

Northeastern Clinton School District

Elementary Schools:



Mooers Elementary School

16 School Street
Mooers, NY 12958



Rouses Point Elementary School

80 Maple Street
Rouses Point, NY 12979

2023 - 2024

Student/Parent Handbook

Northeastern Clinton Central School Board of Education

President:
Mr. Stephen Southwick

Vice-President:
Mr. Rob McDonough

Member:
Mrs. Mandy Bechard

Member:
Mrs. Kim Bulson

Member:
Mrs. Melissa Breshnahan

Member:
Mr. Alan Cardin

Member:
Mr. Allen Racine

SUPERINTENDENT OF SCHOOLS

Mr. Robb Garrand

ELEMENTARY PRINCIPALS

Mooers Elementary:
Mr. Wade Bush

Rouses Point Elementary:
Mrs. Heidi Sample

Northeastern Clinton Central School District Calendar

2023-2024 District Calendar



NORTHEASTERN CLINTON CENTRAL SCHOOL 2023-2024 SCHOOL CALENDAR



AUGUST, 2023							SEPTEMBER, 2023							OCTOBER, 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2		1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	15
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	22
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	29
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
NOVEMBER, 2023							DECEMBER, 2023							JANUARY, 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3							1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	14
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	28
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
							31														
FEBRUARY, 2024							MARCH, 2024							APRIL, 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3							1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	14
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	21
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	28
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					
							31														
MAY, 2024							JUNE, 2024							Days in Session							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	September	20	February	13				
				1	2	3							1	October	21	March	20				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	November	18	April	17				
12	13	14	15	16	17	18	9	10	11	12	13	14	15	December	16	May	21				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	January	20	June	17				
26	27	28	29	30	31		23	24	25	26	27	28	29								
							30														
IMPORTANT DATES																					
September 1 & 5							Staff Development														
September 4							Labor Day														
September 6							First Day of School for Students														
October 9							Columbus Day														
November 11							Veteran's Day														
November 22-24							Thanksgiving Recess														
December 25 - January 2							Christmas Break														
January 15							Martin Luther King Jr. Day														
February 16-23							Winter Break														
March 29 - April 5							Spring Break														
May 24 & 27							Memorial Day														
June 19							Juneteenth														
June 26							Last Day of School														

- School is not in Session
- Staff Development / No Students
- Half Day for Students

ADOPTED BY BOARD OF EDUCATION

PARENT TEACHER CONFERENCES
November 16 (9 a.m. - 7:30 p.m.)

OPEN HOUSES

Moores: September 13, 2023
Rouses Point: September 21, 2023
Middle/High: September 20, 2023

NORTH COUNTRY MODEL UN
March 7 & 8

SUPERINTENDENT DAYS

September 1 & 3
November 16
March 8

EARLY DISMISSAL

March 7

Scheduled Use of Unused

Emergency Days:

1 day unused - May 23
2 days unused - May 28
3 days unused - April 8
4 days unused - March 28
5 days unused - May 29

REGENTS EXAMS

January 23-26
June 4 & June 14-26
August 19-20

*Please note that this calendar is subject to change. NYSED regulations require districts to use vacation days after all emergency release days.

Table of Contents

District Philosophy	5
District Mission	6
Message from The Principal	7
General School Procedures	8
Guides for Conduct	14
Bill of Rights & Responsibilities	17
School Conduct & Discipline	18
Student Placement, Promotion & Examination	23
Section 504 Annual Notice	25
Attendance Policy	26
Prohibition of Corporal Punishment	31
Sexual Harassment	32
Dignity for All Students Act	37

District Philosophy

Adopted: March 10, 1981

Revised: August 21, 2017

Policy: 80-81.103

Group: Students

In order to provide all students an equal educational opportunity, the Northeastern Clinton Central School District Board of Education expects all students to respect the laws of the community and the rights of the other members of the community. In return, the students will be given due respect and constitutional protection within this institution and elsewhere.

A student is responsible for the way he exercises his rights, and he must accept the consequences of his actions. It is the goal of this document to help young people to assume their roles in a democratic society and to offer them protection from any infringement on their constitutional rights.

The Northeastern Clinton Central School District believes strongly in the positive development of its students in both the areas of academics and personal growth. Each student must be given the opportunity to develop in each of these areas to their fullest extent. To provide and sustain the proper atmosphere for our students to progress, their development requires cooperation and understanding by students, teachers, parents, administrators and the Board of Education.

To be successful, a student must know that school and his family are willing to work together in order to resolve any problems which might arise, thus we have developed the student's Bill of Rights. It is impossible to list all student's rights and responsibilities, but it must be emphasized that lack of responsibility means weakening of rights.

District Mission

The Northeastern Clinton Central School district's primary MISSION is to provide a safe, orderly, and positive environment, where learning is valued and differences are accepted so that ALL NCCS students will learn, develop and progress intellectually, socially, emotionally, and physically to their full potential as individuals.

The district will graduate young adults with a solid education, a pride in their community and a value for citizenship.

District Mission:

Learn, grow, succeed be the best that WE can be!

Message from the Principals

Welcome to Northeastern Clinton Elementary Schools. This "Student/ Parent Handbook" is being provided for you and your parents as a source of general information regarding your school. It should give you a quick introduction to many of the various aspects of school life at Northeastern Clinton Elementary Schools. It includes a basic set of ground rules which have been set forth to provide an atmosphere which will stimulate the respect for the rights and privileges of each individual.

Your school will provide a broad academic program designed to meet the many and varied needs of its students. Naturally, as the total operation of our school expands, things become more complex. This necessitates a greater portion of responsibility being shouldered by individual students. Through this process, steady growth and maturity may be achieved.

The entire staff of the Mooers and Rouses Point Elementary Schools are looking forward to working with you this year. We hope you share the same feelings. By working together, we can ensure your success.



Wade Bush
Mooers Elementary Principal



Heidi Sample
Rouses Point Elementary Principal

General School Procedures

We have all learned that the success of anything done by several people depends on cooperation. In order to make sure that we all know how to cooperate; certain rules must be stated. Some people think that rules take away their rights, but most of us know that rules allow us to enjoy equal rights. Our school rules have four main purposes:

1. To help us make school more enjoyable.
2. To help us learn as much as we can.
3. To make sure our property and that of the school is properly cared for.
4. To help us cooperate to make the school operate more successfully.

Let us all become acquainted with these basic rules so that we will know what to expect of each other as we learn and grow with the Northeastern Clinton Elementary Schools.

WHAT SHOULD I DO BEFORE AND AFTER SCHOOL?

Students who arrive at school by bus are expected to remain on the bus until the building is opened. At that time, bus drivers will release students from the bus. Students should **walk** to either the bus room or classroom (if it is a late bus). Once in the bus room, students are expected to **remain seated** and be reasonably quiet. Poor behavior will not be tolerated.

It is the responsibility of students to bring everything that they need with them when they leave the classroom. Students may not return to the classroom unless permission is granted by the principal and then he/she must be accompanied by a staff member.

FIELD TRIPS

Field trips are designed to supplement the educational program of our school. As with all other programs, we ask for a limited number of helpers at times. Chaperones, on field trips are limited to the number required by Education Law, Board Policy, and the field trip venue. Chaperones are expected to ride the school buses and maintain constant supervision of students. Chaperones are limited to parents, stepparents, or grandparents of students. Other family members may **not** chaperone and siblings are not expected to participate in the field trip.

FIRE DRILLS AND "LOCKDOWN DRILL"

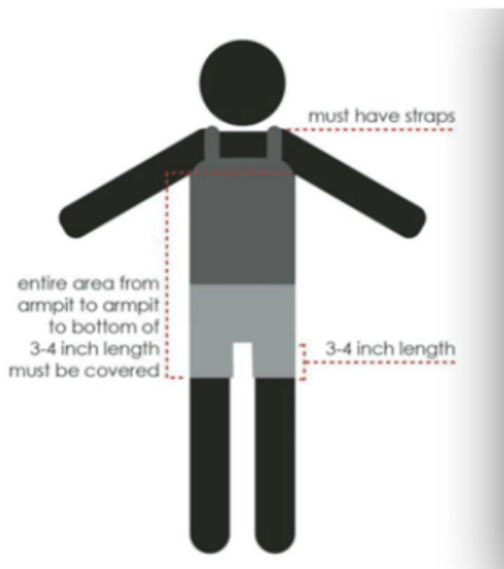
Each year in an effort to practice safety procedures in our elementary buildings, we will conduct practice fire and lockdown drills. These drills are mandated by the state of New York, in order to prepare our student in the event of an emergency within their respective building.

“Mock Lockdown” drills will be unannounced with the intention to acquaint our students, faculty and staff with a procedure for responding to an intruder-type threat. Students and faculty move to a designated location within their area, lock the door and remain quiet.

DRESS CODE

The NCCS Board of Education requires students to attend school in the appropriate dress that meets health and safety standards and does not interfere with the learning process. Student attire should reflect an atmosphere of mutual respect and be conducive to the learning environment. Clothing can contribute to a sense of pride and professionalism and reinforces the message that school is important business. Dress code expectations are intended to promote an emotionally safe environment for all students. When the administration deems attire to interfere with the learning process, they shall deal with the student following the student code of conduct.

- All clothing should be clean and in good repair.
- Clothing and accessories bearing images or messages should be appropriate for school. The display of images or slogans with questionable, offensive, disturbing, or double meanings, and those that strain community relationships, are prohibited.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- All hats and hoods must be removed inside of buildings. Headgear is not allowed unless permitted for religious, medical, or other reason by school administration. **Hats used as a reward in the classroom must stay in the classroom. They are not permitted in the hallways or throughout the school.**
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thigh (see image below).
- Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- All undergarments must be completely covered with outer clothing.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Shoes must be worn at all times and need to be safe for the school environment (pajamas and slippers shall not be worn, except for school activities approved by administration).
- Student faces must be always fully visible. Extreme makeup and masks are not allowed.
- Non-apparel items (blankets, flags, stuffed animals, capes, chains, dog collar-like chains, bike chains, wallet chains, spikes, bandanas, etc.) are not allowed.
- Footwear containing wheels "Heelys" are not allowed.
- Foot wear such as flip flops are permitted but on the playground equipment, sneakers or shoes that have back, can be fastened with velcro, laces or other fasteners. must be worn.



Students who do not comply with the dress code are required to modify their appearance by covering or removing the offending item. Failure to do so will result in disciplinary consequences, following the district code of conduct.

Accountability:

1. Parents/Guardians are to ensure that their student understands and abides by the dress code.
2. Teachers are to take corrective measures for students who are not in compliance with the dress code during attendance.
3. Administrators will ensure that this policy is available to parents, students, and teachers, and take appropriate disciplinary measures for repeat offenders.

WHAT SHOULD I DO IF I HAVE TO LEAVE SCHOOL EARLY?

Students may be excused from school during the day for legal reasons, such as, doctor/dentist appointments, attending religious instructions, etc. However, it would be to your benefit if these appointments could be made after school hours so that a minimum amount of instructional time is lost.

Parents are to send in a note to their child's teacher on the day that he or she is to be picked up early. The teacher will have the student prepared to leave at the time indicated on the note to ensure prompt dismissal. In addition, if the child is to be released to someone other than the parent, the note should specify who is picking up the child. Photo identification may be requested by the office staff for confirmation. All notes must be signed by the parent. Please do not send an email as they may go unnoticed if the receiver is absent that day.

This policy is to ensure safety and will be strictly enforced.

WHAT SHOULD I DO IF I AM ABSENT FROM SCHOOL?

The more school days you miss, the harder it becomes for you to become really successful. Therefore, you should miss school only when it is absolutely necessary; for example, if you are ill, there has been a death in your family or any medical emergency.

When returning from a day's absence, you must bring a note from home indicating the reason why your student was absent. It is important that the note have:

1. your full name on it;
2. the days you were absent;
3. the reason you were absent; and
4. the signature of your parent/guardian.

On the day you return, your student should give the note to your classroom teacher.

WHAT SHOULD I DO IF I AM LATE FOR SCHOOL?

If you are late for school, you must have a note from home explaining why you are late. When you arrive at school, it is necessary for you to report to the main office so that we can note that you are in attendance, but have arrived late.

WHAT ABOUT LEAVING SCHOOL GROUNDS?

Except for those pupils who have special permission from the principal, no pupil is to leave the school grounds from the time he/she arrives at school until school is dismissed.

HOW LONG IS MY SCHOOL DAY?

Our school day starts at 8:00 AM. School days vary by a few minutes in each building. Generally, classes begin at 8:05 AM. and conclude by 2:20 PM. If you arrive to school later than 8:05 AM you are counted tardy.

CLOSED CAMPUS

The elementary school campus is closed to the public from the hours of 7:30 AM to 3:30 PM. During these hours playground and pavilion are not open to the public. Additionally, pets are not allowed on campus during these hours. After hours property is monitored by cameras, please adhere to local leash laws and clean up after your pet.

WHAT SHOULD I DO IF I AM WITHDRAWING AND MOVING TO ANOTHER SCHOOL?

A note will be necessary at least one week before you intend to leave Northeastern Clinton Elementary Schools. The note must be taken to the office where you will be given further instruction.

You should let your classroom teacher know that you are planning to withdraw and on what date you intend to withdraw. The district cannot legally withdraw a student until the new school requests transfer information.

WHAT SPECIAL RULES ARE THERE FOR VISITORS TO OUR SCHOOL?

All visitors must report to the office and register before proceeding to a classroom or other area. Parents wishing to talk to teachers or other staff members should call, email, or use ParentSquare to make an appointment before they arrive.

Students are not to bring guests or invite outsiders to school. The practice of a student bringing a friend along to sit in classes will not be permitted.

WHERE WILL I GET MY TEXTBOOKS AND WORKBOOKS?

Textbooks and workbooks are provided for students' use by the school district. It is the student's responsibility to use the textbooks in a careful manner. Books are charged out by teachers and the students are responsible for their care. Should students misuse or lose them, they will be expected to pay for them. Final report cards will not be issued until all books are accounted for.

DO WE HAVE PHYSICAL EDUCATION CLASSES?

Yes, you will have two classes of physical education each week. In most cases, these classes will be conducted by a physical education teacher.

You will need sneakers to be allowed to actively participate in physical education classes.

Throughout the week, your teacher will most likely bring you outdoors for a recreation period, weather permitting.

Regarding excuses from participation in Physical Education classes: ALL students with excuses (notes from home or a doctor) should report to the nurse before physical education class or at the beginning of the school day. The nurse will then inform the principal and you will be notified as to whether or not you will be excused from physical education class.

WHERE CAN I GO IF I'M NOT FEELING WELL?

A student who needs help due to illness or accident may visit the school nurse, if it is necessary. Your teacher will sign a student pass which will allow you to report to the nurse's office and be seen by her. If a student cannot return to a class, a parent or person designated by the parents will be notified.

CAN I BRING MEDICINE TO SCHOOL?

School nurse-teachers, principals, and the school personnel are constantly being asked to dispense internal medications, such as aspirin tablets, to school children and to school personnel. Compliance with such requests, in addition to being contrary to good health practices, is contrary to statutory regulations as outlined in the State Education Law.

Under certain unusual circumstances, when it is necessary for the child to take internal medication during school hours, the nurse-teacher may cooperate with the family physician and the parents. If the parent submits a written request to school authorities and it is accompanied by a written request from the family physician in which he indicates the frequency and dosage of a prescribed medication, then the school nurse-teacher may administer this medication during the school hours.

HOW WILL I BE GRADED FOR THE WORK I DO?

The students who attend Northeastern Clinton Elementary Schools have varying needs, interests, and abilities. Every effort is made to report the individual progress of each student fairly and accurately.

All students in grades K-5 will be assessed on a Trimester basis. This will allow for three report cards and three progress reports. Students in grades 4 and 5 will have a report card based on numerical averages for Social Studies, Science, Math and ELA. Students in grades 1-2 will have a performance-based report card using a Rubric of 1-4. Kindergarten students will have a separate progress report.

Report cards are distributed at the end of each marking period.

HOW WILL I KNOW IF THE SCHOOL WILL BE CLOSED DURING INCLEMENT WEATHER OR EMERGENCIES?

There may be times when school may have to close early or not open because of adverse weather, water problems, low temperatures, etc. In this event, primary mode of communication will be through ParentSquare and supplemental forms of broadcasting.

BICYCLES, SKATEBOARDS, ROLLERBLADES, ETC.

Students may ride bicycles to and from school. Bicycles must be placed in the racks immediately upon arrival at school. They may not be used during the school day. Skateboard, rollerblading, etc. are permitted but must be used responsibly. Helmets are required by NYS law.

WHAT MUST I DO TO BE PROMOTED EACH YEAR?

In order to be considered for promotion, you must:

1. demonstrate progress in basic skills.
2. show satisfactory progress in subject areas as determined by your classroom teacher.
3. maintain a good attendance record as defined by the Board of Education's attendance policy.

Administrative reviews are held for those students who achieve little or no progress. These students may be required to attend remedial courses or repeat their grade level.

MAY I CHOOSE MY TEACHERS FOR NEXT YEAR?

Students will not be placed in classes by parental or student requests, but will be placed in respective classes by the building principal in cooperation with the grade level teachers on a fair basis.

I LOST MY BOOK, WHAT CAN I DO?

Check in the office to see where the lost and found articles are kept. Lost or found articles should be reported to the classroom teacher, who will direct you to the lost and found. All lost articles, except valuables, are kept there for no more than a one-month period. Lost items are then disposed of.

HOW CAN I BEST BE PREPARED FOR SCHOOL?

Successful students have well established routines. You can best be prepared for school if you have all the proper materials necessary to participate in your lessons and class activities. You should have writing paper, pencils, pens and crayons. On occasion, your teacher may inform you of other suggested materials.

WILL I HAVE HOMEWORK ASSIGNMENTS?

Yes, assignments will be given to you as your teachers feel it is necessary. Those students at higher grade levels will have proportionately more assignments than those at lower grade levels. Homework is given to you to help you to reinforce what you've learned during that particular lesson or day. Your homework will be collected by your teachers usually the day after the assignment is given. A reminder to you: if you neglect to complete your assignments, both classroom and homework assignments, consequences can ensue by the teacher.

MAY I BRING SODA, GUM, OR CANDY TO SCHOOL?

Soda is not considered to be nutritious and is not recommended to be brought to school as part of your daily lunch. Research has shown that it has contributed to tooth decay. Carbonated beverages **are not allowed** as there is a danger of explosion. No glass containers are permitted on school premises.

Candy is not suggested as part of your daily diet. There will be several occasions or parties throughout the year when candy may be brought to school to be shared among your classmates; however, we would suggest that a more nutritious and worthwhile snack, such as popcorn, cookies, or cakes, be brought to school to be shared among your friends.

Gum chewing is **not** allowed in school at any time.

MAY I USE THE TELEPHONE IN THE EVENT OF AN EMERGENCY?

Yes, telephone calls may be made from the school office provided you have permission from the secretary or the principal. Please do not ask to use the phone unless it is absolutely necessary.

Should your parents need to contact you at school, they may telephone the office between 8:00 A.M. and 3:00 P.M. You will be called to the office to receive the phone call if it is an emergency. Otherwise, messages will be delivered to you from the office.

WILL WE BE ABLE TO HAVE PARTIES IN SCHOOL?

Grades K-3 may be allowed as many class parties as the teacher feels are necessary for social development.

Grades 4-5 are allowed to have parties on the following occasions: Halloween, Christmas, Valentine's Day, and at the end of the year.

Special permission for other occasions may be granted by the principal.

DO WE NEED PERMISSION FORMS FOR OUT-OF-SCHOOL ACTIVITIES?

Yes, **all** out-of-school activities, [release time, religious instruction, field trips, etc.] require a signed form from your parent/guardian.

DO WE HAVE STUDENT ACCIDENT INSURANCE?

Northeastern Clinton Central School does not provide Student Accident Insurance, however, you may purchase insurance, through the school, for a minimal charge. Please contact the School Nurse of the respective school of your child/ren for more information.

Rouses Point Elementary: Donna Marks dmarks@nccscougar.org

Mooers Elementary: Connie Poupore cpoupore@nccscougar.org

Guides for Conduct

HOW MUST I CONDUCT MYSELF AS A GOOD SCHOOL CITIZEN?

In order that we at Northeastern Clinton Elementary Schools may live together happily and safely, the following procedures have been established as a guide for acceptable behavior. As a member of the student body, you have a responsibility to follow all procedures and be cooperative in every situation.

In addition, parents have a major responsibility in working with the children and the school in providing guidance and direction.

1. Students are expected to follow the directions of teachers and all other staff members. Students who fail to do so will be considered insubordinate and as a result, subject to disciplinary action and/or suspension.
2. Students are expected to use all school facilities with care and appreciation. Persons who willfully damage these facilities are subject to disciplinary action and/or suspension.
3. Students are expected to use proper language at all times. The use of profanity or other coarse language or gestures will be subject to disciplinary action and/or suspension.
4. Smoking or the use of tobacco products is detrimental to our students' health, therefore, no student is to smoke or have in his possession any tobacco products while at school. Students who violate this procedure will be subject to disciplinary action and/or suspension.
5. In order to ensure the safety of everyone; knives, fireworks, guns and other harmful objects are **never** to be brought to school. Students found with such items will be subject to disciplinary action and/or suspension.
6. As we believe that everyone has a responsibility to respect the person and property of their fellow students, anyone who become involved in a fight or in a theft will be subject to disciplinary action and/or suspension.
7. **Personal electronics, cell phones, etc. are not allowed in school and/or on the bus.** Personal toys and belongings that are brought in from home is at the discretion of the teacher but must meet the criteria of the school.
8. **Students are not permitted to take photographs of other students or staff at any time.**
9. In order to ensure an orderly process for each student's daily learning activities, it is imperative that everyone attend all classes when school is in session. Failure to do so will result in disciplinary action and/or suspension.
10. Regarding students found to be using, in possession of, or under the influence of alcohol or drugs at any time while in school, attending a school function under the jurisdiction of the school or on school property, this is forbidden and shall be cause for immediate disciplinary action and/or or suspension.

The objective in dealing with inappropriate behavior and/or a discipline problem is to correct the problem so that it will not happen again. It does not mean to simply punish. Parental support is essential. Parents will be informed of any serious incidents and of any consistent reoccurrence of infractions. Parents are asked to share in the process of maintaining steps to ensure appropriate school behavior. The schools have established procedures which give a student every opportunity to accept his/her responsibility. The procedures clearly outline the steps taken to ensure the best possible educational advantage for each student. Parents are an integral part of the development of a positive climate in school and they will be made aware of disciplinary measures taken by the schools and expected to support them.

CHROMEBOOKS, BOOKS AND OTHER SCHOOL PROPERTY

Students are responsible for the care and condition of the school property assigned to them. You must:

1. inspect issued materials for damage and functionality and report to the teacher.
2. handle your materials in such a manner that they will not be torn or otherwise damaged.
3. ensure that your materials are labeled
4. at the end of the school year you will be expected to return all issued materials.

Fines are collected from those who have damaged or lost school property. The classroom teacher will tell you the cost of any lost or damaged books.

BUS SAFETY RULES

Careful observation of the following rules will eliminate needless accidents.

1. Where students have to cross highways to board school buses, they are to wait for a signal from the bus driver before crossing the highway. It shall be the responsibility of the driver to ascertain that the highway is clear before giving the signal. Students are to cross far enough in front of the bus so that they are visible to the driver.
2. Children are not to enter or leave the bus while the bus is in motion.
3. Students are to stay in their bus seats while the bus is in motion.
4. No student is to thrust head or arms or any objects out of the bus windows.
5. All students are to report directly to the proper bus on dismissal from school. Pupils are to stay off the lawn and get on the bus in an orderly fashion. The same rules apply to getting off and on the bus in the mornings.
6. No student is to get off the school bus except at his home unless he has a note from home requesting otherwise.
7. Gentlemanly and ladylike conduct is expected at all times. The bus driver is in complete charge of the bus. Drivers are instructed to report violators of bus safety to the principal.
8. Neither quarreling, fighting, or rough play will be tolerated.
9. Loud speaking annoys the driver and cannot be tolerated. It makes driving difficult.
10. Obey the driver gladly, he/she is doing his best for you.
11. Please help your bus driver keep your bus neat and do your part to make his/her driving safe.
12. Toys and other item brought from home to school must remain in the student backpack.
13. There is no eating or drinking on the bus or school transportation system.

CLASSROOMS

In the classroom, it is necessary for you to:

1. enter and take your seat quietly.
2. have all materials, such as notebooks, textbooks, pencils and pens readily available.
3. have all assignments, both class and home, completed and submitted on time.
4. take care of the desk assigned to you.
5. gum chewing is not allowed at any time.
6. respect the books, papers and property of others.
7. avoid distracting others by whispering, moving desks, etc., while class is in session.
8. remain in your seat unless you have permission to move from it.
9. to wait for the teacher to dismiss you at the end of the day or for special area class periods.
10. toys and other item used at recess that are brought from home are at the discretion of the teacher's classroom rules.
11. trading cards (Pokemon, sporting, etc.) are not allowed.

ASSEMBLIES

In assemblies, it is necessary for you:

1. to avoid talking and making loud noises during the performance.
2. to avoid whistling and yelling. Clapping is appropriate.
3. to respect the person or group performing.
4. to be attentive at all times.
5. to enter and leave the auditorium in an orderly fashion.
6. to remain in the auditorium for the entire program.

FIRE DRILLS

During fire drills, it is necessary for you to:

1. under your teacher's direction, line up and leave the classroom and building at once when the fire alarm sounds.
2. walk, in a single line, directly to the exit. There should be no talking.
3. remain with your class as you leave the building and to continue walking until you are clear away from the building to a distance of about 50 feet.
4. walk out quietly and remain silent so that any instructions can be easily heard and your teacher can check the roll. Should an exit be blocked, use the next nearest exit.
5. wait quietly for the return signal, then return into the building in an orderly fashion.

CAFETERIA

In the cafeteria, you must observe the following regulations:

1. Students are to enter the cafeteria only as directed by their teacher. Immediately upon entering, you will either stand in the lunch line to obtain lunch or walk directly to your assigned table.
2. While standing in the lunch line, there will be no horseplay or loud talking allowed.
3. Walk directly from the lunch counter to the tables. At NO time will running be tolerated.
4. There will be no horseplay or loud talking allowed at the lunch tables. This is a time for students to eat their lunches and talk quietly with their classmates.
5. NO students are allowed out of their seats without permission! If the students have any questions or problems, they are to raise their hand and wait for the aide to come to them.
6. Students are not to leave their seats until their teacher gives them the "signal" to line up. Running or pushing and shoving to get in line will not be tolerated.
7. Reserving or saving spaces at the lunch table for friends is prohibited.
8. Students are prohibited from taking food from the cafeteria.
9. All trash and food scraps are to be placed in the trash cans available for the purpose.

LIBRARY/RESOURCE CENTER

In the library/resource center, it is necessary for you to:

1. be reasonably quiet at all times. It is a place for work as well as literary pleasure.
2. have all materials properly checked out before removing them from the library/media center.
3. return materials on time and in the same condition as when they are borrowed.
4. all books/materials not returned to the library by the end of the school year must be paid for. Payment will be based on the original price of the book pro-rated by a 10% decrease for the 5 years. Report cards will be withheld until payment is made.

PLAYGROUND RULES

The following rules have been established to ensure student safety on the playground and with the use of playground equipment:

1. When going to or returning from the playground area, all students are to walk into the building. No running will be tolerated.
2. No tackle football, wrestling, playing dodge ball against the building, or other roughhouse play that will tear clothing or cause injury to students will occur.
3. Always play away from the building and windows. Keep the playground balls off the roof.
4. Students are to remain on the grassy area only. They are not to play on the blacktop or driveway area or parking areas.
5. Jumping ropes are to be used only for jumping rope.
6. Rocks, sand, glass, snowballs (when in season), are not to be thrown on the playground or school grounds.

THE GUIDELINES LISTED ABOVE ARE IN NO WAY INTENDED TO TAKE THE PLACE OF POLICIES ADOPTED BY THE NORTH- EASTERN CLINTON CENTRAL SCHOOL BOARD OF EDUCATION. FOR MORE DETAILED EXPLANATION OF DISTRICT POLICIES REGARDING STUDENT'S ATTENDANCE, CONDUCT AND OTHER INFORMATION, PLEASE REFER TO THE SECTION ENTITLED: "POLICIES AFFECTING STUDENTS ADOPTED BY THE NORTH- EASTERN CLINTON CENTRAL SCHOOL BOARD OF EDUCATION".

ADOPTED: March 10, 1981
REVISED June 25, 1986

POLICY: 80-81.103
GROUP: STUDENTS

Bill of Rights and Responsibilities

Pursuant to Section 100.2(1) (i) of the Regulations of the Commissioner of Education, a bill of student rights and responsibilities is established. Students in the Northeastern Clinton Central School District shall:

1. Be suspended from instruction only after their rights have been observed. Refer to Student Conduct Policy found in this handbook Ed. Law 3214.
2. Have the opportunity, in disciplinary matters, to present their version of the facts and circumstances, leading to imposition of disciplinary sanctions, to the professional staff member imposing such sanction.
3. Take part in all district activities on an equal basis regardless of race, sex, or national origin.
4. Take part in student government activities unless properly suspended from participation pursuant to the districts' discipline policy.
5. Address the Board of Education on the same terms as any citizen.
6. Be entitled to free speech and all other constitutional guarantees.
7. Be helped with personal problems in a confidential manner.

It shall be the responsibility of all students in the Northeastern Clinton Central School District:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
2. To work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. To conduct themselves, when participating in or attending school sponsored extracurricular events, as a representative of Northeastern Clinton Central School District and as such hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
4. To be in regular attendance of school and in class.
5. To be responsible for contributing to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and to property.
6. To make constructive contributions to their school.

PROJECT SAVE

Project SAVE is the Safe Schools Against Violence in Education Act passed by the legislature and signed by Governor Pataki in 2000. Schools had to comply by June 1, 2001. The new law seeks to improve school safety and ensure a safe and effective learning environment.

One of the requirements is that each District have a Code of Conduct. As part of that code, the District must establish provisions for removing a child from his/her classroom if the student is disruptive or violent.

Please contact your building principal for information about Project SAVE or to obtain a copy of the class/subject removal policy for elementary students.

1. required instruction", and the parent or guardian shall be so notified.

School Conduct and Discipline

ADOPTED: March, 10, 1981

REVISED: June 25, 1986

POLICY: 80-81.103

GROUP: STUDENTS

It is the Board of Education's belief that each student should be treated as a person responsible for his own behavior. The school administration, faculty and staff will assist each student in a program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others. Students who cannot accept responsibility and violate school rules will be required to accept the penalties and more regulated supervision. These rules of conduct shall be consistently applied in the classrooms and throughout the School District.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent.

NORTHEASTERN CLINTON CENTRAL SCHOOL **[Expectations]**

The Board of Education expects the following support in upholding its statutory responsibilities:

1. The instructional, administrative, and support staff accept as a primary task, the supervision of its students in order to maintain a safe and orderly climate within the district's buildings, grounds, on school vehicles, and at other times in association with school sponsored activities.
2. The students will be in school every day, attend all classes regularly, cooperate fully with the instructional, administrative and support staff, conduct themselves properly at all times, and adhere to all the school's rules and regulations as established by the Board of Education, the State of New York, and the Government of the United States of America.

The following rules and guidelines are to be used by the Superintendent of Schools and the administrative staff under his direction to enforce all provisions of law and all rules and regulations relating to the management of the schools, other educational, social and recreational activities under the direction and jurisdiction of the Board of Education. These rules and guidelines are intended to give the necessary direction to school officers while keeping in mind the rights, needs, circumstances and responsibilities of individual students.

A. STUDENT CONDUCT OFFENSES DEFINED

1. Class One [1] Offenses

- a. misconduct in class
- b. disorderly conduct in buildings, on grounds, or on vehicles
- c. refusal to follow directions of staff member
- d. tardiness
- e. isolated instance of smoking
- f. conduct detrimental to proper to school order.

RESPONSIBILITIES

Class One (10 Offenses are the initial responsibility of the staff member supervising the student. In the event that the staff member is unable to correct the immediate situation and/or the problem principal of the building. The principal is responsible for resolving the problem.

2. Class Two [2] Offenses

- a. truancy
- b. continued smoking or possession of cigarettes, cigars, or other tobacco products on school property or while under school supervision. [Second reported occurrence]
- c. fighting [pushing, wrestling, or punching in a building, on a vehicle or at a supervised activity]
- d. commission of non-violent criminal acts which by their nature constitute a violation of state or federal statute.
- e. Insubordination
- f. continued commission of Class One [1] Offenses [second occurrence]

RESPONSIBILITIES

Class Two [2] Offenses shall be immediately reported to the principal of the building. The matter will be investigated and resolved by the principal.

3. Class Three [3] Offenses

- a possession/consumption of alcoholic beverages or illegal drugs, being under the influence of alcohol or illegal drugs - while on school property or under school supervision.
- b theft or vandalism
- c assault upon a staff member or other student
- d chronic truancy [three or more occurrences]
- e continued commission of Class One [1] Offenses [three or more reported occurrences]
- f** having in their possession any rifle, shotgun, pistol, revolver, other firearm, ammunition, or weapon [such as: knives, billyclub, etc.] without authorization of the Chief Administrative Officer whether or not a license to possess same has been issued to such person. **[RULES AND REGULATIONS FOR MAINTENANCE OF PUBLIC ORDER ON SCHOOL, PROPERTY, ADOPTED: NOVEMBER 14, 1972]**
- g commission of a violent, criminal act endangering the health and safety of others.
- h continued commission of Class Two [2] Offenses [two or more reported occurrences].

RESPONSIBILITIES

Class Three [3] Offenses will be reported to the Superintendent of Schools. The matter will be properly investigated and appropriately resolved by the building principal.

REFERENCE: Class I, II, & III

Discipline is a vital part of the school program. It is the responsibility of every staff member to work in a concerted effort to maintain, develop, and improve the program of discipline within the school.

Violation of Class I, II, and III Offenses will result in appropriate disciplinary action after the necessary investigation has occurred. Such discipline will be fair, immediate, consistent and of such a nature as to reflect accurately the seriousness of the offense. Violation of Class I, II, and III Offenses, as well as, administrative rules and regulations, state and federal statutes will result in one of several forms of discipline including, but not limited to, the following lists of examples: Suspension - In-School Detention

1. Suspension - Out-of-School [maximum of five (5) Days Per Incident]
2. Restrictions to include forfeiture of privileges.
3. Special projects
4. Reimbursement of monetary loss to the school
5. Exclusion from school upon recommendation of the Superintendent to the Board of Education. Such exclusion to occur ONLY with Board approval
6. Other

Violations of state and federal; statutes will be reported promptly to the appropriate authorities for disposition by the affected agencies.

A. ATHLETIC CODE, POLICY NO. 79-80.400; Group: Interscholastic Athletics; Adopted: April 15, 1981; Revised: June 25, 1986. See "Contents"

B. PROCEDURES

Referral and Investigation

1. The principal of each building shall be primarily responsible for the initiation of investigations, the assignment to special instructional areas, where applicable, the preparation and maintenance of referral and follow-up records and initiating contact with the parents or guardians relating to matters of student conduct. Close cooperation with the students and teachers should be a guiding factor.

Detention or Assignment

- 2 Students may be detained in the office or assigned to the in-school suspension center, where applicable, for short periods of time by the principal.
- 3 At such time as the principal confers with a student, the student must be informed of the reason for the investigation; provided with an opportunity to respond, and granted an opportunity to contact the parents or guardian.

Home Contact

4. In the event that it is deemed appropriate by the principal of the building, a student may be assigned to the in-school center for remedial work or individualized instruction until such time as the matter can be resolved through conference with the parents or guardian. The student must be provided with a written statement specifying the reason for the assignment. A copy of the statement specifying the reason for the assignment will be attached to the letter mailed to the home informing the parents or guardians of such assignment. Such letter will be sent by registered or certified mail.

Parental Conference

5. Conferences involving the student, the parents, and the principal may be requested by either the principal or the parents. These will be informal in nature and directed toward resolving reported problems.

Discipline Conference [Informal Hearing]

6. Discipline conferences may be called by the principal or the parents. The principal must request such a conference when confronted with all class two [2] offenses. In the event that the parents or guardian fail to attend the conference, the principal may suspend the student from school and request a formal hearing before the Superintendent. Discipline conferences shall include the student, the parents or guardian, and appropriate staff members. An informal record will be taken and maintained on file in the building.
7. Following such a conference, the principal may modify the student's schedule, arrange for special placement, or assign remedial work.
8. The principal may suspend students from attendance upon instruction for up to five (5) school days for commission of a Class Three (3) Offense. Such suspension shall occur following an immediate investigation with a finding of evidence indicating that the student did indeed commit such offense. During the course of the investigation, the student shall be made verbally aware of such charges, provided with a written statement of such charges, and given an opportunity to respond to the charges. The student moreover shall be provided with an opportunity to contact a parent or guardian before such time as the student is removed from the school building or premises

Notification of Authorities

9. In the event that there appears to be a situation regarding violation of state or federal statute, the principal will immediately notify the appropriate law enforcement agency and the Superintendent. The student and parents will be notified of such contact.

Notice of Suspension

10. A written notice of the suspension from attendance upon instruction will be mailed to the parents with a copy of the statement of charges. In the event that the principal wishes to request a hearing before the Superintendent, the statement of charges will accompany such written request. The notice will be mailed by registered or certified mail. In the event that the parents or the student wishes to request such hearing, they must contact the Superintendent and arrange for the hearing.

Formal Hearing

11. A formal hearing may be requested by the building principal, the parents, the student, or a teacher. The hearing will be held in the district office on the time and date scheduled. The building principal, the student, and the parents must be present at such time as the hearing is held.
12. Notice of the hearing will be provided by the district office. Such notice will be given so that all parties will be provided with ample time to prepare for the hearing. The notice will be given by registered mail.
13. Hearings pertaining to matters of a disciplinary nature shall comply with provisions of the Education Law. The student shall have the right of representation by counsel, shall have the right to question witnesses against him/her, and to present witnesses and other evidence on his/her behalf. The Superintendent, or his designated Hearing Officer, shall personally hear and determine the proceedings. The Superintendent or designated Hearing Officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding. A transcript shall be taken.

(reference Section 3214 of the New York State Education Law)

14. The Superintendent shall make findings of fact and determinations as to the appropriate course of action. The suspension may be continued, dropped, or modified. The student's schedule may be altered or modified in an effort to resolve noted problems. Alternative education may be ordered, or the matter may be referred to an appropriate external agency; such as the Department of Mental Health, Social Services, Probation, or the Courts. Decisions will be based upon the needs of the student, the necessity for the maintenance of order, and the preponderance of evidence presented during the course of the hearing.
15. The order of activities during the course of the hearing will include the statement of charges by the charging party, statements of position regarding the charge or charges, the presentation of evidence and disposal of the charge. Fact finding prior to the final determination will consist of a review of academic data, attendance records, testing information, and disciplinary reports. Anecdotal records pertaining to the student will be utilized to assist in the determination of an appropriate decision or outcome regarding placement and the provision of services.

Review

16. A review of the hearing may be requested by the parents or guardian of such student following the time of hearing and notification of outcome. Such request must be in writing and must be filed with the clerk of the Board of Education within a reasonable period of time.

General Information On:

Suspension from Attendance upon Instruction

1. The building principal may suspend a student from attendance upon instruction for up to a maximum of five (5) days.
2. During the period of time that a student is suspended from school, he/she is not to be found in the building or on the grounds of the school. During this period, the student may not participate in any school sponsored activities.

Due Process Requirements

The following due process requirements are to be adhered to at all times in resolving problems pertaining to student conduct:

1. Publish and post all notice rules and regulations. Provide adequate notice of conferences and hearings. State charges clearly.
2. Right to Counsel - ALL individuals have the right to counsel.
3. Judgment by Impartial Party - Judgment must be made by an official who has not participated in or been a party to an action under consideration.
4. Right to Avoid Self-Incrimination - An individual is free to remain silent.
5. Cross Examination - The accused has a right to questions those bringing or presenting evidence.
6. Right to Call Witnesses - The accused has a right to call or bring witnesses.
7. Proof of Guilt - A "preponderance of evidence" is required to make a finding.
8. Record - A record of the proceedings must be maintained and made available upon request.
9. Right to Appeal - The student or parent may request that the matter be reviewed at the next step at any time.

ADOPTED: March 10, 1981

POLICY #: 80-81.104

GROUP: STUDENTS

Student Placement, Promotion, and Examination

District Authority

The Board of Education shall prescribe the course of study by which the pupils of the schools shall be graded and classified and regulate the admission of pupils and their transfer from one class or department to another as their scholarship shall warrant.

(Derived from Section 1790 of N. Y. S. Education Law)

Enforcement

The Superintendent shall have supervision and direction over the enforcement and observance of the courses of study, the examination and promotion of pupils, and over all matters pertaining to play grounds, medical inspection, recreation and social center work, libraries, lectures, and all other education activities under the management, direction, and control of the Board of Education.

(Derived from Section 1711 of N. Y. S. Education Law)

Procedures

1. Parents, students, or teachers may request a conference with the building principal to review matters of student placement, promotion, and examination. The principal will investigate the matter under consideration and issue a statement of finding and resolution.
2. The parents, student or teacher may then appeal the matter to the Superintendent. A hearing will be called by the Superintendent to review the matter. Following the conclusion of the hearing, the Superintendent will issue a statement of findings and determinations.
3. A review of the hearing may be requested following a receipt of the statement of findings and determination. Such request shall be in writing and filed with the clerk of the Board of Education.

ADOPTED: March 10, 1981

POLICY #: 80-81.105

GROUP: STUDENTS

Procedures

The Attendance Clerk

Parents are expected to call the school office on the morning of any absence. Personnel are on duty from 8:00 A.M. to accept these calls. Parents are also requested to notify the school of dental or medical appointments at the time they are made. This information is recorded by the attendance clerk in each building.

Each morning as absences are reported by the homeroom teachers, the attendance clerk prepares an absence list for distribution to teachers. Students to be excused during the school day are included on the list. The attendance clerk lists the reason for absence, if known, next to the student's name. Any students who enter or leave school during the day must sign in or out with the secretary of the principal's office.

The attendance clerk in each building will call the homes of those students for whom we have no prior parental phone call. The clerk notes the response to the call on an attendance list, and this is given to the principal. Parents are reminded to send written excuses for absences on the first day that the student returns. The attendance clerk reports all "no answers," unexcused tardiness, and suspicious absences to the principal.

The attendance clerk publishes a corrected absence list daily at approximately noon.

The Nurse

All medical excuses for absence or restricted activity are directed to the school nurse. Any students who leave school for medical appointments must have the dismissal approved by the school nurse. The school nurse additionally acts as a liaison between the school and community health/personnel. She assists in the calling of homes and makes home visits as required.

Attendance Personnel

There are several staff members designated as attendance personnel within the school district. They include the Director of Transportation, Building Principals, Special Education Director, School Nurses and others designated by the Superintendent of Schools; namely, the Senior High School secretary, the Mooers Elementary School secretary, the Rouses Point Elementary School secretary, and the Middle School secretary [also coordinates the district wide attendance which goes on the computer through the BOCES Center]. These attendance personnel operate under provisions of the Education Law which indicates that "any minor who is unlawfully absent from attendance upon instruction may be arrested without warrant and placed in attendance upon price of the book pro-rated by a 10% decrease for 5 years. Report cards will be withheld until payment is made.

Section 504 Annual Notice

In accordance with the Rehabilitation Act of 1973 commonly known as Section 504, the School District hereby notifies disabled children and their parents of the School District duty under the Regulations to Section 504.

The School District shall provide a free appropriate public education to each qualified disabled child who resides in the School District regardless of the nature or severity of the disability. The School District shall educate each qualified disabled child with children who are not disabled to the maximum extent appropriate to the needs of the disabled child, and shall also ensure that disabled children participate with non-disabled children in nonacademic and extra-curricular activities to the maximum extent appropriate. A disabled child shall be afforded an equal opportunity for participation in such services and activities.

The School District shall provide disabled children an equal opportunity for participation in physical education courses, interscholastic, club or intramural athletics.

The School District shall conduct preplacement evaluations, and shall establish standards and procedures consistent with Section 104.35 for the evaluation and placement of children who need or are believed to need special education or related services. Periodic reevaluation shall be conducted of children who have been provided special education or related services.

Placement decisions shall draw upon information from a variety of sources and shall be made by a group of persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. The School District shall establish and implement a system of procedural safeguards that includes notice, an opportunity for the parent to examine relevant records, an impartial hearing with the opportunity for participation by the parent and representation by counsel, and a review procedure.

For further information please feel free to contact the District's Section 504/American Disability Act Officer.

The Northeastern Clinton Central School District Attendance Policy

Statement of Philosophy

The primary purpose of a school is to educate its students to become responsible citizens and to prepare them for entry level employment or higher education. It is extremely important the student attends classes daily so that the process of education progresses. In those instances where students are not present for instruction, something is lost which cannot be regained. Where this loss is too great, the student shall be unable to successfully complete the requirements of the courses.

Any absence from class will be detrimental to learning, and in some cases, just a few absences at critical periods of instruction could result in a serious lowering of the student's grade. Although the school will attempt to keep the parents informed of excessive absences so that lower grades or failure will not come as a surprise, it should be understood that, ultimately, it is the legal responsibility of the parent/guardian (and obligation of the student) to see that attendance at school is on a regular basis.

Class Attendance

A vital and integral element of the learning experience includes interaction with others to develop critical thinking, listening and speaking skills. Recognizing this, the Northeastern Clinton Central School District Board of Education has adopted the following policy regarding class attendance.

I Statement of Objectives:

It shall be the policy of the Northeastern Clinton Central School District to have a Comprehensive Attendance Policy which seeks to:

1. Ensure the maintenance of an adequate and accurate record of attendance for all children enrolled as students at NCCS and in accordance with New York State Education Law.
2. Establish a practical mechanism to account for the whereabouts of all children throughout the school day.
3. Maximize student achievement and school completion for all students
4. Increase student achievement by decreasing student absence and by encouraging a higher attendance rate.
5. Comply with all aspects of the NYS Education Department with regards to pupil attendance, transfer, or withdrawal, etc. and the maintenance and compilation of all relevant and necessary data.

II Description of Strategies to meet Objectives:

1. Create and maintain a positive school climate and culture which creates an environment conducive to learning and makes school a desirable place for faculty, staff and students.
2. Encourage student attendance by communicating the attendance policy clearly to all students, parents and faculty.
3. Communicate attendance concerns directly to parents and discuss those concerns with the student.
4. Reward students with desirable attendance by creating link-age between: acceptable attendance rates, participation in extra-curricular activities, Senior Study Area, obtainment of student parking permits, attendance at prom, and recognition of perfect attendance and most improved attendance.
5. Maintain accurate school attendance for the purpose of: identifying trends, conducting interventions, and establishing an average daily attendance rate.
6. Review and revise "The Comprehensive Attendance Policy" and procedures as necessary.

III Absences defined:

Northeastern Clinton Central School District in compliance with New York State Education Department law identifies two types of absences: excused and unexcused.

Excused Absences: An absence, tardy or early dismissal which is due to any of the following reasons:

1. Illness or death in the family
2. Religious observance
3. Quarantine-verifiable by physician or County Health Dept.
4. Required Court appearances
5. Attendance at Health Clinics
6. Approved college visits {Letter from Admission's Office is required}
7. Approved Cooperative Work Programs

8. Military obligations
9. Music lesson: as scheduled by the Music Dept. and in conjunction with the regular course of school.
10. Appointments scheduled by: Guidance dept., Health office, Special Ed. Office, or prior approval by the Administrative office.

The above Excused absences still require verification and legitimate written excuses.

Unexcused Absences - An absence, tardy or early dismissal which is not recognized as an excused absence. These absences include, but are not limited to:

1. Family vacations/Planned events
2. Hunting trips
3. Babysitting
4. Road Test/Learner's permit exam
5. Oversleeping
6. Field trips not authorized by the Principal
7. Meetings held during the school day without the Principal's authorization
8. Farm work
9. Employment
10. Car problems

At the beginning of each school year, all Students will be required to complete an **Attendance Contract**. Students attending CV-TEC will sign an additional contract. (See page 6 & 7)

In general, students **will be allowed** to make-up missed class assignments up to the maximum of 18 absences. After 18 absences in a full-year course or 9 absences in a semester course, NO MAKE-UP work will be given, unless otherwise determined by the outcome of the attendance hearing. If students provide a written notification one week before a scheduled vacation, all assignments will be accepted if turned in on the day the student returns. *Again, a minimum of one week's notice must be provided to the school for this provision.*

IV. Course Credit Policy (Grades K-12)

Students who are absent from a 1/2-year course in excess of 9 days and from one-year course in excess of 18 days shall not receive course credit. For course credit purposes, all absences, excused or unexcused will be counted. The decision to deny credit shall be the responsibility of the building principal based on the outcome of a previously held attendance hearing. This minimum attendance policy requires that students should attend classes a minimum of 162 days for a full-year course and 81 days for a 1/2-year course.

Notes:

- To receive credit for attendance in a specific class, a student must be present for a minimum of 30 minutes.
- The minimum of 162 days is equal to 90% of the total days of possible attendance. The total days of possible student attendance does not include Superintendent Conference Days or Regents Examination Days (in January and June).
- The policy also applies to students enrolled in Champlain Valley TEC (CV-TEC) Vocational Education programs.
- School work missed as a result of an absence, up to a total of 18 absences for a full-year course or 9 absences for a semester course may be made up. After 18 absences/9 absences, missed work may not be made up, unless otherwise determined by an attendance hearing.
- If a student is absent from school, the parent/guardian should inform the school (by phone) of the reason for the absence. This will prevent unnecessary phone calls to the home, by the Attendance Officer.
- A written excuse (including reason) **MUST** still be submitted to the office within 5 days of returning to school. Excuses for absences **ARE REQUIRED BY NEW YORK STATE LAW!** Upon returning to school, the student **must** have a written explanation giving the following information:
 - Student's name
 - Date(s) of absence
 - Grade
 - Reason for absence
 - Signature of Parent/Guardian
 - Letters/notes for absence due to court appearance, college visits and doctor visits due to illness are required.

**** Three consecutive days of absence will require a note from a doctor/health clinic. Please note Student Attendance Contract**

(VII #2)

- When a student needs to be dismissed prior to the end of the school day, a note (signed by the student's parent/guardian) stating the reason and time of dismissal should be submitted to the office prior to the 1st period. In the rare case that an emergency requires that a student leaves unexpectedly their parent or guardian should call the High School Office and request for their child to be dismissed. In the absence of a note to leave or permission granted over the phone, the parent must physically come into the office and sign out their child. In every case the register needs to be signed and a written excuse is required upon the return of the student.
- Chronic absences, tardiness, or truancy will be investigated and, if not corrected, will be reported to the proper authorities.

Parents of students with attendance concerns shall be notified in the following manner:

Parents of a student in grades K-5 will receive notification when their son or daughter has been tardy or absents excessively and impacting their academic performance. Parental input will be sought to initiate intervention strategies to improve student attendance. (See notification letters on pages 8-10)

Further, absences will result in the Administration conducting an attendance hearing. The parties invited will include the student, students' teachers, parent and administrator.

The outcome(s) of the attendance hearing may result in: (1) extension of the minimum attendance policy, (2) the assignment of No Grade to the student of poor attendance, (3) decision of future consequences of absences, (4) a discussion of intervention strategies, and (5) a discussion of the responsibility of student and parent in regards to pupil attendance. If the student receives a "No Grade" for his or her class, they WILL NOT be rescheduled to an alternate class, but will remain in the class to participate as deemed appropriate by the teacher. However, the student will not be eligible to have his/her exams or quizzes graded. They will audit the course. The student who successfully audits the course will receive a minimum grade of 50 for the purpose of not prohibiting admission to summer school.

V. Description of Attendance Incentives/Sanctions to be used:**A. Description of Incentives:**

In general, the following attendance incentives will be used to encourage greater student attendance:

1. Participation in Student Recognition activities.
2. Participation in Extra-curricular activities
3. Prom attendance
4. Certificate issuance (Most Improved, Perfect, etc.)
5. Eligibility for CV-TEC
6. Issuance of parking permit.

B. Description of Disciplinary Sanctions:

Truant students or those who leave school without permission will be assigned to After-School Detention for each class period missed (to a maximum of 5 per offense). In addition to ASD, the following disciplinary measures may be used: (Each case will be reviewed on an individual basis.)

After-School Detention
In-School Suspension
Lunch detention
Revoking of parking permissions
Denial of parking permit
Alternate program placement
Child Protective Services (CPS report)
Referral to the court
Referral to Person In-Need of Supervision
NO GRADE (NG) designation
Schedule change
Denial of CV-TEC participation or the rescheduling from a program at CV-Tech to a program here at NCCS. {Consistent with CV-TEC Attendance Contact}

VI. Communication to Parents/Guardians

1. Every effort will be made to keep parent(s) or guardians informed of their child's attendance, issues or concerns. In addition to parent conferences and attendance hearings, parents should be contacted when their child's attendance reaches the prescribed benchmarks. (See Section V)
2. The office will attempt to call the parents of any student who has been absent 3 days in a row without notification, left school without permission, or regularly comes to school late. After-School Detention will require notification of parents. (Signature or call)

VII. Process to Develop Intervention Strategies

Students will:

1. Have their parents notified.
2. Be placed on a list for review by the Student Support Team [Gr. 9-12]

NCCS will review its Attendance Policy on an annual basis in light of NY State Education Department changes, as well as seek annual input from faculty, students, and parents and make recommendations for revisions, if necessary.

Attendance Contracts, Referral Letters, LOSS OF CREDIT NOTIFICATION and the Faculty Memorandum can be found on pages 6-12

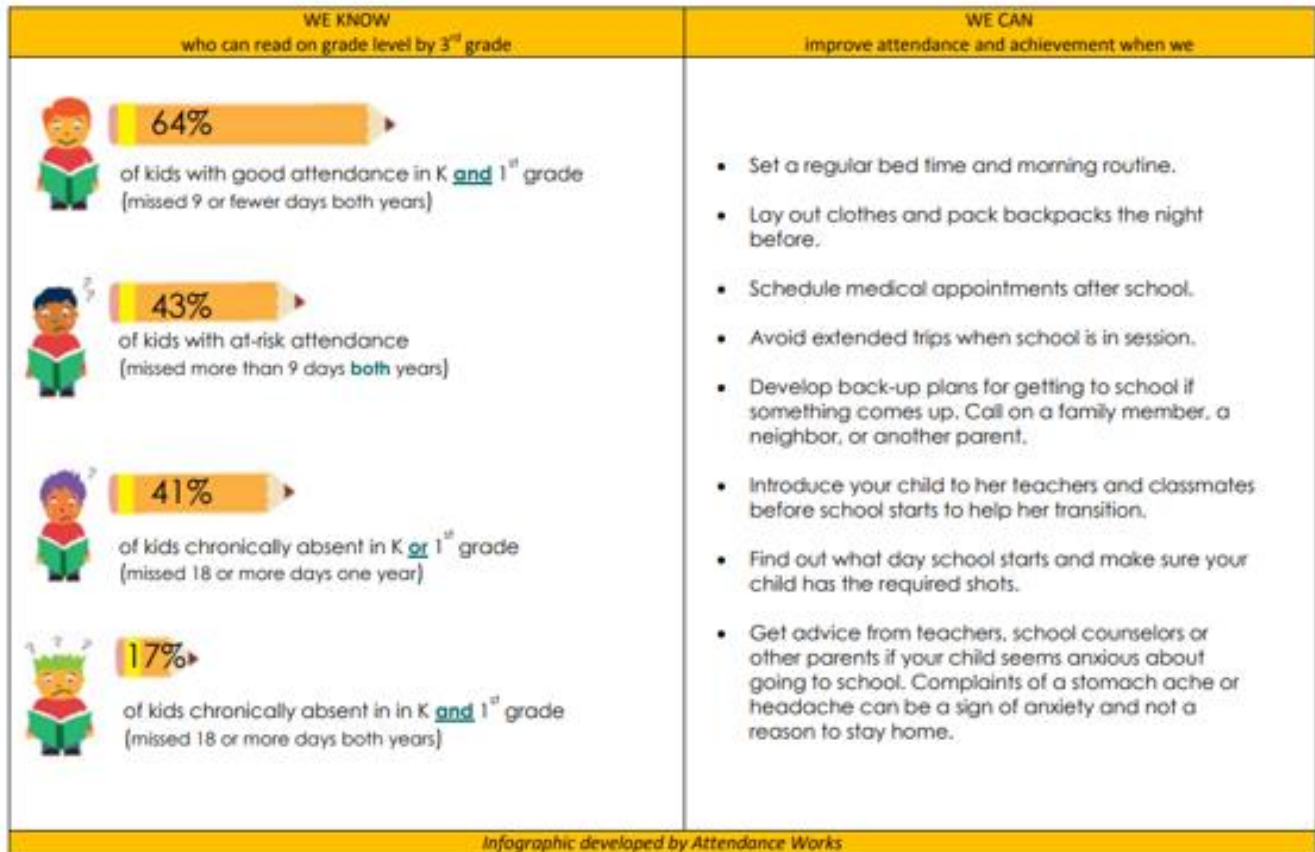
NCCS Elementary Attendance Model

The Northeastern Clinton Central School District will closely monitor student attendance patterns and provide necessary interventions when the following occur: chronic and/or excessive absenteeism, late arrival and early dismissal. Please note the definitions below and the Student Cumulative Days Absent Guide that school staff will be utilizing to guide interventions for students and families.

- Chronic absence means missing approximately 10% or more of the school year (equivalent to 18 days out of a 180-day school year) regardless of whether absences are excused or unexcused.
- Chronic late arrival – arriving late approximately 10% or more of the school year
- Chronic early dismissal – leaving early approximately 10% or more of the school year.
- Excessive absence means missing approximately 20% or more of the school year (total of 4 days absents at the end of September, 8 days absent at the end of October, 11 days absent at the end of November, etc.).
- Excessive late arrival – arriving late approximately 20% or more of the school year
- Excessive early dismissal – leaving early approximately 20% or more of the school year

Student Cumulative Days Absent Guide

Month	Days Absent - Chronic Level (10% or more)	Days Absent - Excessive Level (20% or more)
September	2	4
October	4	8
November	6	11
December	7	14
January	9	18
February	11	22
March	13	26
April	15	29
May	17	33
June	18	36



Tardy to School

Both Rouses Point and Mooers Elementary Schools begin at 8:05 AM. Students are released from their designated waiting area in the morning (if brought to school) and released from the busses at 8:00 AM and are escorted to their classrooms. Students arriving after 8:05 AM are considered tardy to school. If your child is late to school the parent/guardian or adult dropping them off will need to sign the student in. This procedure consists of writing the date, child's name, time of entry, reason for being tardy, and signature of the individual signing the student in.

If a child is consistently and chronically tardy a meeting may be requested by the school guidance counselor or building principal.

Corporal Punishment Complaints

ADOPTED: June 21, 1993

The Board of Education asserts that corporal punishment is not a desirable method of enforcing decorum, order of discipline. The Board prohibits the use of corporal punishment by district employees.

- A No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a pupil.
- B. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a pupil, except as otherwise provided in subdivision (C), below.
- C In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes.
1. protect oneself from physical injury;
 2. to protect another pupil or teacher or any other person from physical injury;
 3. to protect district property or the property of others;
 4. to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

Investigation of Complaints

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. The Superintendent shall investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances.

Reports to Commissioner of Education

Reports shall be submitted to the Commissioner of Education on or before January 15th and July 15th of each year concerning complaints about the use of corporal punishment during the six-month reporting period. Such reports shall set forth the substance of each complaint, the result of the investigation, and the action, if any, by the district.

Cross-ref: 5313, Penalties
5460, Suspected Child Abuse and Maltreatment

Ref: 8NYCRR §100.2(1)(3)
Rules of the Board of Regents §19.5

Adoption date: June 21, 1993

Sexual Harassment of Students

5020.1

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees, board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of asexual nature which may impose a requirement of sexual cooperation as a condition of academic advance, or which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 5020.1 - R, so that appropriate corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other Federal and State laws on sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

A copy of this policy and its accompanying regulation are to be distributed to all personnel and students and posted in appropriate places.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681

Franklin v. Gwinnett County Public Schools, 112 S. Ct. 1028

(1992) *Meritor Savings Bank FSB v. Vinson*, 477 U.S. 57 (1986) 34 CFR

§§106.8; 106.9

Adoption date: June 21, 1993

SEXUAL HARASSMENT OF STUDENTS REGULATION

In addition to any relevant procedures contained in policy 5311.3, Student Complaints and Grievances, the following regulation will implement the Board of Education's policy concerning sexual harassment of students.

A student can be subject to sexual harassment by a student, employee, Board member or any individual who foreseeably might come in contact with the student on school grounds or at school activities. Sexual harassment experienced by students is not always easily recognized. The following are examples of sexual harassment one should be aware of when dealing with a complaint of alleged sexual harassment:

1. unwanted sexual behavior, which may include touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, concerning or blocking student's movement, pulling at clothes, attempted rape and rape;
2. a female student in a predominantly male class subjected to sexual remarks by students or teachers who regard the comments as joking and part of the usual classroom environment;
3. impeding a girl's progress in classes, such as industrial arts, by hiding her tools, questioning her ability to handle the work or suggesting she is somehow "abnormal" for enrolling in such a class,
4. purposefully limiting or denying female students access to educational tools, such as computers; and
5. teasing a male student about his enrollment in a home economics class.

Procedures

The Board shall designate a Compliance Officer to carry out the district's responsibilities associated with compliance with Title IX pursuant to policy 5311.3, Student Complaints and Grievances. In addition, the Board will designate a second individual for ensuring compliance with Title IX in regard to sexual harassment so that students who believe that they have been subjected to sexual harassment will have a second avenue of complaint, if the alleged harasser is the Compliance Officer.

The Board shall notify all students and employees of the name, office address and telephone number of both designees. In addition, the Board through this regulation has established grievance procedures that provide for prompt investigation and equitable resolution of student sexual harassment complaints.

The Superintendent of Schools shall implement specific and continuing steps to notify students, parents, employees, and prospective students or employees that the school district does not discriminate on the basis of sex in the educational programs or activities which it operates as required by Title IX. Such notification shall include publication in: local newspapers; newspapers and magazines operated by the district or by student, alumnae, or alumni groups for or in connection with the district; and memoranda or other written communications distributed to every student and employee.

All reports of sexual harassment will be held in confidence, subject to all applicable laws and any relevant provisions found in the district's policy manual and collective bargaining agreements. Consistent with federal and state law, and all applicable provisions contained in the district's policy manual and collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment.

Students who believe they have been subjected to sexual harassment are to report the incident to the Compliance Officer or designee shall notify the Building Principal and the Superintendent of all complaints. The student can pursue his/her complaint informally or file a formal complaint. to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the Building Principal or Superintendent is to file report with the next appropriate level in the complaint procedure. The report is to indicate the nature of the complaint, a description of what occurred when the Building Principal or Superintendent informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by the student's formal complaint.

Investigation of a Complaint

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations must follow. This investigation is to be conducted diligently. All witnesses shall be interviewed and if requested, the victim shall speak with an individual of the same sex. Complainants are to be notified of the outcome of the investigation.

Informal Complaints

In addition to notification to the Compliance Officer or the Board's designee as described above, students who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves and the Building Principal or Superintendent. The student may also request a meeting with a counselor or administrator of the same sex. Parents or guardians of the student shall be notified of their right to attend the interview with their child. The purpose of such a meeting will be to discuss the allegations and remedial steps available.

The Building Principal or Superintendent will then promptly discuss the complaint with the alleged harasser. The alleged harasser shall be informed of his/her right to representation by counsel. Should the alleged harasser deny the allegations, the Building Principal or Superintendent is to inform the complainant of the denial and request a formal written complaint to file with his/her report to the next level of management on what has transpired to date. If the complainant submits a formal complaint, a copy of the complaint shall accompany the Building Principal's or Superintendent's report with a recommendation for further action.

Should the harasser admit the allegations, the Building Principal or Superintendent is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the Building Principal or Superintendent may impose further disciplinary action. Thereafter, the Building Principal or Superintendent is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The Building Principal or Superintendent is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur. Should the complainant be dissatisfied with the resolution, he/she is to file a formal written complaint.

If during the Building Principal or Superintendent's informal attempt to resolve the complaint, the alleged harasser admits to the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the Building Principal or Superintendent is to file a report with the next appropriate level in the complaint procedure. The report is to indicate the nature of the complaint, a description of what occurred when the Building Principal or Superintendent informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by the student's informal complaint.

Formal Complaints

Formal complaints may be submitted either to initially report any incidence of sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the Building Principal or Superintendent originally consulted, who will then forward it to the next appropriate level of management, e.g., the Superintendent or the Board, for appropriate action.

The formal written complaint will consist of any appropriate forms and a copy of any applicable Building Principal or Superintendent reports. The appropriate forms solicit the specifics of the complaint, e.g., date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

The Superintendent or the Board shall take immediate, appropriate and corrective action upon a determination of sexual harassment. The Superintendent or the Board shall notify the complainant of any findings and action taken.

Remedial Action

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's policy manual or collective bargaining agreements. If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied

with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level in the complaint procedure. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

Post Remedial Action

Following a finding of sexual harassment, victims will be periodically interviewed by the appropriate Building Principal or Superintendent to ensure that the harassment has not resumed and that no retaliatory action has occurred. In the discretion of the district, these follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

Complaint Records

Upon written request, complainants should receive a copy of any resolution reports filed by the Building Principal or Superintendent concerning his/her complaint. Upon substantiation, copies should also be filed with the student or employment records of both the complainant and the alleged harasser.

Investigation in the Absence of a Complaint

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual harassment.

SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name and position of complainant _____

Date of complaint _____

Name of alleged sexual harasser _____

Date and place of incident _____

Description of misconduct _____

Name of witnesses (if any) _____

Has the incident been reported before? _____ If yes, when? _____ To whom? _____

What was the resolution? _____

Reasons for dissatisfaction _____

SEXUAL HARASSMENT COMPLAINT APPEAL FORM

Name and position of complainant _____

Date of appeal _____

Date of original complaint _____

Have there been any prior appeals? _____

If yes, when? to whom? _____

Description of decision being appealed _____

Why is the decision being appealed? _____

Adoption date: June 21, 1993

Dignity for All Student Act:

The School Board of Northeastern Clinton Central School District committed to protecting its students from bullying, harassment or discrimination for any reason and of any type. The School Board believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, hazing and/or discrimination will not be tolerated and shall be just cause for disciplinary action. Definitions- “A person is bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more other persons.” Olweus Bullying Prevention Program

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyber-stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

“Harassment” Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board’s goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

“Cyberbullying” is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, blogs, texting, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging, or video voyeurism. *Note: Per N.Y. Penal Law § 240.30, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense.

What are the procedures for reporting an incident? Employees are required to report incidents. Students, parents and visitors, however, are strongly encouraged to report suspected incidents to their principal/designee and/or appropriate area/district administrator either verbally or in writing.

How do investigations occur? The principal/designee or the appropriate area/district administrator will take specific steps to investigate all complaints of harassment and/or bullying. The principal/designee or the appropriate area/district administrator will initiate an investigation of all reports of harassment and/or bullying within two (2) school days and every investigation will be completed within ten (10) school days after its initiation. What are the consequences?

Consequences for confirmed harassment and/or bullying may include referrals to outside agencies, interventions, and/or disciplinary action as outlined by the Student Code of Conduct, school board policies and any collective bargaining agreements.

What if I don’t agree with the administrator’s decision? You have a right to appeal. If the resolution is not satisfactory to you, the parent/guardian, student, or employee, you have the right to appeal within five (5) days of the completion of investigation (see Student Code of Conduct, other board policies and collective bargaining agreements for the exact appeals process)