

# BYRON-BERGEN CENTRAL SCHOOL DISTRICT



## DISTRICT CALENDAR 2024-2025



# Byron-Bergen 2024-2025 Board of Education

## Byron-Bergen Board Members



**Mrs. Debra List**  
*President*

7371 N. Bergen Rd.  
Bergen, NY 14416  
dlist@bbschools.org  
Term Ends: 2027



**Mrs. Kimberly Carlson**  
*Vice President*

6750 Hessenthaler Rd.  
Byron, NY 14422  
kcarlson@bbschools.org  
Term Ends: 2025



**Mrs. Heidi Ball**  
*Trustee*

447 Johnson Rd.  
Bergen, NY 14416  
hball@bbschools.org  
Term Ends: 2025



**Mr. Jeffrey Cook**  
*Trustee*

7446 North Bergen Rd  
Bergen, NY 14416  
jcook@bbschools.org  
Term Ends: 2025



**Mrs. Lisa Forsyth**  
*Trustee*

PO Box 343  
6922 Route 237  
Byron, NY 14422  
lforsyth@bbschools.org  
Term ends: 2026



**Mrs. Cindy Matthews**  
*Trustee*

6933 Lyman Road  
Byron, NY 14422  
cmatthews@bbschools.org  
Term ends: 2026



**Mrs. Lynn Smith**  
*Trustee*

7335 Beaver Meadows Road  
Bergen, NY 14416  
lsmith@bbachools.org  
Term ends: 2027

## 2024-2025

### Board of Education Meetings

Board of Education meetings are held on  
Thursdays at 6:00 PM in the Professional  
Development Room, unless otherwise noted.

**July 8, 2024**  
*Re-organizational meeting*  
5:30 PM

**February 13, 2025**

**March 13, 2025**

**August 22, 2024**

**April 3, 2025**

**September 19, 2024**

**April 22, 2025**

*Tuesday*  
*Elementary School*

**October 17, 2024**  
*Elementary School*

**November 14, 2024**

**May 8, 2025**  
*Jr./Sr. High Auditorium*

**December 12, 2024**

**May 22, 2025**

**January 16, 2025**

**June 12, 2025**



# District Strategic Planning

## 2024-2025 School Tax Collection

### In Person Payment:

Tax payments will be accepted at any Tompkins Bank location during regular banking hours. **No** cash payments accepted.

### Mail-in Payment:

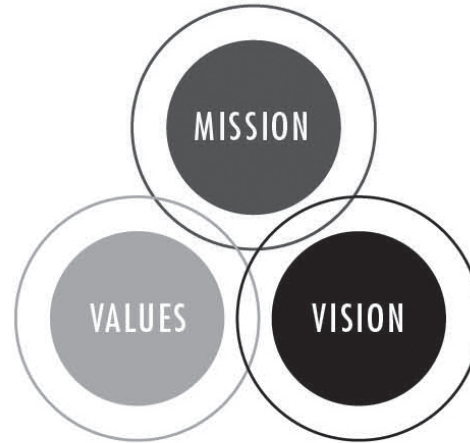
Tax payments can be mailed to: Byron-Bergen Central School, PO Box 853, Ithaca, NY 14851

### Credit Card Payment/e-check:

Tax payments can be made online using any type of credit card or e-check. Please go to [www.taxlookup.net](http://www.taxlookup.net), click on your county of residence, then click on Byron-Bergen and search for the property.

### Tax Collector Contact Information:

Rachel Stevens  
(585) 494-1220 ext. 2222  
[taxcollector@bbschools.org](mailto:taxcollector@bbschools.org)



### Byron-Bergen Central School

District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.



# Transportation

## The first day of school for students is

**Wednesday, September 4, 2024**

### School Arrival and Dismissal Times

#### *Jr./Sr. High School*

7:45 AM – 2:24 PM

#### *Elementary School*

8:45 AM – 3:30 PM

### Transportation Pick-up & Drop-off Schedule

#### *Jr./Sr. High School*

6:15 – 7:20 AM

2:30 – 3:20 PM

#### *Elementary School*

7:40 – 8:40 AM

3:30 – 4:30 PM

### **From the Transportation Coordinator**

New York State student crossing guidelines change every year. Please allow leeway and have your children ready during the pick-up/drop-off times listed to the left. The shuttle bus to Batavia departs at 7:25 AM. Once your child's exact pick-up time is established, he or she should be at the bus stop ten minutes before that time to allow for any possible drive-time variances. By State law we are not allowed to beep the horn to announce our arrival.

### **Safety Guidelines for Transportation Requests**

Parents who want to have a child transported to and from a residence other than their own for child care purposes can obtain a Transportation Request Form from one of the school offices or via our website at [www.bbschools.org](http://www.bbschools.org). A Transportation Request form must be completed every year if we are not picking up or dropping off your child from your home address.

- A transportation request must be consistent Monday through Friday. Students may be picked up at one location and dropped off at another, but on a consistent five-day schedule (so morning pick-up is the same every day and afternoon drop-off is the same every day).
- Day-to-day last minute requests for changes in a student's bus assignment will not be accommodated. No phone calls or daily bus notes will be accepted.

We appreciate your cooperation adhering to these guidelines. Please prepare a network of friends, family, and neighbors that can assist you by meeting your child at their normal drop-off location when the need arises. The safety of children is our main goal and with consistent day-to-day pick-up and drop-off, student safety is not compromised. If you have any questions or concerns, please call the Transportation Coordinator Jaime Vindigni, at (585) 494-1220, ext. 5112.

### **Byron-Bergen Sports Schedule**

The B-B Sports Calendar can be viewed on our website at [www.bbschools.org](http://www.bbschools.org).

### **Bus Safety**

1. The bus driver is the authority on all school buses. Students are required to follow his or her directions as well as to sit where assigned.
2. Help keep the bus on schedule. Students should be waiting for the bus at least ten minutes prior to its expected time of arrival.
3. The bus driver will not discharge pupils at places other than the regularly scheduled bus stop, whether at home, with a child care provider, or at school.
4. Picking up and dropping off students who must cross the highway: students should proceed at least 15 feet from the front of the bus and wait for a signal from the driver before crossing.



### **Transportation to Private Schools**

Parent/guardians who are interested in sending their child to a private or parochial school for the 2024-2025 school year must make a request for transportation, if needed, to our Transportation Department prior to April 1. State Education law states that the timely filing of the request for transportation is the responsibility of the parent or guardian and does not require the home school district to accept a request that is received after April 1.




New forms must be filed every year and are available through the school that the student plans to attend. Forms are also available on our website at [www.bbschools.org](http://www.bbschools.org), or you can contact the Byron-Bergen Transportation Department at 494-1220, ext. 5111.



# SEPTEMBER 2024

August 2024							October 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10		6	7	8	9	10	11
11	12	13	14	15	16	17		13	14	15	16	17	18
18	19	20	21	22	23	24		20	21	22	23	24	25
25	26	27	28	29	30	31		27	28	29	30	31	



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  Labor Day	3  Superintendent's Conference Day No School for Students	4    First Day of School	5	6	7
8	9	10    Jr./Sr. HS Open House, 6-7:30 p.m.	11	12	13	14
15	16    Jr./Sr. HS Picture Day	17	18	19    Board of Education Mtg., PD Room, 6 pm	20	21
22    First Day of Autumn	23	24	25	26	27	28
29	30					



# New York State Assessments

## 2024-2025 Testing Schedule for Elementary and Intermediate Levels

Byron-Bergen CSD students participate in New York State assessments for grades 3-8 and for high school. State assessments provide a single, uniform measure across all New York State schools. Although a state test score is one important indicator of achievement, Byron-Bergen students are given multiple measures to assess achievement of the learning standards.

### Our schools use performance data to evaluate lessons and align curriculum with the standards:

- To identify students who are at risk of not achieving the standards.
- To recognize students who meet or exceed the standards.
- To plan meaningful professional development activities which strengthen classroom instructional strategies and our overall program.

### Parents can use performance data to work with their children at home by:

- Practicing skills that are assessed.
- Communicating with their children's teachers to ensure continual progress.
- Helping their children, with guidance from school professionals, focus their attention on those standards that are the most challenging to achieve.

Parents can discuss the importance of State assessments with their children and be ready for "test days" by ensuring students at all grade levels arrive to school on time, get a good night's sleep, and eat a healthy breakfast. Parents with questions or comments should contact their child's school counselor.



NYS Test	Administration Date(s)	Regents Exams
Grades 3-8 English Language Arts	April 8 & 9, 2025	January 21-24, 2025
Grades 3-8 Mathematics	April 29 & 30, 2025	June 4, 10, 18-27, 2025
Grades 5 & 8 Science	May 6, 2025	

SAT Anticipated Test Dates 2024-2025	
SAT Test	Test
August 24, 2024	SAT Test
October 5, 2024	SAT Test
November 2, 2024	SAT Test
December 7, 2024	SAT Test
March 8, 2025	SAT Test
May 3, 2025	SAT Test
June 7, 2025	SAT Test
<a href="http://www.collegeboard.com">www.collegeboard.com</a>	

ACT Test Dates 2024-25	
ACT Test	Register by
September 14, 2024	August 8, 2024
October 26, 2024	September 20, 2024
December 14, 2024	November 8, 2024
February 8, 2025	January 3, 2025
April 5, 2025	February 28, 2025
June 14, 2025	May 9, 2025
July 12, 2025	June 6, 2025
<a href="http://www.act.org">www.act.org</a>	

### Byron-Bergen Sports Schedule

The B-B Sports Calendar can be viewed on our website at [www.bbschools.org](http://www.bbschools.org).

# OCTOBER 2024


September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4  Jr./Sr. HS 5 Week Marking Period	5
6   Fire Prevention Week (Oct. 6-12)	7	8   ES Picture Day	9	10  ES Open House	11  Superintendent's Conference Day No School for Students	12  Music Boosters Can & Bottle Drive, 9 a.m. to 12 p.m.
13   School Lunch Week (Oct. 14-18)	14  Columbus Day/ Indigenous People's Day No School	15  School Board Recognition Week (Oct. 15-19)  Auditions for Spring Musical	16  Auditions for Spring Musical	17  Board of Education Mtg., ES Cafeteria, 6 p.m.  Auditions for Spring Musical	18  Auditions for Spring Musical	19   Varsity Volleyball Tournament
20   National School Bus Safety Week (Oct. 21-25)	21	22	23	24	25	26  JV Volleyball Tournament
27	28  Modified Wrestling & Girls Basketball Begins	29   Jr./Sr. HS Picture Retakes	30	31   Halloween		

# Health & Nutrition

## Immunization Requirements

2023-2024 School Year, NYS Immunization Requirements for School Entrance/Attendance

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td)	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap)	Not applicable		1 dose	
Polio vaccine (IPV/OPV)	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR)	1 dose	2 doses		
Hepatitis B vaccine	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable		Grades 7, 8, 9, 10 and 11:  1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib)	1 to 4 doses	Not applicable		
2 Pneumococcal Conjugate vaccine (PCV)	1 to 4 doses	Not applicable		

If you have questions, call the school nurse  
at (585) 494-1220

Elementary School Nurse  
Heather Foeller, ext. 1403  
Fax (585) 494-2433

Jr./Sr. High School Nurse  
Amy Stevens, ext. 2076  
Fax (585) 494-0188

## Student Physicals

New York State Education Law requires a physical before a child begins school, **pre-kindergarten, kindergarten, second, fourth, seventh, and 10th grades; and each year that school sports are played (prior to beginning practice).**

Physicals may be administered by the school physician (dates to be announced), or by the child's own physician (child/parent will be responsible for any fee incurred with their own physician visit). Students must sign up at the Nurse's Office for physicals administered by the school physician. Note: The Body Mass Index (BMI) and weight status category on the Health Appraisal Form must be completed by the health care provider (effective September 2008). The school's Health Appraisal Form must be completed at the time of the physical. Forms are available at the Nurse's Office and online at [www.bbschools.org](http://www.bbschools.org).

## Medication Policy

School nurses, teachers, principals, and school personnel are increasingly aware that children may need to take medications during school hours. Over-the-counter drugs such as Tylenol™, Advil™, cough drops, as well as prescription drugs require the same procedure to permit the administration in school. Statutory regulations in the Nurse Practice Act and provisions in the State Education Law govern compliance with such requests.

When it is necessary for your child to take medications in school, the following procedures must be met:

- **First, check with your doctor to make sure that your child is well enough to attend school.**
- **With any medication, parents must submit a written request. The request must be accompanied by a written request from a family physician in which he/she indicates the dosage, frequency, and diagnosis for the medication (including over-the-counter medications).**

- A parent or guardian must bring in the medication in an original pharmacy container or manufacturer's labeled container. The pharmacy container must be labeled with the student's name and date of birth, the pharmacy name and phone number, physician's name, medication name, dosage, and frequency of administration. Non-prescription medications must be in the original container with the student's name affixed.
- Medications that need to be administered during a field trip require a separate container indicating the information listed above. The additional prescription container can be obtained from your pharmacy.

## Dental Health Certificate

A law passed in 2008 requires public schools to request a dental health certificate for all new entrants and students in pre-kindergarten, kindergarten, second, fourth, seventh, and 10th grades. Dental health forms will be distributed at the same time parents are notified of health examination requirements. Forms will also be distributed for all new students that register through Central Registration. Every dental certificate must be signed by a duly licensed dentist and dated no more than one year prior to the beginning of the school year in which the examination is requested.

## mySchoolBucks Food Service Management System

The mySchoolBucks food service management system is a secure, family-friendly method for online prepayment and nutrition education. The secure system allows for a more efficient food line, quicker service, and helps better account for free/reduced meals. It lets parents make online prepayments to their children's school meal accounts and tracks item purchases. The system helps inform children and parents about good nutrition since parents can limit and/or specify snack choices and menu selection. It also notifies the cashiers of food allergies.



To create an account, simply visit <https://myschoolbucks.com>. You will need your child's student ID number. For more information about this system, please contact Byron-Bergen CSD School Lunch Manager Mary Della Penna at (585) 494-1220, ext. 1015, or District Treasurer Vicky Shallenberger at ext. 2629.



# NOVEMBER 2024

October 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3  Daylight Savings Time	4	5	6	7	8  Jr. /Sr. HS End of Quarter 1	9
10	11  Veterans Day No School 	12	13	14  Board of Education Mtg., PD Room, 6 p.m.	15	16
17	18	19   ES Picture Retakes	20	21	22  Parent Teacher Conferences, 1/2 Day Grades K-12	23
24	25  Parent Teacher Conferences, 1/2 Day Grades K-5	26  Parent Teacher Conferences, 1/2 Day Grades K-5	27 Thanksgiving Recess No School 			30

# School Safety

## Early Dismissal – Have a Plan

When students are dismissed early because of emergency situations, there are procedures in place to transport students home/childcare site.

The school will contact parents/guardians in the event of an early dismissal. Only parents/guardians will receive a call that their child is coming home prior to regular dismissal. It will be the responsibility of the parent/guardian to notify their child care provider or person for whom the child may go home to on those days of an early dismissal.



### Things to remember:

- It is the responsibility of the parent/guardian to keep the District informed of phone number changes.
- Please do not rush to school to pick up your child in emergency situations. Traffic will block any needed emergency vehicles, and your presence in the school building, for example during an evacuation, may delay the process. Police will bar parents from school grounds in some emergencies. The safety of students is the utmost importance, and school officials will reunite students and parents as soon as possible.
- In an emergency, stay tuned to local radio and television stations for current information, including how parents will be safely reunited with their children.
- Records filed in each school should be kept current (telephone numbers, addresses, etc.). To add, delete, or change information, please contact your child's school.



## Closing Information

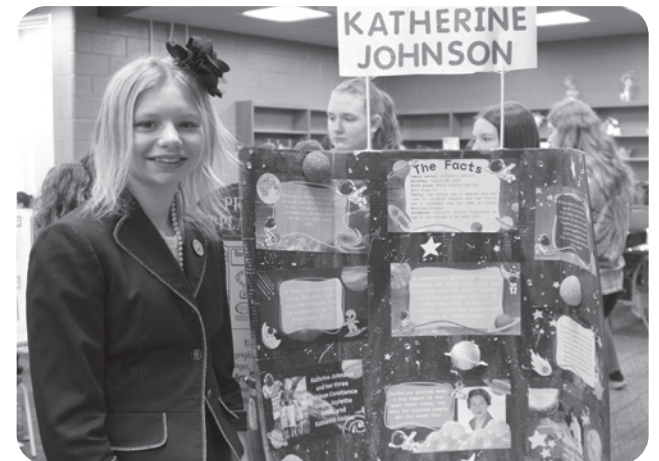
When inclement weather or any other emergency situation forces the closing of Byron-Bergen Schools, the information will be communicated using the District's automated phone system. Closing information will also be provided to local television and radio stations. Please do not call the schools, as lines must be kept open for emergencies. The decision to close schools in weather-related situations will normally be made no later than 6:30 AM.

Parents are encouraged to develop a plan for their children in the event of an emergency or weather-related school closing. When school is closed, all related activities, including athletic events and student activities, will also be canceled.



## Smoking/Tobacco Use Policy

In compliance with the New York State Clean Indoor Air Act, Article 13-E of the New York State Public Health Law (amended July 24, 2003), the Federal Pro-Children Act of 2001 and District policy, smoking and the use of tobacco products in school buildings, in school vehicles, or on school grounds is strictly prohibited. This includes, but is not limited to: cigarettes (either lit or unlit), e-cigarettes or vaporizers, cigars, pipes, or chewing or smokeless tobacco.



# DECEMBER 2024

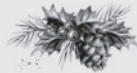
November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 ES End of First Trimester	4	5	6	7 B-B Wrestling Tournament
8	9	10 5th & 6th Grade Winter Band & Choir Concert, Jr. /Sr. Auditorium, 7 p.m.	11 ES Report Cards sent home via ParentSquare	12 Board of Education Mtg., PD Room, 6 p.m.	13 Jr./Sr. HS 15 Week Marking Period	14
15	16	17 Sr. High Winter Band & Choir Concert, Jr./Sr. Auditorium, 7 p.m.	18	19 Jr. High Winter Band & Choir Concert, Jr./Sr. Auditorium, 7 p.m.	20	21
22	23	24	25  <b>Winter Recess No School</b> Christmas Day Hanukkah Begins	26	27	28
29	30	31 <b>Winter Recess No School</b>				



# School-Community Involvement

## Byron-Bergen Alumni Hall of Fame

The Bergen Business & Civic Association (BBCA) sponsors an initiative to provide our students with positive role models and to challenge their imaginations. The Alumni Hall of Fame, located in the Jr./Sr. High School adjacent to the auditorium, recognizes the accomplishments of graduates of the Byron-Bergen School District or its component schools before consolidation.



The Hall of Fame nomination form will be available in the winter issue of our District Newsletter, Focal Point, and on our webpage at [www.bbschools.org](http://www.bbschools.org). Completed nomination forms need to be returned to Byron-Bergen Superintendent of Schools, by the first Monday in April. Nominations will remain active for three years after submittal and nominees must have graduated at least fifteen (15) years ago. The 2024-25 Alumni Hall of Fame induction will be held on Wednesday, March 19, 2025.

Consider nominating a worthy graduate of our system. By doing so, you honor the accomplishments of Byron-Bergen alumni and provide our students with positive role models through the personification of the outcomes provided by solid educational preparation.

## District Newsletter - *Focal Point*

Byron-Bergen Central School District publishes a District Newsletter four times during the school year. *Focal Point* features highlights from the Superintendent of Schools, Board of Education President, student accomplishments, and upcoming school events of interest to the community. The annual Budget edition is completed in late April. *Focal Point* is mailed to District residents and is available on our website at [www.bbschools.org](http://www.bbschools.org). Newsletter questions can be directed to Ashley Orologio by calling 494-1220, ext. 2229.



## Byron-Bergen Central School District

### Proposed Budget/Proposition Vote & Board of Education Candidate(s) Election

**Tuesday,  
May 20, 2025  
12 PM - 9 PM**

## High School Gymnasium

### Voter Eligibility

1. A citizen of the United States
2. A resident of the District for 30 days preceding the vote
3. A least 18 years of age

# JANUARY 2025

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>  <b>Winter Recess</b> <b>←----- No School -----→</b>  New Year's Day	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>   Modified Swim & Boys Basketball	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>   Board of Education Mtg., PD Room, 6 p.m.	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>  <b>Martin Luther King Jr. Day</b> <b>No School</b> 	<b>21</b>   NYS Regents	<b>22</b>   NYS Regents	<b>23</b>   NYS Regents	<b>24</b>  <b>Superintendent's Conference Day</b> <b>No School for Students</b> NYS Regents	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>   Jr./Sr. HS End of Quarter 2	<b>29</b>  <b>Lunar New Year</b> <b>No School</b>	<b>30</b>   Jr./Sr. HS Start of Second Semester	<b>31</b>	

# General Information

## Visitors to Byron-Bergen Schools

**Safe Schools** - Byron-Bergen will continue to utilize the Raptor Technologies security system in the Elementary School, Jr./Sr. High School, and District Office. Visitors and volunteers are required to present their driver's license or government issued identification before being granted permission to enter our buildings. This technology allows us access to the sex offender registry and helps in managing custody requirements.

## Change of Address & Phone Number

Parents are requested to notify the school when a change of address and/or phone number has taken place. To update this information, please fill out a Student Information Change form, available on the website, and submit it to the building secretary. This will aid us in keeping our school records up-to-date and help us to contact you in case of an emergency.



## Central Student Registration

New families to the Byron-Bergen Central School District will enroll their children in our school through a centralized registration process. Parents of legal guardians will need to start the registration process online using schooltool, <https://st.edutech.org/Byron-Bergen/onlinepreregistration/>. Then, parents of legal guardians will need to bring in the following required registration paperwork to the central office:

- Proof of a student's address (mortgage statement, rental or lease agreement, tax receipt). Please contact the Central Registration Office for other examples of acceptable proof (585) 494-1220, ext. 1004.
- Documentation of age (birth certificate, record of baptism, passport). Please contact the Central Registration Office for other examples of acceptable proof.
- Record of immunizations and current physical.
- Custody/Guardianship/Adoption documents, if applicable.

Additional required forms can be found on the school website at [www.bbschools.org](http://www.bbschools.org) . online schooltool registration page, and in the central office. After the registration paperwork is processed, appointments will be made for class placement and student schedules. For questions or to register your child, please call the applicable Registration Office:

UPK and Kindergarten Registration: Elementary Office at (585) 494-1220, ext. 1004.

Transfers and grades 1-12: District Office at (585) 494-1220, ext. 2229.

## Byron-Bergen Sports Schedule

The B-B Sports Calendar can be viewed on our website at [www.bbschools.org](http://www.bbschools.org).

## Attendance Policy

The Byron-Bergen School District is an active partner with students and parents in ensuring our students attain academic success. School attendance plays a vital role in achieving this goal. We, therefore, feel it is important at this time to reiterate Board policy in regard to student attendance.

### *We ask parents and students to:*

- Provide the school with a written excuse whenever a student is tardy, absent, or dismissed early from school. A written excuse is required within five days of the student's return to school in order to record the absence as an excused absence.
- Call (585) 494-1220 or email the Attendance Office to report the student's absence from school:  
Jr./Sr. High School, ext. 2201, [JSHSAAttendance@bbschools.org](mailto:JSHSAAttendance@bbschools.org)  
Elementary School, ext. 1301, [elementaryattendance@bbschools.org](mailto:elementaryattendance@bbschools.org)

### *Excused Absences*

An absence, tardiness, or early departure may be excused if the absence is due to personal illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or other such reasons as may be approved by the Board of Education.

### *Unexcused Absences*

An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining a learner's permit, road test, oversleeping).

Absences from school effect student achievement and classroom participation is an integral contributor to student success. In fact, high school credit for courses can be denied for excessive absences. Questions and comments regarding the District's Attendance Policy should be directed to each building principal.

### *Written Absence - Excuses Required*

New York State Education Law states that all students who are absent from school for any reason are required to bring a written affidavit (excuse) upon their return. Please help us comply with this law by providing excuses for the days your child was absent. The excuse needs to be submitted to the school office on the day of your child's return. Students also need a written excuse if they arrive tardy to school or if they need to be dismissed early.



# FEBRUARY 2025




January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	



March 2025

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>  Black History Month GWMEA Instrumental & Vocal Solo Festival
<b>2</b>  Groundhog Day	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>  Music Boosters Can & Bottle Drive, 9 a.m. to 12 p.m.
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>  Board of Education Mtg., PD Room, 6 p.m.	<b>14</b>  Valentine's Day	<b>15</b>
<b>16</b>	<b>17</b>  Presidents Day	<b>18</b>	<b>19</b> February Recess No School 	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	

# Computer/Internet Information

## Instructional Computer Network: Acceptable Use Policy

*Amended: June 2022*

The Board of Education and Byron-Bergen Central School District are committed to the development and establishment of a quality, equitable, and cost-effective computer network. The purpose of the network shall be for the advancement and promotion of learning and teaching, and administration and management purposes.

The network will provide a forum for learning various software applications and will significantly enhance educational experiences and provide statewide, national, and global communications opportunities for staff and students.

The District has established rules and regulations governing the use and security of the District's computer network. Failure to comply with District policy and regulations for the use of the network may result in suspension and/or revocation of computer access. Additionally, student violations may result in discipline up to and including suspension. Staff violations may also result in discipline up to and including dismissal.

### Prohibitions

The following is a list of prohibited actions concerning use of the District's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the District's system.

- a. There must be no sharing of passwords without written permission from the teacher/administrator or District Coordinator, as appropriate.
- b. Transmission of material, information, or software in violation of any District policy or regulation, local, State, or Federal law or regulation is prohibited.
- c. No personal software or disks may be uploaded onto the District's computer and/or network.
- d. Attempts to read, delete, copy, or modify the electronic mail of other system users is prohibited, as is deliberate interference with the ability of other system users to send/receive electronic mail. Forgery or attempted forgery of electronic mail messages is prohibited.
- e. System users shall not engage in or encourage activities prohibited by District policy, State, or Federal law.
- f. Attempts by a user to log on to the District's system in the name of another individual, with or without the individual's password, is prohibited.
- g. The use of software or hardware to circumvent security protocols, enter or alter District records, or destroy or impair computer use in the District is prohibited.
- h. Copy or install software that is not authorized by proper licensing.

### Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The IT staff, Technology Coordinator, and Superintendent may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should NOT expect that information stored on the District computer system will be private, including, but not limited to, staff email and websites visited.

NYS Law, EdLaw 2D requires school districts to protect student personally identifiable information. In this digital age, our teachers and students make use of many websites and online applications to assist and enrich the student learning experience. For more information, please visit the NYS Senate website or reference the provided materials located on the District website under Technology Resources and Data Security.

### Internet

While the Byron-Bergen Central School District does not have direct control over what is on the Internet, we do have several filtering systems in partnership with EduTech to make the Internet at school as safe as possible. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a PreK-12 setting. The District does not condone the use of such materials, will not permit usage of such in the school environment, and will be monitoring student and staff accounts using computer monitoring software. The District also denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

### Acceptable Uses

- a. Use consistent with the mission of the Byron-Bergen Central School District.
- b. Use that encourages efficient, cooperative methods to perform the user's job duties or educational tasks.
- c. Use in support of research and education.
- d. To provide resources and promote collaborative projects.

### Unacceptable Uses

- a. Use of technology resources for a commercial, political, or as a profit-making enterprise.
- b. Accessing or distributing inappropriate material; i.e., obscene, abusive, threatening, harassing (religious, sexual, racial), or any material specifically prohibited by Federal, State, or local law.
- c. Attempt to illegally access files, data, or accounts.
- d. Activities which interfere with student and staff access to network resources.
- e. Working (or attempting to work) from network accounts not assigned to you.
- f. Sharing your password or account with others. This includes the sharing of the wifi password if teachers are utilizing their own device.
- g. Deliberately or intentionally damaging hardware or software.
- h. Use of technology resources for social networking, on-line shopping, or other non-school related uses.

### Other

- a. Users must comply with all existing District policies as they may be interpreted to apply to technology resources, including, but not limited to, the following: Student Conduct and Discipline, Copyright, Selection Policy, and Sexual Harassment.
- b. Network Security Protocols - Changing Passwords: All staff that has an account on the District's computer network is required to change his/her password at announced times and dates. Staff are encouraged to use good password protocols that call for a password to be a random series of numbers, letters, and symbols with some of the elements capitalized.
- c. Users must sign a consent form indicating they are aware of this policy and will abide in accordance with it. This consent form can be completed on paper or electronically.

## Internet Safety Instruction

In accordance with New York State Education Law, the school District may provide to students in grades K-12 instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such courses of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information, and support to aid in the safe usage of the Internet.

### Notification/Authorization

The District's *Acceptable Use Policy* and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

### Option A

"Affirmative Consent" (Opt-in): Student use of the District's computer system (DCS) is conditioned upon written agreement by all students that student use of the DCS will conform to the requirement of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file within the IT Department.

### Option B

"Passive Consent" (Opt-out): Student access to the District's computer system will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District computers.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed *Internet Content Filtering/Safety Policy* prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District *Internet Content Filtering/Safety Policy*, as well as any other District policies relating to the use of technology.

*The Byron-Bergen CSD's Acceptable Use Policy is subject to change.*

# MARCH 2025




February 2025

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April 2025

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20	21	22	23	24	25	26
27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1  Women's History Month
2  Read Across America Week (March 2-6)	3	4	5	6 B-B Musical, Jr./Sr. Auditorium, 7 p.m.	7 B-B Musical, Jr./Sr. Auditorium, 7 p.m.  Jr./Sr. HS 25 Week Marking Period  ES End of Second Trimester	8   B-B Musical, Jr./Sr. Auditorium, 7 p.m.
9   Daylight Savings Time Begins	10	11	12	13   Board of Education Mtg., PD Room, 6 p.m.	14	15
16	17  St. Patrick's Day	18 ES Report Cards sent home via ParentSquare  ES Spring Pictures & UPK Cap/Gown	19  National Senior Honor Society & B-B Alumni Hall of Fame Induction, Jr./Sr. Auditorium, 7 p.m.	20  Parent Teacher Conferences, 1/2 Day Grades K-5  First Day of Spring	21 <b>Superintendent's Conference Day No School for Students</b>  GWMEA All County Festival I at Alexander	22   GWMEA All County Festival I at Alexander
23   30	24   31	25	26   National Junior Honor Society Induction, Jr./Sr. Auditorium 7 p.m.	27	28   Byron-Bergen Talent Show	29



# CEP Eligibility Form Fact Sheet

When filling out the eligibility form, please pay careful attention to these helpful hints.

**SNAP/TANF/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

**Foster Child:** A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

**Household:** A group of related or non-related people who are living in one house and share income and expenses.

**Adult Family Members:** All related and non-related people who are 21 years of age and older living in your house.

**Financially Independent:** A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

**Current Gross Income:** Money earned or received at the present time by each member of your household before deductions. Examples of deductions are Federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

*Examples of gross income are:*

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments

- Disability benefits, including Workers' Compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact Mary Della Penna, Food Service Director, 585-494-1220 ext.1015.



# APRIL 2025

March 2025

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30	31					



May 2025

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1  Modified Spring Sports Begin	2	3  Board of Education Mtg., PD Room, 6 p.m.	4  GWMEA All County Festival II at Attica	5  GWMEA All County Festival II at Attica
6	7	8  3rd-8th Grade NYS ELA Testing	9  3rd-8th Grade NYS ELA Testing	10  Jr./Sr. HS End of Quarter 3	11  Spring Recess No School	12
13    National Library Week (April 13-19)	14	15	16  Spring Recess No School	17	18  Good Friday No School	19
20    Easter Sunday	21  Spring Recess No School	22  Earth Day Bus Driver Appreciation Day Board of Education Mtg., ES Cafeteria, 6 p.m.	23  Administrative Professionals Day	24	25	26
27	28	29  3rd - 8th Grade NYS Math Testing	30  3rd - 8th Grade NYS Math Testing			

# Community Resources

## Sports Boosters

Founded in 1981, Sports Boosters continues to benefit student athletes in the Byron-Bergen Central School District. Members volunteer their time towards the betterment of all sports programs in the Byron-Bergen School District. If you are interested in joining Sports Boosters, please contact any officer or email [bbschoolsportsboosters@gmail.com](mailto:bbschoolsportsboosters@gmail.com).



### 2024-2025 Sports Boosters Officers

**Frank Jarkiewicz**  
*President*

**Debi Amador**  
*Vice President*

**Lori Brumsted**  
*Treasurer*

**Hillarie Aiello**  
*Secretary*



### Byron-Bergen Sports Schedule

The B-B Sports Calendar can be viewed on our website at [www.bbschools.org](http://www.bbschools.org).

## Music Boosters

Are dedicated to support the Music Department and students by promoting music in countless ways within the school and community. We advocate for providing and maintaining musical education and enrichment for students. The Music Boosters provide enthusiastic support for all facets of music including, but not limited to, band, chorale, and musical theater. Our overall goal is to make music appreciation and enjoyment something that will last a lifetime.

Byron-Bergen Music Boosters is a non-profit organization. Financial support of the Music Boosters is greatly appreciated.

### 2024-2025 Music Booster Officers

**Darla Barnum**  
*President*

**Pamela Johnson**  
*Vice President*

**Shari Dressler**  
*Treasurer*

**Cheryl Wittman**  
*Secretary*  
[bbmusicboosters@gmail.com](mailto:bbmusicboosters@gmail.com)

**GILLAM GRANT  
COMMUNITY  
CENTER**

**Peggy Welch** *Executive Director*

6966 W. Bergen Rd., Bergen, NY 14416

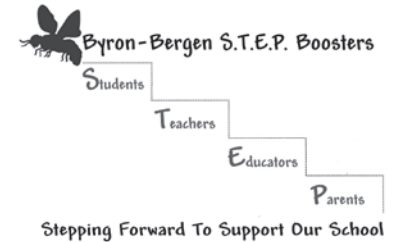
Phone: (585) 494-1621

Fax: (585) 494-2395

[www.gillamgrant.org](http://www.gillamgrant.org)

## S.T.E.P. Boosters

S.T.E.P. Boosters invites you to join us. We have casual meetings held in the Elementary School Library. Please feel free to stop in for any meeting. No obligation, just information.



There are many opportunities to become involved in our school community. We welcome your involvement and invite your partnership in education.

We encourage you to become involved in this organization. Your level of involvement can range from volunteering at events to organizing an event to participation at the monthly meetings. Information regarding the S.T.E.P. Boosters is sent home at the beginning of the school year.

S.T.E.P. Boosters sponsors events such as Trunk or Treat, Cookies with Santa Claus, and many other school activities. In addition, the group sponsors several fundraisers during the year. The money raised goes directly to the schools to provide funds for programs such as special assemblies, guest speakers, and special school events.

### 2024-2025 S.T.E.P. Boosters Officers

**Amy Phillips**  
*S.T.E.P. Boosters President*  
[aphillips@bbschools.org](mailto:aphillips@bbschools.org)

**Kristina Bird**  
*Vice President*

**Kim Riedmiller**  
*Treasurer*

**Katie Staub**  
*Secretary*



# MAY 2025

April 2025

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June 2025

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1  Senior High Spring Band Concert, Jr./Sr. Auditorium, 7 p.m.	2	3
4   Teacher Appreciation Week	5   Cinco de Mayo	6   National Nurses Day Teacher Appreciation Day 5th & 8th Grade Science Test	7	8  B-B School Budget Presentation & Meet the BOE Candidates Night, Jr./Sr. Auditorium 6 p.m.	9	10
11  Mother's Day	12	13	14	15	16	17
18	19	20  Wrestling Club Chicken BBQ B-B Budget/Proposition Vote & Board Candidate Election Buzzin' Bistro Jazz & Art Show Night, 6 p.m.	21	22  Board of Education Mtg., PD Room, 6 p.m.	23  Jr./Sr. HS 35 Week Marking Period	24
25	26   Memorial Day No School	27	28	29  Senior High Spring Chorus Concert, Jr./Sr. Auditorium, 7 p.m.	30  NYSSMS Solo Festival at Gates Chili	31

# June Reminders

## Working Papers

All minors (under age 18) must have an employment certificate in order to work. They need to fill out an application, available in the Sr. High School Office, and are required to have a current physical (within 12 months of applying for working papers) on file with their appropriate school. The Health Appraisal Form, which needs to be filled out by the minor's doctor, can be found online on the Athletics webpage at [www.bbschools.org](http://www.bbschools.org). Once all of the required information is completed, a certificate will be issued to the minor, who must be present to sign in front of the issuing official. Remote options available, please contact the Jr./Sr. High School Office for more information.

### Types of Working Papers

- **Student Non-Factory Employment Certificate:** For students aged 14 and 15 who plan to work during vacations or after school hours. Not valid for factory or work that is hazardous.
- **Farm Work Permit:** For students aged 14 and 15. Allows work before and after school, on weekends, and during vacations.
- **Farm Work Permit, Special:** For students aged 12 and 13 for farm work limited to picking berries, fruits, and vegetables.
- **Newspaper Carrier Permits:** For students aged 11-18 who deliver papers or magazines.
- **Student General:** For students aged 16 and 17 who plan to work during vacations or after school hours.

## Young Men at Least 18 Years Old

All male U.S. citizens residing in the U.S. who are 18-25 years of age must register with Selective Service. They must do so within the 30 days before or after their 18<sup>th</sup> birthday. Registration forms are available via the selective service website at [www.sss.gov](http://www.sss.gov).

## Byron-Bergen Class of 2025 Graduation Friday, June 20, 2025

### Alma Mater

Byron-Bergen, Our Alma Mater,  
Tender, Strong, and True,  
With voices raised and heads held high,  
We sing our song to you.

### Chorus

Byron-Bergen, Dear Alma Mater  
Truest friend we know,  
Although our paths may take us far,  
Your memory's cherished so.

### Chorus

### Chorus

Learn to live and live to learn  
As the days go by.  
With banners of maroon and gray  
Our lives to you are tied.



# JUNE 2025




May 2025

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July 2025

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20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3  5th & 6th Grade Spring Band & Choir Concert, Jr./Sr. Auditorium, 7 p.m.	4  NYS Regents	5  Junior High Spring Band & Choir Concert, Jr./Sr. Auditorium, 7 p.m.	6	7
8	9  2025 FFA Banquet and Awards Ceremony, Jr./Sr. HS Café & Jr./Sr. HS Auditorium, 7p.m.	10  4th Grade Band & Choir Concert, Jr./Sr. Auditorium, 7 p.m.  NYS Regents	11  Academic & Athletic Recognition Night, Jr./Sr. Auditorium, 7 p.m.	12  Board of Education Mtg., PD Room, 6 p.m.	13	14    Flag Day
15  Father's Day	16	17	18  NYS Regents	19   <b>Juneteenth No School</b> NYS Regents	20   First Day of Summer Graduation 7 p.m. NYS Regents	21
22	23  NYS Regents	24  NYS Regents	25  NYS Regents	26  NYS Regents Rating Day NYS Regents	27 Jr./Sr. HS End of Quarter 4 Last Day of School ES End of Third Trimester ES Report Cards sent home via ParentSquare NYS Regents Rating Day NYS Regents	28
29	30					



# District Public Notices

## Education of Homeless Children and Youth

The Byron-Bergen Central School District's liaison for homeless children and youth to carry out the duties as enumerated in law, Commissioner's Regulations and applicable guidance issued by the U.S. and New York State Education Department is Coordinator of Student Services, Kaitlin Kaercher

## Limited English-Proficient Students

The Byron-Bergen Central School District's liaison for children participating in, or eligible for, a language instruction program for limited English proficient students is Jr./Sr. High School Principal Paul Hazard and Elementary School Principal Kristen Loftus.

## Employee Discrimination Grievance Guidelines

The Byron-Bergen Central School District does not discriminate on the basis of sex, age, veteran or marital status, political affiliations, race, creed or religion, color, national origin, or disability in the employment and educational opportunities it offers, including vocational educational opportunities as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Questions can be directed to Byron-Bergen School District Title IX representative Betsy Brown, Director of Instructional Services.

## Family Education Rights and Privacy Act (FERPA)

This is a public notice to inform parents or eligible students of their right to refuse the release of student directory information. Directory information includes students name, address, telephone listing, and grade level. The District may release such information to an outside group, including military recruiters, without individual consent unless a request for refusal is made in writing to: Byron-Bergen Superintendent of Schools, 6917 W. Bergen Rd., Bergen, NY 14416.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. Parents or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
8. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## Public Notification – Megan's Law

In accordance with the Sex Offender Registration Act, the Board of Education supports the New York State Department of Criminal Justice Services (DCJS) in its effort to inform the community in certain circumstances of the release of individuals with a history of sex offenses, particularly against children, into the school locality.

It is the policy of the Board of Education to disseminate all information which the District receives from local police authorities, in conjunction with DCJS and the Sex Offender Registration Act, to appropriate staff members. The Superintendent reserves the right to automatically disseminate such information to those members of the staff and community at large who, in the opinion of the Superintendent, have an immediate need to be notified of such data in order to protect the safety of our students.

For more information go to: [www.registeredoffenderslist.org](http://www.registeredoffenderslist.org)

## Protection of Pupil Rights Amendment (PPRA)

The PPRA requires Byron-Bergen CSD to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one of more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
9. This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

## District-Wide Safety Plan

In accordance with the regulations of the Commissioner of Education, we have a District-Wide Safety Plan to meet the needs of the school district. Overall, the plan is intended to address emergencies such as school cancellation, early dismissal, and sheltering.

## Annual Fire Inspection Report

The annual inspection of buildings for fire hazards, which might endanger the lives of students, staff, and visitors, has been completed. The report is available for inspection at the office of the Director of Facilities

## Asbestos Management

All Asbestos inspections under Asbestos Hazard Emergency Response Act of 1986 (AHERA) have been completed. In accordance with AHERA, triennial re-inspections are required by an accredited inspector. Our facilities were inspected in June 2022 and we are in compliance with all requirements. The school District has a management plan in place to organize routine inspections and train maintenance staff. The District's AHERA Inspection and Management Plan is available for review in the District Office.

## Pesticide Application Notice

The New York State Department of Environmental Conservation enacted a program that requires all schools to provide you with information about pesticide product applications made throughout the school year. Under State law, the school is required to maintain a list of parents, guardians, and staff who wish to receive 48-hour advance written notice prior to a pesticide application. At this time we are informing you there have been no applications made since the last notification was published in the June 2021 District Newsletter *Focal Point*.

To register your name with the school to be on a 48-hour notification list, send a request to Byron-Bergen Central School District Office, 6917 W. Bergen Rd., Bergen, NY 14416. A written request must be submitted annually.

# JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# AUGUST 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30



# Byron-Bergen Central School District Code of Conduct

Approved by the Byron-Bergen Board of Education June 20, 2024

## I. Introduction

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents, and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

## II. Definitions

For purposes of this Code, the following definitions apply:

**"Ammunition"** includes projectiles, such as bullets and shot, which can be propelled from a firearm as defined in 18 USC §921, as well as fuses, primers, cartridge cases, and propellant powder designed for use in any firearm.

**"Cyberbullying"** harassment, intimidation, or bullying as defined above that occurs through any form of electronic communication.

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

**"Discrimination"** means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex.

**"Disruptive student"** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

**"Drug paraphernalia"** is any object, used or designed for the purpose of ingesting, inhaling, or otherwise introducing substances into the human body, including, but not limited to, marijuana, cocaine, hashish, or hashish oil.

**"Emotional Harm"** that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

**"Employee"** means any person receiving compensation from the District or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to the District, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

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

**"Gender expression"** is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

**"Gender identity"** is one's self-conception as being male or female or something outside these binaries, as distinguished from actual biological sex or sex assigned at birth.

**"Harassment, intimidation or bullying"** means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single egregious incident or a series of incidents that is:

- reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, weight, national origin, ethnic group, religion, religious practice, disability, gender, sexual orientation, gender identity and expression, or
- by any other distinguishing characteristic; and that,
- takes place on school property, at any school-sponsored function, or on a school bus, and/or that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that,
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

**"Parent"** means parent, guardian or person in parental relation to a student.

**"School bus"** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**"School function"** means any school-sponsored extracurricular event or activity, whether located on or off school property.

**"School property"** (owned, leased, or lent) means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or on a school bus, as defined in Vehicle and Traffic Law § 142.

**"Sexual orientation"** means actual or perceived heterosexuality, homosexuality, or bisexuality.

**"Violent student"** means a student under the age of 21 who:

- Commits or threatens to commit an act of violence upon a school employee, or attempts to do so.
- Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property, or attempts to do so.
- Possesses, displays, or threatens use of a weapon or what appears to be a weapon.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys school District property.

**"Weapon"** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause physical injury or death when used to cause physical injury or death.

## III. Student Rights and Responsibilities

### A. Student Rights

The District is committed to safeguarding the rights given to all students under State and Federal law, including, but not limited to:

- Take part in all District activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, gender (including gender identity or expression), sexual orientation, or disability.
- Present their version, at the appropriate time, of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### B. Student Responsibilities

All District students have the responsibility to:

- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- Ask questions when they do not understand.
- Contribute to maintaining a safe, supportive, and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- React to direction given by teachers, administrators, bus drivers, and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Be proactive in seeking out teacher, administrator, bus driver, or other school personnel support in issues that could compromise the safety, health, and order of the school.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the District at all times when attending school and participating in or attending school-sponsored and extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship. This includes while being transported by the District on a bus or other school vehicle.
- Use appropriate language.
- Demonstrate acceptance for the individuality of others.
- Conduct themselves with honesty and integrity.

## IV. Essential Partners

The essential partners are parents, families, teachers, guidance counselors, principals, Superintendent, Board of Education members, and other school personnel. All essential partners will work to maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn. Essential partners have an obligation to read and understand the school's Code of Conduct. Faculty and staff are required to apply and enforce the Code of Conduct in a fair and consistent manner.

### A. Parents

All parents are expected to:

- Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- Send their child(ren) to school prepared to participate and learn.
- Ensure their child(ren) attend school regularly and on time.
- Ensure legal absences are excused.
- Insist their child(ren) be dressed and groomed in a manner consistent with the student dress guidelines.
- Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their child(ren) understand them.
- Convey to their child(ren) a supportive attitude toward education and the District.
- Build positive, constructive relationships with teachers, all school personnel, other parents, and their child(ren)'s friends.
- Help their child(ren) deal effectively with peer pressure and bullying.
- Inform school officials of changes that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Help ensure a healthy environment by keeping a child home from school if he/she has a contagious illness.
- Engage respectfully and reasonably with school personnel in meeting and discussions, and respect the right of any school personnel to terminate a meeting that is unproductive or adversarial.

<sup>1</sup>Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, or computer.



**B. Teachers**

All District teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Encourage students to benefit from the curriculum and extracurricular programs.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
  - a. Course objectives and requirements;
  - b. Marking/grading procedures;
  - c. Assignment deadlines;
  - d. Academic and behavioral expectations for students; and
  - e. Classroom discipline plan.
7. Engage in productive communication with students, parents, teachers, and other school personnel.
8. Model appropriate use of electronic devices in accordance with District policy.
9. Report incidents of bullying, discrimination, and harassment in a timely manner, including those that are witnessed or otherwise brought to a teacher's attention.
10. Instruct students in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others, and dignity. This will be accomplished in part through the implementation of an ongoing character education program.
11. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
12. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

**C. Counselors**

All counselors are expected to:

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, to resolve problems.
3. Promote a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex, which will strengthen students' self-concept and promote confidence to learn.
4. Confront, and as required by District policy, report, issues of discrimination, bullying and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function. This includes incidents in which the counselor individually witnesses or receives reliable information regarding such incidents.
5. Regularly review with students, at the secondary level, their educational progress and career plans.
6. Actively promote awareness and assistance with post-secondary plans.
7. Know school policies and rules, and enforce them in a fair and consistent manner.
8. Encourage students to benefit from the curriculum and extracurricular programs.
9. Model appropriate use of electronic devices in accordance with District policy.
10. Make known to students and families the resources in the community that are available to meet their needs.
11. Address personal biases that may prevent equal treatment of all students.

**D. Principals**

All Principals are expected to:

1. Promote a safe, orderly, and positive educational environment, supporting active teaching and learning.
2. Promptly address issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
3. Ensure that students, parents, and staff have the opportunity to communicate regularly with the principal and other administrators and approach such administrators for redress and grievances.
4. Evaluate on a regular basis all instructional and non-instructional programs.
5. Support the development and existence of appropriate extracurricular activities and student participation in those activities.
6. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly in a fair and consistent manner.
7. Engage in communication with parents as the need arises.
8. Promote a diverse and inclusive environment.
9. Maintain and enforce a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex.
10. Confront, and as required, report, issues of discrimination, bullying and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function. This includes any incidents which the principal individually witnesses or receives reliable information regarding any such incident.
11. Respond promptly to reports of discrimination, bullying and/or harassment, pursuant to District policy.

**E. Superintendent**

The Superintendent is expected to:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Review with District administrators the policies of the Board of Education and State and Federal laws relating to school operations and management.
3. Inform the Board about educational trends.
4. Work to create instructional programs that are engaging to students and are sensitive to student and teacher needs.
5. Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and in a fair and consistent manner.
6. Emulate a diverse and inclusive learning environment and workplace.
7. Actively engage in communication with all District personnel, parents, community members and students as the need arises.
8. Maintain and foster a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex.
9. Confront and report issues of discrimination, bullying and/or harassment when the superintendent individually witnesses or receives reliable information regarding any such incident, pursuant to District policy, including those the superintendent individually witnesses or receives reliable information regarding.
10. Promptly respond to reports of discrimination, bullying and/or harassment, intimidation or bullying pursuant to District policy.

**F. Other District Personnel (including coaches)**

All other District personnel are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Foster a safe and orderly school environment.
4. Convey to children a supportive attitude toward education and the District.
5. Follow all established department procedures.
6. Promote a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex.
7. Report issues of discrimination, bullying and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function. This includes any incidents which are individually witnessed or in which the individual received reliable information regarding any such incident.
8. Coaches will follow the current coaches' handbook accepted by the Board of Education.

**G. Board of Education**

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the District's Code of Conduct, to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by fostering a professional, respectful, and courteous environment.
4. Allocate resources required to support enforcement of the Code of Conduct.
5. Maintain and foster a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex.
6. Confront issues of discrimination, bullying and/or harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.

**V. Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. If, in the judgment of an administrator or teacher, a student is dressed in a manner that is a disruption to students or teachers, the student will be asked to change.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that revealing garments are not appropriate and should not be worn in a school environment. Stomach, back, buttocks and chest must be completely covered and no undergarments should be showing.
3. Appropriate footwear needs to be worn in school and on the Elementary School Playground at all times. Teachers will notify students about appropriate footwear in Physical Education and Science classes for safety purposes.
4. Head coverings will be allowed in the school building, however teachers hold the right to ask students to remove head coverings in their classroom. Head coverings shall be removed during testing/assessment situations. Exceptions will be made for medical or religious purposes.
5. Not include items that are vulgar, obscene, libelous, or denigrate others in any way, including (but not limited to) race, color, weight, religion, religious practice, national origin, ethnic group, gender, sexual orientation, gender (including gender identity or expression), sex, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or other drugs, or self-harm and/or encourage other illegal or violent activities, including the use of weapons.
7. Should not include the wearing of winter or heavy coats during the school day. This includes blankets. If the classroom temperature falls below 65 degrees Fahrenheit, then students will be allowed to wear a coat.
8. Students may not carry backpacks, shoulder bags, or large purses during the school day. Purses large enough to carry a standard one-inch binder will be considered too large.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress guidelines at the beginning of the school year and any revisions made during the school year.

Students whose dress falls outside the guidelines shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. If needed, the parent or guardian will be required to provide appropriate clothing. Any student who refuses to do so, or who repeatedly violates the dress code, may be subject to disciplinary action, up to and including out-of-school suspension.

Student attire at after-school and evening activities, including dances, should be appropriate and display good taste in accordance with this dress code.

**VI. Prohibited Student Conduct**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The Board recognizes the need to make its expectations specific and clear for student conduct while on school property or engaged in a school function off school property. This policy also permits disciplinary action for conduct inappropriate during a school function that is off school property or on a school bus. The inappropriate conduct includes any behavior that affects the health, safety, and/or educational environment of the District.

The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students will accept responsibility for their own behavior and those who violate these school rules will be required to accept the penalties for their conduct.

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

**A. Engage in conduct that is disorderly.**

Examples of disorderly conduct include but are not limited to:

1. Running in hallways without the approval of a school official.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community or instructional environment.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building or other authorized school personnel. Attendance at any school sponsored function or event open to the public does not constitute trespassing.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy
8. Violate any authorized posted signage indicating rules of the District.

**B. Engage in conduct that is insubordinate.**

Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving class and/or school without permission.
3. Skipping classes or detention.
4. Failure to comply with the guidelines for appropriate student dress.

**C. Engage in conduct that is disruptive.**

Examples of disruptive conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators, or other school personnel in charge of students.
2. The use or operational possession of any paging device, mobile/cellular phone, smart phone, laser pointer or pen, or other telecommunications device or electronic device during instructional time including study halls and special area classes except as explicitly stated to the students prior to the class period. These devices may be used in the hallways, and lunch rooms during designated passing or lunch times and before and after school hours only provided they do not cause any disruption to student safety. While students are permitted to use these devices during non-instructional times, they are prohibited from using in any manner which invades the privacy of students, employees, volunteers, or visitors. If a student violates this prohibition, then he/she is subject to discipline under this provision or any other in the Board Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.
3. Inappropriate or excessive displays of affection. Inappropriate displays are defined as physical contact deemed offensive by others.
4. Card and game playing in any class or study hall is at the discretion of the teacher and building administrator.
5. Behaviors and/or incidents causing disruption of the educational process and/or school operations that result in: (a) extraordinary use of administrative time, police involvement, or other outside agency assistance; (b) heightened student/family concerns about school safety; and/or (c) increased absence rates.

**D. Engage in conduct that is violent.**

Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, spitting, scratching, or otherwise physically harming) upon a teacher, administrator, other school employee, student, or any other person lawfully on school property, or attempting or threatening to commit an act of violence.
2. Possessing, displaying, or threatening to use any weapon, what appears to be a weapon, or any other object that would appear to cause bodily injury. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. Possession of ammunition is also prohibited.
3. Recklessly or intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any person lawfully on school property, including graffiti or arson.
4. Recklessly or intentionally damaging or destroying school District property, including district issued technology (chrome book, calculator, laptop, tablet, etc.).

**E. Engage in any conduct that endangers the safety, morals, health or welfare of self and/or others.**

Examples of such conduct include but are not limited to:

1. Lying to school personnel.
2. Theft and vandalism, including stealing, vandalizing, or destructing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
3. Bullying: exposing an individual, repeatedly, to negative actions alone or with others, where an unequal power relationship exists and where you are the more powerful. This can include, but is not limited to: saying or doing mean and hurtful things, physical touching or hitting, verbal taunts, spreading rumors, intentional social exclusion, and sending harmful messages electronically. Bullying involves aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. Harassment also includes the use, both on and off school property, of information technology, including but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, and social media websites, to deliberately harass or threaten others.
5. Discrimination, which includes the use of race, color, creed, age, national origin, ethnic group, religion, religious practice, gender (including gender identity or expression), sexual orientation, weight, sex, or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Harassment also includes the use, both on and off school property, of information technology, including but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, and social media websites, to deliberately harass or threaten others.
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Hazing, either on public or private property which is related to school or a school team or organization. Hazing includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
9. Cyber-bullying or harassing another student or school employee through electronic means when such conduct disrupts the school environment or negatively impacts the health/safety of the other student or school employee. Cyber-bullying may include, but is not limited to, the use both on and off school property of electronic technology (e.g., email, instant messaging, blogs, chat rooms, cell phones, gaming systems, and social media websites), to deliberately harass or threaten others. It may occur both on campus and off school grounds.

10. Selling, using, or possessing obscene material in any form, including electronic form.
11. Using vulgar or abusive language, cursing, or swearing.
12. Smoking, distributing, or possessing a cigarette, cigar, pipe, chewing or smokeless tobacco e-cigarette or other electronic delivery device, vaporizer, or any substance containing nicotine.
13. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana (cannabinoids), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike or "counterfeit" drugs, and any substances commonly referred to as "designer drugs." Substances that are legal but still prohibited include those not meant for human consumption including synthetic marijuana or K2, propylene glycol (liquid nicotine), salvia, and bath salts.
14. Ingesting, distributing, or possessing prescription medication and over-the-counter drugs unless prescribed by a doctor.
15. Possessing drug paraphernalia, including vaporizers.
16. Gambling.
17. Indecent exposure; that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
19. Falsely reporting a bomb threat or other threat of harm regarding the school community, including members of the school community, in any written, electronic, or verbal form.
20. Being in any unauthorized area.
21. Unauthorized student driving and parking.
22. Failure to follow the rules regulating the operation of a motor vehicle on campus.
23. Any display of intolerance toward the individuality of others.

**F. Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with the Code of Conduct. Excessive noise, pushing, shoving, spitting and fighting will not be tolerated. Inappropriate language on a bus, especially one with elementary aged children, will be treated as a violation of the Code of Conduct.

**G. Engage in any form of academic misconduct.**

Examples of academic misconduct include but are not limited to:

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

**VII. Prohibition Against Discrimination, Harassment, and/or Bullying**

The District strictly prohibits discrimination, harassment and/or bullying against any student, by employees or students, that creates a hostile school environment by conduct, or by threats, intimidation or abuse, including cyberbullying.

**A. Dignity Act Coordinator**

At least one (1) employee in every school building in the District shall be designated as a Dignity Act Coordinator and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex.

**B. Disciplinary and Remedial Consequences**

The District is committed to the creation and maintenance of a positive learning environment for all students. To that end, the District will use measured, balanced, and age-appropriate responses to the discrimination and harassment, intimidation or bullying of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education. Remedial responses are designed to correct the problem behavior, prevent another occurrence of the behavior, eliminate the hostile environment, and protect the target of the act(s). Appropriate remedial measures will take into consideration the nature and severity of the offending student's behavior(s), the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the student's behaviors had on the individual who was physically injured and/or emotionally harmed. Responses may include, but are not limited to:

- a. Peer support groups; corrective instruction or other relevant learning or service experience;
- b. Assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day;
- c. Supportive intervention;
- d. corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience;
- e. engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed;
- f. supportive intervention and/or mediation where constructive conflict resolution is modeled;
- g. Behavioral assessment or evaluation;
- h. Behavioral management plans, with benchmarks that are closely monitored; and
- i. Student counseling and parent conferences.

**VIII. Reporting Violations**

**A. Reporting Responsibilities and Procedures**

All students are expected to promptly report violations of the Code of Conduct to District staff, such as a teacher, counselor, and the appropriate school designee. All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any member of the school community observing a student possessing a weapon, ammunition, alcohol, or illegal substance on school property or at a school function, shall report this information immediately appropriate school designee. Any weapon, ammunition, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and of the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

## B. Acts of Discrimination, Harassment, or Bullying

Any student, parent, teacher, staff member or visitor may report an incident of discrimination, bullying (including cyber-bullying) and/or harassment. Such reports may be made to any staff member, including the principal or the principal's designee, teachers, administrators, and guidance counselors. Allegations of discrimination, bullying and/or harassment will be treated as confidential and private to the greatest extent possible.

In the event that a report is made to a staff member other than the principal, or upon a staff member's witnessing of discrimination, bullying (including cyber-bullying) and/or harassment, such staff member shall immediately report the incident, in accordance with the following:

- School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
- School employees who witness harassment, bullying, and/or discrimination or receive an oral or written report of such acts shall promptly orally notify the principal, superintendent, or their designee not later than one school day after such employee witnesses or receives a report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.
- The principal, superintendent or the principal's or superintendent's designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports. The principal or principal's designee will inform the parents of all students involved in the alleged incidents, including the outcome of the investigation.
- When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the superintendent, principal, or designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.
- The principal, superintendent, or their designee may notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.
- Each principal shall provide a regular report, at least once during each school year, on data and trends related to harassment, bullying, and/or discrimination to the superintendent.

Pursuant to Education Law Section 13, retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination.

## C. Notification to Law Enforcement

The building principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that may constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Any weapon, ammunition, alcohol, or illegal substance found shall be confiscated immediately if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, including notifying appropriate law enforcement if warranted.

## IX. Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and/or others, as appropriate.
6. The effects of the inappropriate behavior on the rights, well-being, and teaching of other students.
7. Student disability or religious/sacred institution.
8. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the District reserves the right to impose non-progressive disciplinary penalties based on the severity and circumstances of a specific offense.

If the conduct of a student is related to a disability or suspected disability, the District will adhere to the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability.

## A. Penalties/Consequences

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Notification to parent
  - a. Verbal
  - b. Written
4. Detention: all posted rules must be followed
  - a. after school – 2:35-3:15 p.m. at Jr/Sr High School, 3:40-4:15 p.m. at Elementary School
  - b. late detention – 2:30-5:30 p.m. at Jr/Sr High School
5. Saturday detention (8:00-11:00 p.m.)
6. Suspension from transportation
7. Suspension from athletic participation
8. Suspension from social or extracurricular activities, including Moving Up ceremonies and graduation
9. Suspension of other privileges

10. In-school suspension
11. Removal from classroom by teacher
12. Short-term (five days or less) out-of-school suspension
13. Long-term (more than five days) out-of-school suspension

The length of time for the above penalties will be determined by the Administration using the principles of progressive discipline and in accordance with the provisions of the New York State Education Law.

## B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity, at the appropriate time, to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning, or notification to their parents, are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### 1. Detention

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

### 2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal, or the Superintendent, or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education. Students with disabilities who receive "special transportation" as a service on their individualized education programs ("IEPs") or Section 504 Plans will be entitled to the separate requirements of this Code of Conduct for disciplining students with a disability as appropriate.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

### 3. Suspension from athletic participation, extracurricular activities and other privileges

A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

### 4. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the Superintendent to place students in "in-school suspension," based on a Code of Conduct violation.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty involved.

### 5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "timeout" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the main office for the remainder of the class time only; or (4) sending a student to a school counselor or other District staff member for counseling.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions, repeatedly violates the teacher's classroom behavior rules or interferes with the learning process of others.

A classroom teacher may remove a disruptive student from class for one day. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a District-established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day. Within 24 hours after the student's removal, the principal or another District administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.



The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The teacher who ordered the removal is expected to attend the informal conference, unless specifically directed otherwise by the administrator in charge.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- a. The charges against the student are not supported by substantial evidence.
- b. The student's removal is otherwise in violation of law, including the District's Code of Conduct.
- c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48 hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under State or Federal law or regulation.

#### 6. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the building principals.

Any staff member may recommend to the Superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case or suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

#### Short-term (5 days or less) suspension from school

When the Superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may established.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

#### Long-term (more than 5 days) suspension from school

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall take findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

#### Procedure after suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agree to this option, the terms and conditions shall be specified in writing. Students who do not agree to conditions for an early return will serve the full suspension.

#### **C. Minimum Periods of Suspension**

##### **1. Students who bring a weapon to school.**

Any student, other than a student with a disability as applicable according to the procedures for suspending students with disabilities provided by this Code and relevant State and Federal law, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214.

The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The Superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others.
- f. Other extenuating circumstances.

##### **2. Students who commit violent acts other than bringing a weapon to school**

Any student, other than a student with a disability as applicable according to the procedures for suspending students with disabilities provided by this Code and relevant State and Federal law, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity or a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

##### **3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom**

Any student, other than a student with a disability as applicable according to the procedures for suspending students with disabilities provided by this Code and relevant State and Federal law, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will receive a minimum of one day of in-school suspension. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this Code on four or more occasions during a semester. If the penalty is the minimum one-day in-school suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the out of school suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### **D. Referrals**

##### **1. Counseling**

The Counseling Office shall handle all referrals of students to counseling.

##### **2. PINS Petitions**

The District may file a PINS (Person in Need of Supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

##### **3. Youth Court**

The District with parent/guardian agreement may refer a case to Genesee County Youth Court, or a locally established Youth Court in combination with or in lieu of consequences in school. Youth Court is a process by which student adjudicators rule on cases, and collectively determine consequences and no court record follows the student. Students may be referred to youth court under the following circumstances:

- a. When they have admitted guilt or been found guilty of the offense by school administration;
- b. Continued to violate the Code of Conduct despite the consequences available within the school;
- c. Committed one of the following offenses: disorderly conduct, criminal mischief, petit larceny, truancy, school violations, violation of Penal Laws, non-violent misdemeanors, shoplifting, vandalism, trespassing, underage possession of alcohol or marijuana, unauthorized use of a motor vehicle, possession of stolen property, harassment.

#### 4. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

#### **X. Alternative Instruction**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

#### **XI. Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are entitled to certain procedural protections in specific circumstances prescribed by State and Federal law when school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable Federal and State law and regulations.

#### **A. Authorized Suspensions or Removals of Students with Disabilities**

##### 1. For purposes of this section of the Code of Conduct, the following definitions apply:

A "student with a disability" means a student who falls within one of the classifications set forth in the Individuals with Disabilities Education Act (IDEA) and Section 200.1(zz) of the Commissioner of Education regulations, and who, because of such classification, needs special education or related services. This also includes students who qualify as a student with a disability pursuant to Section 504 of the Rehabilitation Act, and who, because of such qualification, need a Section 504 Plan.

A "student presumed to have a disability" means a student who the school district is deemed to have knowledge was a student with a disability before the behavior that precipitated disciplinary action. This includes the District having knowledge that such student had a disability if prior to the time the behavior occurred:

- a. The parent of such student expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency or to a teacher of the student that the student is in need of special education, provided that such expression of concern may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
- b. The parent of the student requested a Committee on Special Education (CSE) or Section 504 evaluation of the student; or
- c. A teacher of the student, or other personnel of the District, has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the director of special education or to other supervisory personnel of the school district.

A student is not presumed to have a disability when:

- a. The parent of the student has not allowed a CSE or Section 504 evaluation of the student;
- b. The parent of the student has refused CSE or Section 504 services; or
- c. It was determined that the student is not a student with a disability as defined by the CSE or Section 504 Team.

Students presumed to have a disability are entitled to the same disciplinary protections as students with disabilities

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" a removal for disciplinary reasons from the student's current educational placement other than a suspension for misconduct that is determined to not be a manifestation of the student's disability and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others; or a change in placement to an IAES ordered by the Superintendent for misconduct in which the student was found guilty at a long-term suspension hearing, but was determined to be a manifestation of the student's disability, because the student inflicted serious bodily injury upon another person while at school, on school premises or at a school function; carries or possesses a weapon to school, on school premises or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or a school function.

An "IAES" means a temporary educational placement for a period of up to forty-five (45) days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum although in another setting, to continue to receive those services and modifications, including those described on the student's current IEP or Section 504 Plan, that will enable the student to meet the goals set out in such IEP or, as appropriate, Section 504 Plan, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

##### 2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the District (BOCES) Superintendent of Schools, or a building principal may suspend a student with a disability for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior, except when such short-term suspension will result in a change in placement at identified below.
- b. The Superintendent may suspend a student with a disability up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior. Such suspension cannot be determined to result in a change in placement as identified below. Students with disabilities who are suspended for more than five consecutive schools days pursuant to a finding of guilt at a superintendent's hearing shall be entitled to a manifestation determination review ("MRD") at the second phase of that hearing. Should a manifestation be found at that MDR, the student is entitled to return to school immediately, even if the student has not served the full period of suspension.
- c. The Superintendent may order additional suspensions of not more than 5 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement as described below.

#### 3. Placement in an Interim Alternative Education Setting ("IAES"):

- a. When a student with a disability is found guilty at a long-term suspension hearing and the misconduct is determined to be a manifestation of the student's disability by the MDR team, the Superintendent may order the placement of a student with a disability in an IAES to be determined by the CSE for the same amount of time that a student without a disability would be subject to discipline, but not more than forty-five (45) days, if the student inflicts serious bodily injury, carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the same of a controlled substance while at school or a school function.
  1. "Serious bodily injury" means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
  2. "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except... [for] a pocket knife with a blade of less than 2 1/2 inches in length."
  3. "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
  4. "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
- b. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to forty-five (45) days at a time, if maintaining the student's current educational placement poses a risk of harm to the student or others. Placement in an IAES by an impartial hearing officer would require the District to first initiate an impartial due process hearing. Placement in an IAES for an impartial hearing officer does not require student disciplinary proceedings.

#### **B. Change of Placement Rule**

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
  - a. for more than 10 consecutive school days; or
  - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the nature of the conduct/behavior that resulted in the suspension or removal, the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal (as described above, based on the nature of the conduct/behavior for each suspension/removal, the length of each suspension/removal, the total amount of time the student is removed, and the proximity of the suspensions or removals to one another) unless a manifestation determination review is first conducted and no manifestation is found according to the procedures below.
  - a. However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the MDR has determined that the behavior was not a manifestation of the student's disability. Students whose behavior was determined to be a manifestation of their disability may be placed in an IAES by the superintendent according to the requirements provided above when their behavior involves serious bodily injury, weapons, illegal drugs, or controlled substances. Students may also be placed in an IAES by an impartial hearing officer as a result of an impartial due process hearing according to the procedures provided above when the student's current educational placement poses a risk of harm to the student or others.

#### **C. Special Rules Regarding the Suspension or Removal of Students with Disabilities**

1. The District's Committee on Special Education/Section 504 Team shall:  
Conduct a functional behavioral assessment and implement a behavior intervention plan when an MDR Team determines that a student's behavior that resulted in suspension/removal is a manifestation of his/her disability. In the event that the District has already conducted a functional behavioral assessment and implemented a behavior intervention plan, the CSE/Section 504 Team will meet to review the plan and its implementation and modify the plan and its implementation as necessary to address the behavior that resulted in the change in placement.
2. The MDR Team will conduct a review of all relevant information related to the student's conduct to determine whether the student's conduct is a manifestation of the disability. Such review must be made immediately, if possible, but in no case later than 10 school days after:
  - a. A decision is made by the superintendent to change the placement of a student to an interim alternative educational setting; or
  - b. A decision is made by an impartial hearing officer to place a student in an interim alternative educational setting; or
  - c. A decision is made by the Board of Education, superintendent, or building principal to impose a suspension that constitutes a disciplinary change in placement.

The team will determine whether the conduct in question was caused by or had a direct substantial relationship to the student's disability or the conduct in question was the direct result of the District's failure to implement the IEP.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for special education or Section 504 services at the time of the misconduct, shall have the right to invoke applicable procedural safeguards set forth in Federal and State law and regulations if, in accordance with Federal and State statutory and regulatory criteria, the District is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
  - a. The Superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
  - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, in the following circumstances: 1) it was determined that the student is not a student with a disability as defined by the CSE or Section 504 Team; 2) the parent of the student has not allowed a CSE or Section 504 evaluation of the student; or 3) the parent of the student has refused CSE or Section 504 services.
  - c. If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable Federal and State law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension.

4. Parents will be notified of disciplinary removal upon the date the decision is made and shall be provided the Procedural Safeguards Notice. The parents of a student with disabilities subject to a suspension of five (5) consecutive school days or fewer shall be provided with the same opportunity for an informal conference available to parents of students without disabilities under the Education Law. The removal of a student with disabilities other than a suspension or placement in IAES shall be conducted in accordance with the due process procedures applicable to such removals of students without disabilities, except that school personnel may not impose such removal for more than ten (10) consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services to the extent required under IDEA.

#### D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this Code, if:
  - a. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
  - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
    - i. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving serious bodily injury, weapons, illegal drugs, or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise
2. The District shall arrange for the expedited due process hearing according to the following time period, unless the parent and District mutually agree in writing to waive the resolution meeting or agree to use mediation:
  - a. A resolution meeting shall occur within seven (7) days of receiving notice of the due process complaint.
  - b. The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) days of receipt of the due process complaint.
  - c. The expedited due process hearing shall occur within twenty (20) school days of the date the complaint requesting the hearing is filed.
  - d. The impartial hearing officer shall make a determination within ten (10) school days after the hearing.

No extension to an expedited impartial hearing timeline may be granted.

#### E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

### XII. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school District functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

### XIII. Student Searches and Interrogations

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building administrators, school nurses, District security officials, and others as designated by the Superintendent to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should question the student to determine whether the student will admit that he or she possess physical evidence that they violated the law or the District Code, or request that the student voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. School officials, whenever possible, will seek the least intrusive means to conduct a search to safeguard the privacy interests of students in their person and property.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched. The use of a handheld metal detecting wand may be used to search for contraband and other items that pose a threat to school safety and the security of the school. Searches will be conducted in the presence of two adults whenever possible.

### Student Lockers, Desks, and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. The personal property of students is subject to a reduced expectation of privacy once it enters the school property.

#### A. Strip Searches

Under no circumstances will any school personnel conduct a strip search of any other person. For the purposes of this section, requiring the removal of an outer coat or jacket, or shoes and socks, shall not constitute a strip search. In the unlikely event that such a thorough search is warranted, the police should be summoned to the scene.

#### B. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age, and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s) (to be kept confidential).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner, and results of parental notification, if contraband is found.

The authorized school official shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

#### C. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted except in an emergency situation that could threaten the safety of students or others. The principal or designee should also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of their attorney.

#### D. Involvement of School Resource Officers or Other Public or Private Security Personnel

Should the District employ, contract with, or otherwise retain law enforcement or public or private security personnel, including school resource officers ("SROs"), such relationship will be defined by a written contract of memorandum of understanding. Investigations involving possible infractions of the District's Code of Conduct and the imposition of discipline thereunder are the responsibility of the school's administration. While an SRO or other public or private security personnel may act as a resource to a school administrator during an investigation, the SRO may not directly question students or assign discipline.

As noted above, school officials may conduct searches of students' property and person as permitted by New York State Law. The SRO or other public or private security personnel should not become involved in administrative searches unless specifically requested by the school to provide security, protection, or for the handling of contraband. Administrative searches must be at the direction and control of the school principal. At no time shall the SRO or other public or private security personnel request that an administrative search be conducted for law enforcement purposes or have school staff act as his/her agent.

#### E. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations. This includes the District providing data and assistance to local Child Protective Services workers, or members of a multi-disciplinary team accompanying such workers who are responding to allegations of suspected child abuse, and/or neglect, or custody investigations. Such data and assistance include access to records relevant to the investigation, as well as access to any child names as a victim in a report or a sibling of that child, or a child residing in the same home as the victim. Such access includes conducting an interview of such child without a court order or the consent of the parent, guardian, or other person legally responsible for the child when the Child Protective Services encounter circumstances that warrant interviewing the child apart from family or other members of the home or household where child abuse or maltreatment allegedly occurred.



All requests by Child Protective Services to interview a student on school property shall be made directly to building principal or his or her designee. Child Protective Service workers and any associated multi-disciplinary team members must comply with the District's procedures for visitors, provide identification and identify the child(ren) to be interviewed. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations.

If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other District medical personnel must be present during that portion of the interview.

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

#### XIV. Visitors to the Schools

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal or the District Office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to request such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors unless authorized by the building principal.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct and the District's Extra Curricular Activities Student Code.

#### XV. Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including students, teachers, and District personnel. Additional guidelines specific to extracurricular activities are outlined in the District's Extra Curricular Activities Student Code.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

#### A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school District property or the personal property of a teacher, administrator, other District employee, or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs, or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, are libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, or discriminate against any person on the basis of race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender (including gender identity or expression), sexual orientation, sex or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations, or other restrictions on vehicles.
9. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school District.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school District officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any Federal or State statute, local ordinance, or Board policy while on school property or while at a school function.
16. Smoke and/or possess a lighted or unlighted cigarette, cigar, pipe, electronic cigarette ("e-cigarette" or "e-cig") or similar devices including but not limited to e-hookahs, hookah pens and vape pens; or use chewing or smokeless tobacco, including dip, chew, and/or snuff in any form, or use of any other tobacco products. Commit acts which threaten the safety and welfare of persons on school property.

#### B. Penalties

Persons who violate this Code shall be subject to the following penalties:

1. Visitors' authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a, or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5 shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they may have.

#### C. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this Code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the Code.

#### XVI. Dissemination and Review

##### A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the Code to all students, in an age-appropriate version, written in plain language, at a general assembly held at the beginning of each school year.
2. Making copies of the Code available to all parents at the beginning of the school year.
3. Mailing a plain language summary of the Code of Conduct written in plain language to all parents of District students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
6. Making complete copies of the Code available for review by students, parents, and other community members.
7. Providing training to students and staff about the Dignity for All Students Act, the prohibition against discrimination and harassment, intimidation or bullying, and the availability of each school's Dignity Act Coordinator.

The Board will sponsor an in-service education program for all District staff members to ensure the effective implementation of the Code of Conduct, including, but not limited to, promoting a safe and supportive school climate while discouraging, among other things, discrimination, bullying and/or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the Code's provisions have been and whether the Code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the Code and the District's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel, and other school personnel.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students, and any other interested party may participate.

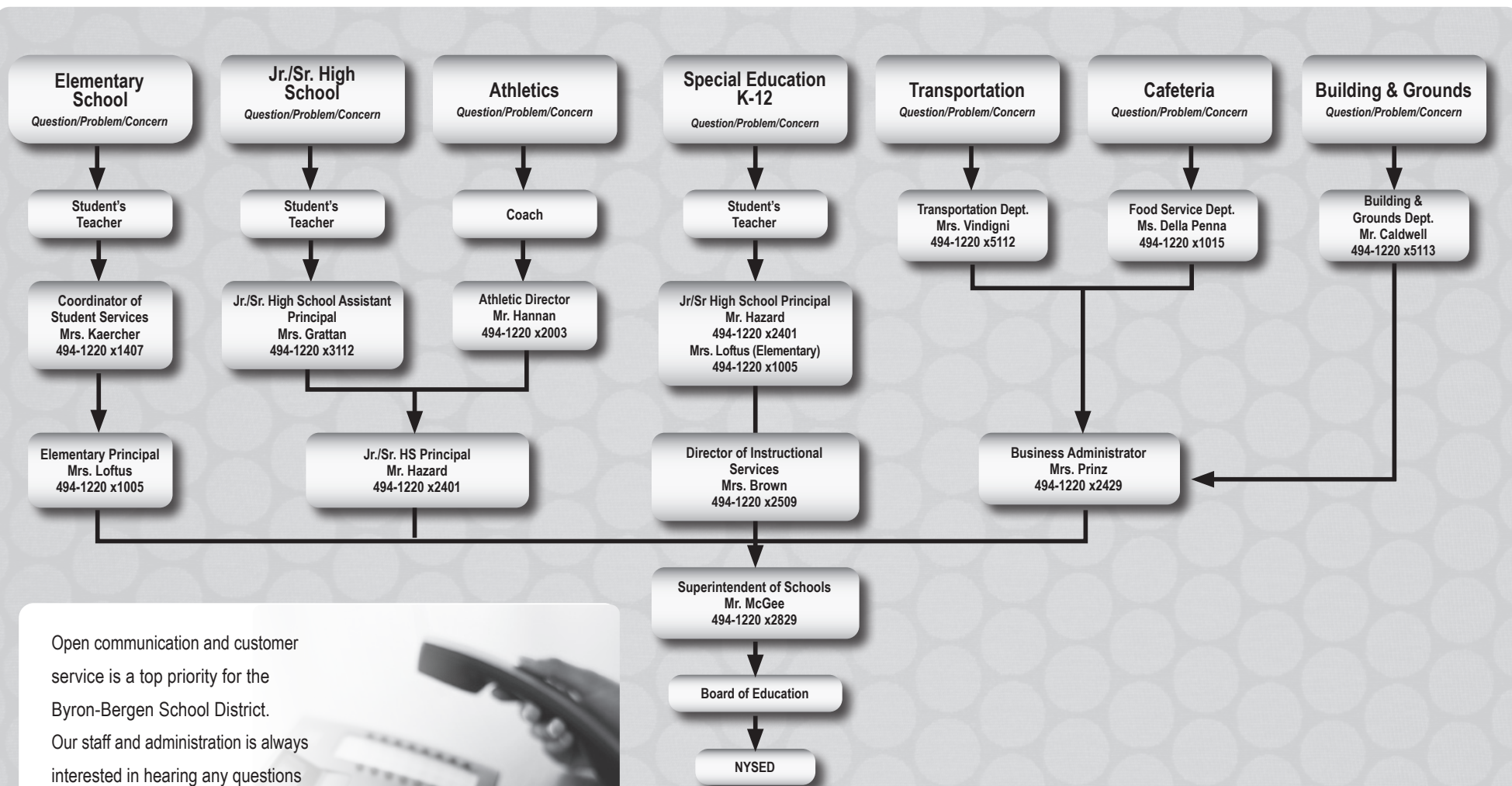
The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

Byron-Bergen Central School District's Code of Conduct is subject to change.

#### Dignity for All Act Coordinator

Paul Hazard  
Jr/Sr High School Principal  
6971 West Bergen Road  
Bergen, NY 14416  
Email: phazard@bbschools.org  
Telephone (585) 494-1220, Ext. 2401

# School Contacts



Open communication and customer service is a top priority for the Byron-Bergen School District. Our staff and administration is always interested in hearing any questions or concerns that you might have. Please see the above illustration that will support you in working through your individual situation.





# Byron-Bergen 2024-2025 Phone Directory

## Main Telephone: (585) 494-1220

District Office and Jr./Sr. High School Fax: (585) 494-2613 • Elementary School Fax: (585) 494-2433 • Transportation/Maintenance Department Fax: (585) 494-0173

<u>District</u>	<u>Phone Ext.</u>
<i>Superintendent of Schools – Patrick McGee</i> .....	2829 pmcgee@bbschools.org
<i>Confidential Secretary to the Superintendent – Rachel Stevens</i> .....	2329 rstevens@bbschools.org
<i>Director of Instructional Services – Betsy Brown</i> .....	2509 bbrown@bbschools.org
<i>Business Administrator – Lori Prinz</i> .....	2429 lprinz@bbschools.org
<i>Business Office/District Clerk – Emily Willard</i> .....	2529 ewillard@bbschools.org
<i>Tax Collector – Rachel Stevens</i> .....	2222 taxcollector@bbschools.org
<i>School District Treasurer – Vicky Shallenberger</i> .....	2629 vshallenberger@bbschools.org
<i>District Office/Buildings &amp; Grounds Secretary – Ashley Orologio</i> .....	2229 aorologio@bbschools.org

<u>Jr./Sr. High School</u>	<u>Phone Ext.</u>
<i>Jr./Sr. High School Principal – Paul Hazard</i> .....	2401 phazard@bbschools.org
<i>Jr./Sr. High School Assistant Principal – Katie Grattan</i> .....	3112 kgrattan@bbschools.org
<i>Athletic Director – Rich Hannan</i> .....	2003 rhannan@bbschools.org
<i>Sr. High School Secretary</i> .....	2201
<i>Jr./Sr. High Attendance &amp; Athletic Department Secretary – Mary Hughes</i> .....	3116 mhughes@bbschools.org
<i>Jr./Sr. High Counseling Secretary – Michelle Clare</i> .....	2004 mclare@bbschools.org
<i>Jr./Sr. High School Psychologist – Nichole Whiteford</i> .....	2007 nwhiteford@bbschools.org
<i>Jr./Sr. High Counselor – Ashley Williams</i> .....	2504 awilliams@bbschools.org
<i>Jr./Sr. High Counselor – Delaney Normile</i> .....	2604 dnormile@bbschools.org
<i>College &amp; Career Center Counselor – Robert Kaercher</i> .....	3217 rkaercher@bbschools.org
<i>Jr./Sr. High School Nurse – Amy Stevens</i> .....	2076 astevens@bbschools.org

<u>Elementary School</u>	<u>Phone Ext.</u>
<i>Elementary School Principal – Kristin Loftus</i> .....	1005 kloftus@bbschools.org
<i>Coordinator of Student Services – Kaitlin Kaercher</i> .....	1407 kkaercher@bbschools.org
<i>Elementary School Secretary – Michelle MacKenzie</i> .....	1301 mmackenzie@bbschools.org
<i>Elementary School Secretary – Karen Brown</i> .....	1004 kbrown@bbschools.org
<i>Elementary School Nurse – Heather Foeller</i> .....	1403 hfoeller@bbschools.org
<i>Elementary School Counselor – Jenna Voos</i> .....	1201 jvoos@bbschools.org

<u>Special Education (CSE) Department</u>	<u>Phone Ext.</u>
<i>Special Education (CSE) Secretary – Rebekah Ireland</i> .....	2009 rireland@bbschools.org

<u>General</u>	<u>Phone Ext.</u>
<i>Facilities Director – Roger Caldwell</i> .....	5113 rcaldwell@bbschools.org
<i>Transportation Coordinator – Jaime Vindigni</i> .....	5112 jvindigni@bbschools.org
<i>Head Bus Driver – Bob Wilkins</i> .....	5111 rwilkins@bbschools.org
<i>School Lunch Manager – Mary Della Penna</i> .....	1015 mdellapenna@bbschools.org



To limit classroom disruptions, teachers cannot be directly reached from 7:30 AM to 3:30 PM. You may leave a message on their voice mailbox. In emergency cases only, to reach a teacher/child in the classroom during that time, dial the main office of the school in which the classroom is located, explain the emergency to the secretary, and ask them to interrupt the class (or get the message to the teacher/student as soon as possible). Please be aware that our faculty/staff have been requested to make every possible attempt to return your call promptly (within 24 hours).





## BYRON-BERGEN CENTRAL SCHOOL DISTRICT

Byron-Bergen Central School District  
6917 W. Bergen Rd.  
Bergen, NY 14416

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