

GLENS FALLS MS/HS SCHOOL CODE OF CONDUCT

2024-2025

Middle School -

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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 City School District 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 who are representatives of the Glens Falls City School District are expected to maintain a high level of appropriate behavior at all times.

Rules for student conduct and discipline have been adopted by the Board of Education (BOE). 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 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 the 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, playgrounds, parking lot or land contained within the real property boundary line of a public elementary, middle or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law 142.
- **Student Function** - means any school-sponsored extracurricular 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 includes but is not limited to any other gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, 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.

A person is guilty of criminal possession of a weapon on school grounds when he or she knowingly has in his or her possession a rifle, shotgun, or firearm in or upon a building or grounds, used for educational purposes, of any school.

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 sex 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 extracurricular 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 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 assignments.
11. Seek involvement in the child's school, its teachers, programs and activities as well as to attend parent conferences and school functions.
12. Inform school officials of changes in the home environment that may affect student conduct or performance

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 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.).

➤ Students who are absent for 10% or more of the school year (18+ days) are considered chronically absent. This includes both excused and unexcused absences.

➤ Staff will monitor student attendance patterns and intervene when necessary to collaborate with families to prevent chronic absenteeism. This includes: parent phone calls, home visits, parent/student conferences or referrals to outside agencies, including Warren County Social Services or Warren County Probation.

➤ 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 notify the school attendance office when your student is absent, stating the reason for the absence. Methods of notification include: phone call or email to attendance clerk, response to Parent Square notification or a handwritten note delivered to attendance clerk and signed by parent or guardian (student signatures are not accepted).
- Students may be asked to provide additional documentation following an excused absence (ex. Note from doctor or provider).
- Parents/Guardians will be notified by telephone when a student is absent, or departs early without a proper excuse.
- It is the responsibility of the parent/guardian to monitor their student's attendance
- A student is responsible for making up all work due to an absence.

ARRIVAL TO SCHOOL

Middle School BREAKFAST

Breakfast 7:50-8:10 am

6th graders enter through Door L

7th & 8th graders enter through Door N

5th graders grab and go breakfast when they enter the building at 8:15 am

- First period begins promptly at 8:15 am. There will be a warning bell at 8:10 am and a late bell at 8:15 am. All students should report directly to their 1st period class by 8:15 am. All students who arrive at school anytime after the start of school (8:15 am) must sign in immediately at the attendance office
- Students who are in school but fail to report to their first period class or fail to sign in when tardy are considered truant and subject to disciplinary consequences.
- 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 the first period). Students without a note requesting early dismissal must report to the attendance office in order that a parent may be contacted.

High School BREAKFAST

Breakfast 7:15-7:57 am

- 1st period begins promptly at 8:00 am. There will be a warning bell at 7:55 am and a late bell at 8:00 am. All students should report directly to their 1st period class by 8:00 am.
- All students who arrive at school anytime after the 8:00 Bell must sign in immediately at the attendance office
- Students who are in school but fail to report to their first period class or fail to sign in when tardy are considered truant and subject to disciplinary consequences.
- 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 the first period). Students without a note requesting early dismissal must report to the attendance office in order that a parent may be contacted.

LATENESS TO SCHOOL

➤ Parents/Guardians 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 homeroom/1st period by MS- 8:15 am., HS- 8:00 am

2. Students arriving after school start time must sign in at the attendance office upon arrival.

3. 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.

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 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.

SCHOOL TRUANCY (FULL OR PARTIAL DAY)

➤ Staff will monitor student attendance patterns for truancy (unexcused absences). In addition to offering support, students will be held accountable for truancy through disciplinary procedures, which may include school based consequences, PINS or referrals to outside agencies.

➤ It is the responsibility of the parent/guardian to monitor their student's attendance. Educational neglect is when a child's “physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired” due to the parent's failure to exercise a minimum degree of care in providing the child with an adequate education (Family Ct Act §1012[f][i][A]).

➤As mandated reporters, school staff are obligated to report to the New York Statewide Central Register for Child Abuse and Maltreatment (SCR) instances of Educational Neglect.

School truanancies 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 three (3) times within a marking period, without a pass is liable to detention as outlined below.

First Offense- Verbal reminder from teacher

Second Offense- Documented warning and phone call home from teacher

Third Offense- (And each thereafter) One period of teacher assigned lunch detention

CLASS TRUANCY

➤ The Glens Falls School District has adopted the following policy regarding students who are “truant from class, study hall or structured programs (assemblies, etc.)”

First Offense- Detention(s) and parents notified

Second Offense and beyond- Multiple offenses will result in additional assignments to detention, lunch detention, or ALA and parents will be notified

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 child (if possible) on school holidays or after school hours.

➤ All requests for leaving school grounds *must be submitted to the Attendance Office*.

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.

Leaving school grounds without permission is truancy. Violation of this will require an appropriate disciplinary action.

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 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 School District 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 homeschool 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 homeschool 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 coordinate with their teacher 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 a 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

➤ 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, violence)

➤ Students must wear safe footwear and school appropriate clothing.

➤ 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 discriminatory apparel.

➤ 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

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:

A. Engage in conduct that is disorderly. Examples of this type of behavior include, but are not limited to:

1. Running or otherwise unsafe behavior in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the 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.

B. Engage in conduct that deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of behavior include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating belligerence or Disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that disrupts the educational environment which prevents others from being able to learn, focus, or be engaged in their

work. This behavior is considered disruptive. Examples of this type of behavior include, but are not limited to:

1. Inappropriate public sexual contact.
2. Display or use of personal electronic devices, such as, but not limited to, cell phones, music or video players, cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent.

Examples of this type of behavior include, but are not limited To

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a

teacher, administrator, or other school employee, another student or any other person on school property;

2. 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.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally or recklessly damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person on school property, including graffiti or arson.
6. Intentionally or recklessly damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others.

Examples of such this type of behavior include, but are not limited to:

1. Attempting to engage in or perform an act of violence noted in Section D.
2. Subjecting other students, school personnel or any other person on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
3. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual that harms the reputation of the person.
5. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to Others.
6. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or Abuse.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- 8.. Selling, using, distributing or possessing obscene material.
- 9.. Using vulgar or abusive language, cursing or swearing.
10. Smoking, vaping, possessing, selling, offering, distributing or exchanging a cigarette, cigar, pipe, electronic cigarette, vaporizer; or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, THC, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
- 13.. Gambling.
- 14.. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misbehaviors otherwise prohibited by sections A-E of this section while on a school bus and failing to remain seated, keep objects and body parts inside the bus, or obey the directions

from the bus driver or monitor. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with

established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misbehavior. Examples of academic misbehavior include, but are not limited to:

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

H. Engaging in conduct that fails to comply with any District expectation or the directions of teachers, principals or other school personnel regarding the health and safety of students, including, but not limited to expectations and requirements of the District, SED, or the DOH during any health emergency situation.

I. Engage in off-campus misbehavior that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misbehavior includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying .

REPORTING VIOLATIONS

Because the district's goal is for making school a community free of violence, intimidation, bullying, harassment, and discrimination, all students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

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

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

The Principal or his/her designee must notify the appropriate local law enforcement agency promptly of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical. However, such notifications may only be done to the extent they do not violate the Family Educational Rights and Privacy Act.

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 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. Restorative practices will be utilized as appropriate.

➤ In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances 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.

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. Discipline will be progressive in nature.

DETENTION – LUNCH and AFTER SCHOOL

➤ Parents will receive notification when a student is assigned a lunch or after-school detention.

➤ Students must report to detention on time – ***After school :MS detention begins at 3:05 pm and ends at 4:00 pm, HS detention begins 2:50-3:45 pm. Lunch detentions will take place during the regularly scheduled lunch period.*** Any difficulties or changes must be cleared with the assistant principal or principal before the scheduled detention.

➤ Students must come to detention prepared to work the full time. An atmosphere of academic study will be maintained at all times. (NO PHONES / Electronic Devices)

➤ Students will report to the appropriate 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 ALA.

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 the 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.

- 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 ALA must report to the ALA room during homeroom
- Students must report to ALA with all books and supplies
- There will be no talking or cell phone use.
- A student must complete work assignments provided
- Students will not be allowed to sleep
- Students will turn cell phones in to the room supervisor
- When a student is suspended from school the parent or guardian of the student will be notified by telephone 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. Requests should be made to the building principal.
- The suspended student must be released after administration communicates the suspension with the parent/guardian.
- A student suspended out-of-school is not permitted on school property or at an event 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 comes on school property during the suspension period, the student will be declared trespassing and immediate, appropriate action will be taken. ****A Superintendent's Hearing may be convened to consider further disciplinary action.****

TEACHER REMOVAL OF STUDENTS

- 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.

SUSPENSION: OUT-OF-SCHOOL

➤ When a student is suspended from school the parent or guardian of the student will be notified by telephone 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. Requests should be made to the building principal.

➤ The suspended student must be released after administration communicates the suspension with the parent/guardian.

➤ A student suspended out-of-school is not permitted on school property or at an event 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 comes on school property during the suspension period, the student will be declared trespassing and immediate, appropriate action will be taken.

****A Superintendent's Hearing may be convened to consider further disciplinary action.****

Intimidation, Harassment, Menacing, or Bullying

A single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying, and/or discrimination by a student and/or employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, as defined in Commissioner's regulation §100.2(kk)(1)(viii). Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Commissioner's regulation 100.2(kk)(1)(viii) provides that harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse that either: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such definition shall include acts of harassment or bullying that occur on school property, at a school function, or off school property where such act creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Discrimination is not specifically defined in the Dignity Act. However, it would include any form of discrimination against students prohibited by state or federal law such as, for example, the denial of equal treatment, admission, and/or access to programs, facilities, and services based on the person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity), or sex. It should be noted that Educational Law §3201 and 3201-a prohibit discrimination in the form of denial of admission into or exclusion from any public school on the basis of race, creed, color, national origin, and sex.

➤ "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

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 educational 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 things, 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.

➤ 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 notification to parent / guardian: any member of the district staff.
3. Accountability Projects: teachers, assistant principal, principal, and superintendent.
4. Detention: teachers, assistant principal, principal, and superintendent.
5. Structured Day / Modified Schedule: assistant principal, principal, and superintendent.
6. Removal from transportation: assistant principal, principal, and superintendent.
7. Elimination from athletic participation: assistant principal, principal, and superintendent
8. Removal from social or extracurricular activities: principal, and superintendent
9. Removal of other privileges: assistant principal, principal, and superintendent

10. Alternative Learning Area: assistant principal, principal, and superintendent.
11. Removal from classroom by teacher: teachers, assistant principal, principal, and superintendent.
12. Short-term (five days or less) suspension from school: principal, superintendent, and board of education.
13. Long-term (more than five days) suspension from school: superintendent and board of education.
14. Permanent suspension from school: superintendent and board of education.

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 communication 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 visitors to the District through conduct or communication 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 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.

- 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.

STUDENT PRIVACY

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

DRUG (CONTROLLED SUBSTANCE) / ALCOHOL POLICY

➤ Any student apprehended in school with drugs, drug paraphernalia, 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.
- 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 extracurricular 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.

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 Superintendent's 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 extracurricular activities

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, VAPING AND TOBACCO

Vaping, E-Cigarettes, tobacco or related paraphernalia, is not permitted. The District is cognizant of the potential health hazards associated with the use of tobacco, E-Cigarettes and/or vaping devices, particularly due to lack of oversight concerning the contents of vaping liquid. In accordance with State laws, the use of tobacco, E-Cigarettes and/or vaping devices on School District property is expressly prohibited. In addition, no student shall possess, sell, distribute or promote tobacco, E-Cigarettes and/or vaping devices, or related paraphernalia, of any kind on school grounds, in school buildings, or in school owned or leased vehicles used to transport children or school personnel, or at school-sponsored events at any time. Any student found in possession or utilizing vape related devices will have their device confiscated, parent/guardian contacted, and appropriate disciplinary consequences given.

Any student who violates this policy regarding use will be subject to the possible following disciplinary action: Assigned to an educational program, parents notified lunch detention, after school detention, ALA, community service, suspension, assigned to educational program / community program.

THEFT / VANDALISM

➤ School property is provided through public funds and students should care for this property as if it were their own. The buildings, 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 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
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 subject to disciplinary action.

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 student will be given the opportunity to admit that they possess physical evidence that violates the law or the district code of conduct and surrender that evidence. 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.

** The School Resource Officer (SRO) may be involved in school-related investigations.**

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.
- A child protective services worker may not remove a student from school property without a court order. 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 guests 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.

BATHROOM

- Bathrooms are intended for appropriate needs during class time only. Students will need teacher permission to use the restroom. They must sign out of the classroom and only one student will be allowed to leave any classroom at a time. Students must not congregate in the restrooms.

CONFERENCES WITH TEACHERS, COUNSELORS, ETC.

- Teachers are available for conferences with parents generally before and after school. Counselors are available for conferences during the school day.
- The administration or school 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 members.

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 5-12 may sponsor dances. Dances at Glens Falls Middle and High School are restricted to Glens Falls students and their guests. Invited guests (high school only) should 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 readmitted.
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.

****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 Middle is 3:03 / High School is 2:48 p.m. Those students not participating in supervised activities or assigned detention are expected to leave shortly thereafter.

➤ National Honor Society Students and approved seniors will be allowed to leave during their designated lunch period and/or assigned study halls with parental permission.

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 to how to proceed during the various drills will be given at the appropriate times early in the school year.

➤ 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

➤ Bluetooth capable devices, laser lights, radios, portable CD players, stereos, beepers, pagers, 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.

The high school and the middle school have their own mobile device policies (Cell phones) that are shared with students and parents at the beginning of every school year.

FOOD AND DRINK

➤ All food and drink during the school day is to be consumed in the designated eating area for a student. Students with administrative permission to eat in classes may be restricted as to the type of food permitted. Water is allowed in classes.

NO OUTSIDE FOOD Deliveries without prior permission by administration. (some examples include DoorDASH, GrubHub, etc..)

GRADING - In an effort to promote student engagement throughout the school year, it is expected that students will be provided with opportunities to make corrections to work in an effort to help them develop mastery of content. Students may receive a 50 for the first two quarters (even if their average falls below that) in an effort to allow them to overcome any adversity and regain the ability to earn credit or achieve eligibility for credit recovery.

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 ensures 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.

LIBRARY / MEDIA CENTER

- The Library is open at 8:15 a.m. and after school until 3:15 p.m. for student use.
- All book material must be signed out at the main desk. The librarian and her staff will distribute and contact the students on-line about overdue notices.
- 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 8,000 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.

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

➤ All students are scheduled for lunch in one of the lunch periods. In attempting to make lunches as enjoyable as possible without interfering with other classes, the following rules will apply:

NO OUTSIDE FOOD Deliveries without prior permission by administration. (some examples include DoorDASH, GrubHub, etc..)

1. Students are to arrive at their assigned lunch area on time.
2. Students are to remain in their assigned lunch area for the assigned lunch period only.
3. Students are **not** permitted to go to the bathroom, their lockers or to use the telephone without a pass from the lunch supervisor. They may be permitted to go to the Counseling Center, a Social Worker, a psychologist, teacher, or main office with a pre-signed pass.
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 designated lunch area 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 designated lunch area

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 lessons 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

- Members of the National Honor Society uphold four pillars: Character, Scholarship, Leadership and Service throughout their high school careers. Membership in the National Honor Society is an honor bestowed by the Faculty Council, upon a student who has met the rigid criteria set forth by the National Council of the National Honor Society. The application process for membership begins in the late fall of a student's junior or senior year.
 - In order to be eligible, you must first qualify scholastically by having a cumulative average of a 90 or better. In addition, a student must excel in the areas of leadership, service, and character as documented in their NHS application. The Faculty Council will review each application and approve each student for membership. Inductions will be conducted in the second semester. NHS members in good standing will receive "open campus privileges". With a parent/guardian's signed consent, NHS members will be allowed to sign out of school during their study hall and lunch periods.
- Once a member, students must maintain a grade point average of 90+ and maintain the high standards of leadership, service and character that were used for the selection process. Members whose grades or conduct dip below the standard as outlined in the Glens Falls High School Chapter of the National Honor Society By-Laws may face disciplinary action including probation or dismissal by the members of the Faculty Council. In the case of pending discipline and possible dismissal, the Faculty Council shall conduct a hearing and meet with pertinent individuals to determine if there are grounds for dismissal.
- If you wish to be considered, see your guidance counselor for further details.

PASSES

- When traveling in the halls during class time, all students are required to have an active eHall Pass.

STUDY HALLS

- Study Halls are deemed academic time and as such, all classroom expectations apply. This includes, no cell phone use in accordance with the electronic device policy. Students without classwork are encouraged to engage in reading, writing or other educational activities.

TELEPHONE

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

TEXTBOOK

➤ 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. 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.

VISITORS

1. Anyone who is not a regular staff member or current student of the school will be considered a visitor.
 - a. **STATE ISSUED ID IS REQUIRED TO ENTER THE BUILDING**
2. All visitors to the school must report to the office of the principal upon arrival at the school.
3. The visitor must return the identification badge to the principal's office and sign out before leaving the building.
4. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.