

Valley Central School District Elementary Student Handbook 2018-2019



Berea Elementary School
946 Rte. 17K
Montgomery, New York 12549
457-2400 Ext. 11500

Montgomery Elementary School
141 Union Street
Montgomery, New York 12549
457-2400 Ext. 14500

East Coldenham Elementary School
286 Rte. 17K
Newburgh, New York 12550
457-2400 Ext. 12500

Walden Elementary School
75 Orchard Street
Walden, New York 12586
457-2400 Ext. 15500

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The Valley Central School District does not discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, disability, sexual orientation, or other legally protected status in access to programs provided by the district.

ACADEMIC INTERVENTION SERVICES

Academic Intervention Services is a required instructional support provided to students who do not meet the identified benchmarks on standardized testing as identified by the State Education Department and the Valley Central School District. Services will be provided during the school day by the reading or math specialists, classroom teacher, or another teacher. If your child qualifies for this service, parents will be notified in writing and will receive conference opportunities and quarterly progress reports.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden.

ATTENDANCE

Regular attendance is critical to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following circumstances are the only recognized excuses for school absence:

- Personal illness
- Critical illness / death in the family
- Recognized religious holiday
- Required court appearances
- Approved college visits
- Quarantine
- Impassible roads
- Approved school sponsored trips
- Military obligations
- Attendance at health clinics

If your child/ren will be absent from school, please contact the school prior to or on the day of the absence and provide us with a written note on the day the child returns to school.

IN ATTENDANCE:

Students are considered in attendance if they arrive at school. **Students must be present in school for half a day or more, in order to participate in extracurricular activities.**

EARLY DISMISSAL:

Students will be considered an Early Dismissal if they leave school ten minutes prior to the end of the school day.

TARDINESS:

Prompt arrival to school is expected of all students. Lateness/tardiness disrupts the class and causes loss of instructional time. Any child who arrives at school after 9:15 a.m. is considered tardy. Tardiness is monitored and frequent tardiness will be reported to the attendance officer.

BOOKS

Books are loaned to the students by the school district, and it is expected that the books will be returned at the end of the school year in the same condition which they were given out. Students will be charged for the books that are lost or damaged.

BUS COMPANY

The Valley Central School District contracts with the Orange County Transit. The bus company can be reached at (845) 244- 8660 should you have transportation questions or concerns.

BUS CONDUCT

The following rules have been established in order to ensure the safety of all students who ride buses:

1. Follow the direction of the bus driver at all times.
2. Stay in your assigned seat.
3. Keep all parts of your body and all objects in the bus.
4. No pushing, shoving or fighting at any time.
5. Talk quietly.

These are district-wide guidelines, and it should be understood that each situation will be considered on its own merits. We are very concerned with safety on our buses!

When students do not follow the rules on the bus, the following consequences will occur:

- **First and second offenses**-The child will discuss the incident with the Principal/Assistant Principal. The parents will be notified and a conference may be scheduled. Appropriate school consequences will be implemented. In serious cases, the student may be suspended from school and/or the school bus.
- **Third offense**-The student will not be permitted to ride the school bus for one day or more.
- **Fourth offense or more**-The student will be suspended for an extended period of time. Parents of students who are not permitted to ride the bus must provide transportation.

CANCELLATION OR EMERGENCY CLOSINGS OF SCHOOL

Cancellation or early closing of school takes place only during extraordinary circumstances such as extreme or inclement weather, equipment failure, or public crisis. The Board of Education and Administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including radio, website, phone answering system, and newspapers. The following are the radio stations and TV station that will announce Valley Central School District cancellations:

WGNY 1220AM, 103.1FM & 1340AM, WBNR 1260AM, 104.7FM, & WPDH 101.5FM,
WEOK 1390AM, WCZX 97.7FM & WHUD 100.7, WTZA Channel 62 TV, beginning at 6:00 a.m.

Please listen to the radio or TV station listed above for delays or closings. You may also call the main district number (457-2400) or log on to our website (www.vcsd.k12.ny.us) to find out about delays or closings.

Sometimes it is necessary to dismiss school early as a result of inclement weather or an emergency. We will do our very best to contact you to inform you of the dismissal. **It is imperative that we have accurate and updated phone numbers so we can contact you.**

CELL PHONES/SMART WATCHES

The primary purpose of our adoption of this procedure is to protect the sanctity of the class lesson. Additionally, in light of the evolving technology of cell phones and the ability to photograph and record video, it is our goal to protect the privacy of our students and staff alike.

Students shall be permitted possession of cell phones/smart watches on school grounds. However, it must be powered off and neither visible nor audible. Should a student be found in violation of this procedure, she/he will be directed to the office. There the phone/watch will be confiscated and held until an administrator meets with the student and/or parent/guardian to retrieve it. Should a situation warrant the use of a phone during the school day, she/he may request of a staff member to use a school phone. On field trips, teachers carry their personal cell phones which will be used in case of an emergency.

Administration reserves the right to return cell phones/smart watches at the end of the school day, hold for parent/guardian to pick up, or for repeat offenders hold for 30 days.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

It is *very important*, for emergency and administrative reasons, that every student maintain an up-to-date address and phone number at the school office. Notify the school immediately if you have a change of address and/or phone number during the school year.

DISCIPLINE

Please see the Plain Language Summary located at the end of this handbook. The complete Valley Central School District Code of Conduct can be found on the District homepage. Copies are available in the Main Office.

DRESS CODE

Clothing which is considered by school authorities to be dangerous, indecent, or unduly distracting will not be permitted in the schools as described in the Code of Conduct. We ask parents to see that their children are sent to school dressed in a modest manner *appropriate to the education process*.

ELECTRONIC DEVICES

All electronic devices are considered distracting and interfere with the academic operation of the school. Considering the potential for distraction, theft and the associated problems, it is expected that such devices remain at home. Any student observed with such devices within the school day will be directed to the office where the device will be confiscated and stored for the day. Repeat offenses require parent/guardian retrieval of said confiscated item. Schools are not responsible for the loss or theft of these items should a student bring such items to school.

EMERGENCY DRILLS

Emergency drills are practiced so that teachers and students are aware of what is expected of them in an emergency. Emergency drills are conducted 12 times a year. Detailed escape routes are posted inside the door of each classroom, cafeteria, office area, etc.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have emergency information on file. A validation form will be sent home on the first day of school and should be returned promptly with any changes denoted.

Please remember that if there is a change in any emergency contact information, including changes in custody, please notify the school immediately. It is very important to keep this information accurate and up to date.

EXTRACURRICULAR ACTIVITIES

Students must be present in school for half a day or more, in order to participate in extracurricular activities that evening.

FOOD SERVICES

The cost of a student breakfast and lunch varies on a yearly basis. You will be informed of the price at the beginning of the school year. Lunch and breakfast must be paid for each day or in advance. To pay for the meals in advance, we will continue to use the point of sale (POS) from WebSmart. When your child(ren) purchases breakfast, lunch or any type of a la carte item, they will be required to enter their student ID number. If there is no money in their account (an option) they can always use cash in hand. We suggest they have money in their accounts in the event they forget to bring money to school that day. Charging should be reserved for emergency purposes only and must be paid the following school day. There are several ways to apply funds to students' accounts. You can either, send in a check made payable to VCSD Cafeteria, send in cash, or contact MySchoolBucks.com on the web. Here you will fund their account via a Credit Card.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet and comfortable place to work and by seeing that assignments are completed. If your child is sick and you would like to request homework, please make the request by 10:00 am of the day the homework is wanted. The work will be available by 3:30 p.m. For additional information about homework, please refer to the VCSD Elementary Homework Philosophy Document located on any of our four elementary school web pages.

HONOR ROLL

The Board of Education recognizes the importance of an Honor Roll to provide recognition to those students who have exhibited superior personal academic achievement and satisfactory performance in special area subjects beginning in grade 4.

LOITERING

Students should leave school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before, during or after school.

LOST AND FOUND

Each year children lose valuable personal items. The school is not responsible for items belonging to students, including musical instruments stored at school. In order to help prevent the loss of personal items, please mark all your children's belongings with his/her name. Each school maintains a lost and found should your child have lost an item. Please feel free to check it periodically.

MEDICAL INFORMATION

NURSE

The school nurse's office is located down the hall from the main office of the school. The nurse is responsible for the maintenance of health records, routine health checks, evaluating illness, parental contact concerning health problems, care of minor injuries, assistance in health teaching, as well as vision, hearing and scoliosis screenings. Please be sure to contact the nurse if your child has any unusual health conditions. Also, please call the school nurse if your child is absent from school due to a communicable disease.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to an emergency room. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Parents will be requested to pick up their child, if the child:

1. Has a temperature of 100 or over;
2. Is vomiting;
3. Has been injured and possibly has a fracture or other serious condition;
4. Has a rash and is suspected to be contagious;
5. Requires special attention regarding his/her health and welfare which cannot be addressed at school.

IMMUNIZATIONS

State Law requires that every child who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, measles, mumps, rubella, and polio. Children born on or after January 1st, 1993, must be immunized for Hepatitis B. Children born on or after January 1st, 1994 must be immunized for Varicella (Chicken Pox).

MEDICAL CONDITIONS

All children entering school with casts, crutches, stitches, or other serious medical conditions are to come to the nurse's office before school on the first day of return for evaluation by the school nurse. Please alert the nurse if your child has any allergic reactions to medications, bee or wasp stings, or food.

MEDICAL EXCUSES

If your child is excused from physical education due to medical reasons, the doctor must provide the school with the reason and duration in writing prior to the physical education class for which he/she is to be excused. Because physical education is a mandated subject, your child will be provided with alternative instruction as allowed by your physician. If your child may participate in modified physical education activities, the doctor must provide the school with that information.

MEDICATIONS

According to New York State Law, there is a procedure for the nurse to follow before any medications can be given to a child in school. The law requires the following:

1. The school nurse **MUST HAVE WRITTEN ORDERS** by the **DOCTOR** stating:
 - name of medication
 - reason for giving
 - dosage to be given
 - time to be given
 - number of days to be given

2. All medications **MUST HAVE A PROFESSIONAL LABEL**. This also includes all non-prescription medications.
3. Medication **MUST BE BROUGHT TO SCHOOL BY AN ADULT IN ITS ORIGINAL CONTAINER**. Under no circumstances is a child to bring the medication to school. Although most youngsters are responsible, there is also a chance for consumption of the medication by another child.
4. The parent/guardian **MUST** submit a **WRITTEN** request to the school nurse to give the medication as directed.
5. The medication will be destroyed seven days after the final dosage is given. Unused medication may be picked up by the parent/guardian within this time.
6. If you have any questions regarding the medication, contact the school nurse.
7. If your child/ren is taking medication that may affect school learning or behavior, please contact the school nurse.

PHYSICALS

Physicals are required for students in grades Pre-K or K, 1, 3, 5, 7, 9, 11 and any student who transfers into the district. New York State Law requires that the physical examination be conducted by a New York State licensed physician certified to practice medicine, a nurse practitioner or physician's assistant. Please be reminded that all physical examinations shall not be completed more than twelve months prior to the commencement of the school year in which the exam is required.

PHYSICAL EDUCATION

Physical Education contributes to the broad goals of education through the development of personal living skills. Personal living skills are those skills which assist a student in becoming a healthy, productive, self-disciplined person. The Valley Central Physical Education Program, at the elementary level, seeks to develop each student's personal living skills by offering a wide variety of physical activities. During PE class, students have experiences in outdoor activities, fitness improvement, and self-expression, while promoting cooperation, leadership and respect in each student.

PROGRESS REPORTS

Progress reports are sent home five weeks into each quarter at the discretion of the classroom teacher.

PROMOTION AND RETENTION

Promotion and retention are based on an evaluation of academic, social, and emotional growth. Retention is usually considered as a more positive alternative during Kindergarten, first or second grades. Parents can assume their child/ren will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decisions, but should understand that the final decision concerning retention is that of the principal.

RECESS

We encourage students to be active and will send them outside at every opportunity. Weather permitting; students will go outside if the temperature, considering the wind chill factor, is 20 degrees or warmer. Please make sure students come to school dressed appropriately for recess.

REPORT CARDS

Report cards are issued following the completion of each ten week grading period. Please carefully review your child's progress. District coordinated parent/teacher conferences are scheduled following the completion of the first 10 week grading period. The parent's attendance at conferences is very important. A parent may request a conference with a child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. A teacher may also find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

SEXUAL HARRASMENT POLICY

The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sex-based harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively. You can access the entire Board of Education Policy on the District website and copies are available in the office.

SPECIAL SERVICES FOR STUDENTS

SPECIAL EDUCATION

Special education provides specially designed services and programs for children with educational disabilities. It is intended to meet individual needs and enhance strengths. Students and parents are introduced to special education in various ways. Some disabilities can be identified when children are very young while others are not identified until children show difficulty in regular school programs. Special education programs and services are designed to ensure that children with disabilities receive the appropriate and equal opportunities for educational growth up until the age of twenty-one.

504 SERVICES

Under Section 504, students may be considered if they meet the definition of a "qualified handicapped person," which is a person who has or had a physical or mental impairment which substantially limits a major life activity or is regarded as disabled by others. Major life activities include: walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. The disabling condition need only substantially limit one major life activity in order for the student to be eligible.

If a student feels that he or she has a question or grievance related to his or her disability, or feels that he or she has been a victim of harassment based upon his or her disability, that student should contact Michael Bellarosa, Assistant Superintendent.

STUDENT REGISTRATION

Our Central Registration Office is located in our District Administration Building, 944 State Route 17K, Montgomery, New York, located behind Berea Elementary School.

KINDERGARTEN

Children entering kindergarten are required to be five years old on or before December 1st for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents are required to bring an original birth certificate, proof of residence, and immunization records.

TRANSFER STUDENTS

New registrants to the Valley Central School District must contact our Central Registrar at (845) 457-2400, Ext. 18130 to schedule an appointment to begin the registration process.

CUSTODY

A parent who has sole, joint, or physical custody of a child must make this fact known by presenting legal documentation of such custody to the Central Registrar at the time of registration. A parent/guardian who obtains custody or guardianship after the student is registered must also submit legal documentation to the school. Upon a change in custody, legal papers must be presented.

SCHOOL DAY

All Elementary Schools

Students enter the building.....9:00 a.m. - 9:15 a.m.

***Elementary School children are not to be on school grounds before 9:00 a.m. unless arriving for the serving of breakfast at 8:45 a.m.**

Instructional program 9:15 a.m. - 3:30 p.m.

Middle School.....8:18 a.m. – 3:02 p.m.

High School..... 7:45 a.m. – 2:20 p.m.

SMOKING

Smoking is strictly forbidden at all times by students and adults in school or on school grounds. Students are not to carry or use tobacco or synthetic tobacco products of any kind.

STUDY SKILLS

A parent can help his/her child/ren be aware of skills and techniques which make learning easier and more enjoyable. The following are suggested practices for achieving good study habits:

- Come to class with pencils, paper, and other necessary materials;
- Be an active participant in class. Listen well and take part in class;
- Ask questions to clarify problems;
- Plan your day and schedule time for homework;
- Use what is learned and apply it to new situations;
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUSPENSIONS

Suspensions are reserved for the most serious infractions or repeated offenses. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. If your child is suspended from school, we request that you meet with the Principal or Assistant Principal before reinstatement.

TELEPHONE

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another child's home after school).

UNAUTHORIZED ARTICLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. ***Students are not permitted to bring toys or unusual items to school unless they have permission from the teacher or principal.***

VALUABLES

The staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

VANDALISM

All of the facilities of the school district are provided through public funds including local taxes. Any damage done to any school property affects all of us. Parents are asked to impress upon their children the importance of proper care of all school facilities, equipment, etc. Students or others who damage school property on or off campus are expected to pay for such damage.

VISITORS

The safety of our children, even while in school, continues to be a prime concern in today's society. All visitors are expected to follow the established procedures, which will include signing in and out of the building, providing identification, and wearing a visitor's badge at all times. Access to our buildings for visitors is through the main entrance only and all appointments with teachers or administrators should be arranged ahead of time (per Board Regulation 1240-R).

WEBSITE

We are very proud of our website. Please use the information as a resource. School supplies, calendars, newsletters, student handbook and classroom activities are posted on our website. We encourage you to visit us at www.vcsd.k12.ny.us.

WITHDRAWALS

If a student is withdrawing from school, the parents must notify the main office of their intentions and complete a student withdrawal form. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to his/her next school of enrollment.

VALLEY CENTRAL SCHOOL DISTRICT

Code of Conduct

Plain Language Summary

VALLEY CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION POLICY

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, parents, District personnel, and visitors is essential to achieving this goal. The complete Code of Conduct (Code) is available at all school sites, Central Office, and on the District webpage. Supporting Board of Education policies are available at all school sites and Central Office. Please also refer to each school's handbook for specific details.

PUBLICATION, DISSEMINATION AND REVIEW

Dissemination of Valley Central's Code of Conduct Plain Language Summary

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

1. Mailing this Plain Language Summary to all parents of District students before the beginning of the school year and making the Summary available later upon request.
2. Providing copies of the Summary to all students at a general assembly held at the beginning of each school year.
3. Providing all current teachers and other staff members with a copy of the Summary and a copy of any amendments to the Code as soon as practicable after adoption.
4. Posting the Code of Conduct and Plain Language Summary on the School District Website.

Student Discipline

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, the student will be referred to the administration. At that point, the administration will decide what further action will be taken. **See Board Policies 5311.5, 5312, 5313.1, 5313.2, 5313.3**

1. Detention, Suspension, and Removal of Students

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:

- The student's age.
- The nature of the offense and the circumstances that led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

See Code of Conduct D page 7

Procedures and Progressive Discipline

2. Procedures by which violations are reported and determined, and by which discipline measures are imposed and carried out

In Valley Central Schools, routine procedures exist for reporting and investigating violations of the Code. Depending upon the nature of the violation, it is the desire of the Board that student discipline be

progressive. That is, a student's first violation should merit a lighter penalty than subsequent violations. However, individual behavior management plans or severe infractions may preclude a gradual process. Further, an early return from suspension may be conditioned upon completion of approved counseling or special classes. **See Board Policy 5313 and 5313.3R**

See Code of Conduct D & E pages 7 & 10

3. Consequences for the possession and use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and threats of violence

The Valley Central School District will not tolerate violence, threats, bullying, and substance abuse. Students who break the law; use, possess, sell, transfer or facilitate these activities with regard to alcohol and/or drugs, tobacco products, synthetic tobacco products/paraphernalia; weapons or explosive devices; attend school or school functions under the influence of drugs or alcohol; or use vulgar language; or exhibit inappropriate behavior (including sexual misconduct and/or sexting) will be held accountable not only to the District Disciplinary Code, but may also be referred to the appropriate law enforcement agencies. This includes students who fail to report threats of danger or physical violence to appropriate school personnel.

See Code of Conduct E page 10

4. Removal of individuals from classrooms, buses and school property

Removals from the classroom, buses or school property occur when an individual is substantially disruptive or violent at school or a school function, in the professional judgment of staff or administrators. For the purposes of this Code, the following definitions apply:

Disruptive Student

"Disruptive Student" means an elementary or secondary student up to the age of 21 who:

- continuously interferes or substantially disrupts the educational process;
- continuously interferes with the teacher's authority over the classroom;
- demonstrates a persistent unwillingness to comply with the teacher's instructions;
- intimidates, bullies or defames others in word, action or dress;
 - bullying is generally the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, as defined by the Dignity for All Students Act.
- harasses others on the basis of actual or perceived race, color, creed, gender, sex, sexual orientation, disability, age, religion, religious practice, weight, ethnic group, national origin, socio-economic status, or predisposing genetic characteristics; or
- makes an audio and/or video recording and/or transmittal, including photographs during any portion of the school day without the express authorization from appropriate school personnel; or fails to comply with school rules related to cell phones or other electronic devices.

Violent Student

"Violent Student" means an elementary or secondary student up to the age of 21 who:

- commits, or attempts to commit, an act of violence upon a school employee;
- commits, or attempts to commit, while on school property, on buses or at a school function, an act of violence upon another student or any other person lawfully on school property, on buses or at a school function (including reckless behavior);
- possesses, while on school property, on buses or at a school function, a weapon, or an object used as a weapon;
- displays, while on school property, on buses or at a school function, what appears to be a weapon;
- threatens, while on school property, on buses or at a school function, to use a weapon, or to inflict bodily harm, or communicates acts of violent intent;
- intimidates others in word, action or dress; or
- knowingly and intentionally damages or destroys personal or school property of any school employee or any person lawfully on school property or at a school function.

See Code of Conduct D page 7

5. Minimum Suspension – Disruptive Student

When a student engages in conduct which would define that student as "repeatedly, substantially disruptive"

(i.e., engaging in conduct requiring removal from classroom on four or more occasions during a semester), a minimum suspension will be two days subject to modification on a case-by-case basis, based upon the particular circumstances present.

See Code of Conduct L page 13

6. Minimum Suspension – Violent Student

Where a student engages in conduct which would define that student as “violent”, a minimum suspension will be three days subject to modification on a case-by-case basis, based upon the particular circumstances present.

See Code of Conduct M page 13

7. Notification of Parent or Guardian

Notification of parents/guardians in parental relation that a Code violation has occurred will be accomplished in accordance with the procedure for removal of disruptive students and the due process rights of students. **See Board Policy 5311.1**

See Code of Conduct I page 13

8. Safety and Security

The Valley Central School District considers school safety an essential priority. The District will not tolerate violence, threats, bullying, and substance abuse. Students who break the law; use, possess, sell, transfer or facilitate these activities with regard to alcohol and/or drugs or drug paraphernalia, tobacco products, synthetic tobacco products/paraphernalia; weapons or explosive devices; attend school or school functions under the influence of drugs or alcohol; or use vulgar language; or exhibit inappropriate behavior (including sexual misconduct and/or sexting) will be held accountable not only to the District Disciplinary Code, but may also be referred to the appropriate law enforcement agencies. This includes students who fail to report threats of danger or physical violence to appropriate school personnel.

To promote a safe and healthy environment for all students, the provisions of this section will be addressed through board policy. The safety of students shall be ensured through close supervision of students (including surveillance cameras) in all school buildings, on buses and on school grounds. Loitering and trespassing are prohibited. Students, parents, visitors and employees must comply with all security measures including signing into buildings with picture identification. In addition, off-campus misconduct will be dealt with according to the Code. **See Board Policies 5311, 5450, 5450.1, 8111, 8115, 8120, 8414, 1240-R, 1500, 1520-R.**

See Code of Conduct B page 3; F page 11

9. Harassment, Discrimination and Bullying

The Valley Central School District recognizes its responsibility to protect students from unlawful harassment, discrimination and bullying while on school property. Students or staff who wish to report harassment, including sexual harassment, should contact the District’s Title IX coordinator. Students or staff who wish to report discrimination should contact the appropriate compliance officer. Students or staff wishing to report an incident of bullying should contact the appropriate building Dignity Act Coordinator.

The Dignity Act Coordinators are as follows:

- Berea Elementary, Student Assistance Counselor Katherine Gusmano, 845-457-2400 x11647
- East Coldenham Elementary, Student Assistance Counselor Alexandra Lerman, 845-457-2400 x12006
- Montgomery Elementary, Student Assistance Counselor Melinda Sulzbach, 845-457-2400 x14645
- Walden Elementary, Student Assistance Counselor Diane Smith, 845-457-2400 x15645
- Walden Elementary, Student Assistance Counselor Lydia Pabon-Genovez 845-457-2400 x15650
- Middle School, Student Assistance Counselor Catherine Heil, 845-457-2400 x16241
- High School, Student Assistance Counselor James Hession, 845-457-2400 x17647

See Code of Conduct B6 page 6

10. Provisions for 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 have certain procedural protections in disciplinary matters. 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. **See Board Policies 5310, 5311.**

See Code of Conduct F & G page 11 & 12

11. Provisions for Students, Parents, Employees and Visitors Conduct, Dress and Language

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students, their parents, staff members and visitors have the primary responsibility for their own conduct and for acceptable student dress, conduct, and appearance as outlined in the Code. **See Board Policies 5311.5, 5312, 5313, 5450, 5450.1, 8111, 8120, and 8414.**

See Code of Conduct A & B pages 1 & 5

Each building principal or his or her designee shall provide information to all students and their parents of the student dress code at the beginning of the school year through the student handbook and /or an assembly.

12. Involvement of Law Enforcement Agencies and Criminal Investigations

In consultation with local law enforcement, the District understands that the following types of conduct are generally considered criminal offenses and referable to law enforcement as crimes:

- disorderly conduct
- forcible sexual offenses
- use or possession of weapons
- drug offenses
- assaults resulting in serious physical injury
- serious credible threats which a reasonable person would perceive as placing a person or persons in danger

The usual contact between the District and law enforcement agencies will be the School Resource Officer (SRO). The SRO program is a collaborative initiative between the District and local law enforcement agencies. An SRO is a police officer assigned to the school campus who helps to create a healthy and safe environment for the school community. **See Board Policy 5313.**

Objective of the School Resource Officer Program

- To maintain a safe campus environment that is conducive to learning.
- To create a unity between law enforcement and school officials.
- To improve relationships between youth, law enforcement and community.
- To serve as consultants to school, staff, parents and youth on safety matters.
- To serve as role models to students.

See Code of Conduct H page 12

13. Referrals to Human Service Agencies

When any student need is beyond the scope of the district’s resources, a referral to appropriate human service agencies will be made. All administrators, faculty, pupil services personnel, and other support staff will serve as mandated reporters of child abuse or neglect. They will communicate these and other referrals through the principal or his/her designee.

See Code of Conduct K page 13

14. District Cooperation with Criminal Court, Juvenile Delinquency Petition, or “PINS” Petition

The District will observe all applicable procedures under the Family Court Act for the filing of PINS petitions, Juvenile Delinquency petitions. It will follow the appropriate sections of Penal Law and Criminal Procedure Law and other statutes for filing criminal complaints. **See Board Policy 5161.**

See Code of Conduct J page 13