per study hall with handbook passes. RSP students may enter without passes, but must arrive on time and stay until the end of the period unless given a pass to go elsewhere. Being in the library is a privilege that may be removed if the student has overdue materials or at the discretion of the librarian for discipline reasons.
- Classes planned and scheduled with the librarian are given priority seating on computers. Students may sit and work among a class but should not disturb the class in any manner.
- Library computers are provided for doing schoolwork only, and are not to be used for entertainment purposes. Printing from computers is allowed with permission from the teacher of the class or the librarian.
- The library maintains a collection of 20,000 print volumes and an array of databases providing book, periodical, newspaper, TV, radio transcripts, and multimedia audio/video resources. The librarian for both school and remote home use gives passwords for databases to all patrons. Many databases are subject specific. Since these are constantly changing, it is recommended that teachers and students check with the librarian for the latest and best resources for particular subject search.
- All book material must be signed out at the main desk. Homeroom teachers are given overdue notices and are to be distributed to students in homeroom.

LOST AND FOUND

- Most of the instructional material, including textbooks, is furnished free of charge to you. It is your task to care for these materials and return them at the proper time. You will have the responsibility to pay for lost, stolen, or damaged school property. This applies also to school facilities, such as your lockers. Report cards, grades, transcripts, diplomas, etc.; of those students with unsettled financial obligations will be withheld.

LUNCH PROGRAM

- The lunch program is a time of day that should offer each student a period of rest and relaxation as well as a time to be with friends and meet new students. All students are scheduled for lunch in one of four 40-minute periods. In

attempting to make lunches as enjoyable as possible without interfering with other classes, the following rules will apply:

1. Students are to arrive to the cafeteria on time, as is the case for class periods.
2. Students are to remain in the cafeteria for the assigned lunch period only.
3. Students are **not** permitted to go to their lockers, to the telephone, or to the school store; they may be permitted to go to the Counseling Center with a pre-signed pass and to the Main Office.
4. When going through the serving line, please pass as quickly and quietly as possible.
5. Place food and other debris in the proper containers.
6. Students are to leave the cafeteria immediately at the end of their lunch period.
7. Writing on or defacing tables and benches will be considered vandalism.
8. Do not holler and shout, but visit in conversational tones, and refrain from using offensive, obscene language.
9. All drinks and food, must be consumed in the cafeteria.
10. A student who believes that he/she qualifies for "free or reduced" lunches should pick up an application in the principal's office.
11. Students are encouraged to use the restrooms during either the passing period before or following lunch period. Students are to use the restrooms on the first floor by room 118 only. Only in cases of emergency will students be excused to the Health Office.
12. Students attending BOCES classes are to remain in the cafeteria until the appropriate time to exit at the rear exit and board the bus.

*****Cafeteria misconduct may result in the loss of cafeteria privileges.*****

MAKE-UP WORK

- When legally absent from class or school, a student is allowed 2 days' make-up time for every day legally absent, up to a maximum of two (2) weeks. It will be the student's responsibility to arrange with the teacher(s) to make up the work.
- Students excused from regularly scheduled class(es) to participate in school activities (athletic events, music programs, awards presentations, play presentations, field trips, etc.) will not be penalized academically and will be given the opportunity to make up their work. It is suggested that these students obtain their assignments in advance. Students are responsible for material covered during that particular absence. Any written or oral assignments are due no later than two (2) days after the legal absence.

MUSIC LESSONS

- Students scheduled for sectionals must first report to their class or study hall for attendance to be taken and then proceed to their lesson. Students will be responsible for all missed class work. If they miss a quiz or exam, they must arrange with the teacher for a make-up date. These arrangements will be made the same day the exam is given.
- On occasion, it may be necessary for a student to miss a lesson due to a lab exercise. In this case, the teacher will provide the student with a pass verifying that a lab could not be made up at another time, which the student will leave with the appropriate music teacher.
- Cutting of a music lesson will be treated in the same manner as the cutting of a class.

NATIONAL HONOR SOCIETY

- Membership in the National Honor Society is an honor bestowed upon a student by the faculty selection committee. It is in recognition of all that the student represents in terms of scholarship, leadership, service and character. It is bestowed on students who have met the rigid criteria set forth by the National Council of the National Honor Society.
- In order to be eligible, you must first qualify scholastically by having a cumulative average of 3.5 or better.
- In addition, a student must excel in the areas of leadership, service, and character. The faculty selection committee will review these areas.
- If you wish to be considered, see your guidance counselor for further details.
- The GPA of all Honor Society members will be reviewed quarterly. Anyone under the required 3.5 will be temporarily dismissed from the organization for one quarter (10 weeks). Grounds for a one-quarter dismissal also include documented plagiarism and other violations of any clauses used for induction. Out-of-school-suspension may result in an immediate one-year dismissal from the Society. Anyone in either situation will be notified in writing. Anyone in either situation may appeal his or her dismissal in writing. A committee of two chapter members, two faculty members and the principal will consider the appeal, and a decision will be made. (An appeal must be made in writing to the chapter advisor within ten (10) days of the dismissal.) During the dismissal period, students should not use NHS membership on college applications, job applications, etc.

STUDENT ELECTIONS

- Elections of class officers - class elections for grades 9, 10, 11 and 12 - will be scheduled to take place during May or June of each school year. Each grade will elect a president, vice president, treasurer, and secretary. Candidates must be in good standing in the following areas: academics, attendance, and behavior.
- A step-by-step outline of the elections is as follows:
 1. Potential candidates may obtain petition from main office
 2. Potential candidates must have their petition signed by 50 class members

3. Completed petitions must be turned in to the advisor
 4. Class Advisor will declare a student an official candidate
 5. Candidate will be introduced to the class
 6. Election will be held in homerooms
 7. Ballots will be turned in at main office
 8. Advisor and committee will count the votes
- Only a member of the same class as the person running for office may sign the petition. Students are not to sign more than one petition for each office. In the event a signature appears more than once for the office, or the signature of a non-class member appears, said signatures will be declared invalid. Once the petition has been completed, it should be returned to the class advisor.
 - After all petitions have been submitted, checked for validity and approved by the class advisor, candidates for office will be introduced to the class at a class meeting during the month of May or June.
 - Ballots will be prepared and elections will take place in homerooms. All ballots should be turned in to the office immediately following the elections. Ballots will then be turned over to the class advisors for counting.
 - Ballots will be tallied and winners will be announced. No student may be president or treasurer of more than one organization.

LIMITATIONS

- No student may be president or treasurer of a class and carry a similar responsibility in Student Council.

STUDENT GOVERNMENT

- The Student Council represents the entire student body through its elected officers and homeroom representatives. The Student Council attempts to provide the students with a voice in the democratic processes of our school and our society by working closely with the Student Council Advisor and the school administration. Students are encouraged to become involved in the student government.

STUDY HALLS

- The main purpose of study halls is to give pupils the opportunity to do homework, go to the library, be with another teacher, and/or do co-curricular activities.
 - Students are not permitted to leave study hall to see a teacher without a pre-signed pass from the faculty member or a direct telephone request. Special passes will be issued to allow students to report to the main office, guidance office, health office or any other designated area.
- Study halls should be quiet in order to enable students to study. Card playing or other games will not be allowed. The use of cell phones, radios, iPods, mp3 players, CD players or other such items are not allowed in study hall.

TELEPHONE

- The office telephones are for school business and may be used by students with permission of the secretary to the principal.

TEXTBOOKS

- Teachers determine the condition of the textbook *before* assigning it to the student. Should the book show more than a typical year's normal use, you will be charged a fee accordingly. If you have written in the book so that it cannot be assigned to another student the following year, you will have to pay for the book. The student to whom the book was issued is responsible for it whether or not that student misused it or wrote in it or someone else did the damage. You must take care of your textbooks. Students deliberately misusing a textbook will be dealt with as vandals.
- All textbooks are the property of the Board of Education and are loaned to students for use throughout the year. A record including the number and condition of each book that is issued at the beginning of the year is maintained by the school.
- A student will be expected to pay the cost of replacing a lost or damaged book issued to him or her. Lost or damaged books should be reported immediately to the teacher who issued the book. The teacher will notify the student of the charges and arrange for the issuing of another book. Some classes may require the student to purchase workbooks or other material(s).

VEHICLES AND PARKING

- The church parking lot is for student parking. Limited spaces will be assigned by lottery. Seniors will be given first consideration followed by juniors and sophomores. Parking stickers will be issued and are non-transferable. Parking stickers may only be used on cars registered to the student or the student's family.

*****Students who violate proper parking regulations will be issued a warning. A second offense may result in loss of parking privileges and removal of the vehicle.*****

DRIVING OR PARKING VEHICLES ON SCHOOL PROPERTY

- Only legally licensed and registered (with the school) motor vehicles may be driven and parked on school property.
- The speed limit on school grounds is 5 MPH and must be observed at all times.
- Upon arrival at school, lock the car and enter the school. Do not sit in cars or loiter in the parking lot. Do not return to your car until you are ready to leave for the day.

- **Pupils will be permitted to leave school grounds only at authorized times.**

VISITORS

- Board of Education policy requires that “whenever schools are in session, all parents and visitors must report to the building’s main office.” All visitors must sign the “Sign-In Book” located in the Main Office.

STUDENT VISITORS

- Students from local high schools may not visit Glens Falls High School unless they are part of a formal student exchange program organized by school officials. Students from **out-of-area** high schools, who are guests of a Glens Falls High School student, **may visit classes for only one day**. The student host must obtain permission for the visit from the principal or assistant principal at least one day in advance of the visit. Consideration will be given to former students and relatives of current Glens Falls High School students. Each request will be considered on its own merits.

PARENT VISITORS

- Parents are invited to the school at any time. Please check into the main office if visiting during the school day. Many have found it interesting and helpful to visit the school during Open House, assembly programs, or athletic events, scheduling time, PTSA programs, meetings with counselors and teachers, and for public performance of music and drama groups.

PASSES

- When traveling in the halls during the school day, all students are required to have a signed pass. The following pages contain the yearly allotment. The only exceptions are passes to Guidance, the Main Office, and music lessons. We will be using the two types of passes described below.

MONTHLY PASSES

- Each student will find a monthly allotment of passes.
- These passes are to be used to go to the lavatory, locker, and the nurse.
- Students must request permission to use these passes. Once all passes are used, the student may no longer request permission to leave class during that month.
- Teachers have the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.

TEACHERS’ PASSES

- Teacher passes will be used to go on an errand for a teacher, go to the main office, guidance office, or nurse’s office when called. If there is an emergency, a teacher’s pass may be used.