

Friendship Central School  
2020-2021 Student Handbook

Name: \_\_\_\_\_

Grade: \_\_\_\_\_



### Friendship Central School Vision Statement

- Friendship Central School is committed to a healthy, disciplined, and productive environment where students and adults are meaningfully engaged in learning.

#### **Our facility will:**

- Represent a clean, safe and orderly environment
- Have a décor reflecting a sense of pride

#### **Our total community of learners will be:**

- Supportive of each other
- Excellent communicators
- Collegial collaborators
- Active problem solvers
- Visionaries
- Innovators
- Creators

#### **Students will:**

- Have interactive learning
- Be taught to communicate effectively through mastery of problem-solving, critical thinking, life management, and communication skills
- Be taught skills that enable them to function fully in the technological society and global community
- Gain recognition of self-worth and individual differences
- Be given the opportunity to grow academically, emotionally, socially, physically, and culturally
- Feel empowered to reach their potential

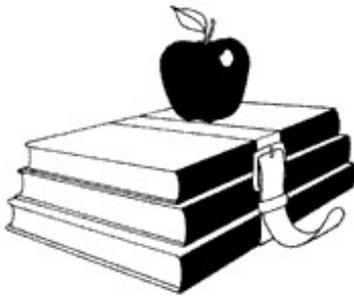
#### **The school will promote positive relationships with parents and community through:**

- Parental partnerships
- Active community involvement with events and activities to foster and encourage participation of all of the Friendship community
- Friendship Central School will be a place in which individuals promote respect and pride for the school, peers, and the community, and where individuals model positive competitive actions.

Friendship Central School  
46 West Main Street  
Friendship, NY 14739  
585/973-3311  
**Home of the Eagles**

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## Alma Mater

You take the purple from the sunset,  
And the golden from the grain,  
To make this glorious banner,  
The emblem of our fame.

And so here's to Friendship high,  
We will shout our victory cry,  
Here's to the purple and gold,  
Our banner high we hold!

2020-2021 PERMISSION FORMS

Student Name: \_\_\_\_\_

(Signatures required)

Grade: \_\_\_\_\_

Because the information contained in this handbook is so important, we want to ensure that you and your child have read and understand its contents. Therefore, to acknowledge receipt of this handbook and the information contained in it, please review the statements below and **return them, signed by both student and parent, to the Principal's Office ASAP.**

\_\_\_\_\_  
CODE OF CONDUCT AND DISCIPLINE CODE  
\_\_\_\_\_

Our discipline code states that our school functions best when school officials, parents and students work as a team. We truly believe this statement to be a fact. In this same spirit, we are requesting parents to review our student handbook; which includes rules and regulations. Please acknowledge that you have reviewed the policies by signing this and returning it to the Principal's Office.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**FRIENDSHIP CENTRAL SCHOOL CELL PHONE POLICY**  
\_\_\_\_\_

According to FCS Policy - Use or visible possession of electronic devices including, but not limited to, cell phones, pagers, or other audio/video devices is **strictly prohibited during school hours.** In addition, the use of electronic devices may not disturb or impede extracurricular activities.

**Cell Phone Policy:** A cell phone (or other electronic device) that is confiscated will be held in the main office until a parent comes to pick it up. Any inappropriate use of a cell phone (or other electronic device) will be subject to the Code of Conduct.

I have read and agree to the conditions established at Friendship Central School regarding the use of cell phones and/or other electronic devices during the school day.

The school is not responsible or liable for any lost or stolen electronic devices.

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Acknowledgement of Friendship Central School Cell Phone Policy

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Student Signature/Date**

\_\_\_\_\_  
**Parent/Guardian Printed Name**

\_\_\_\_\_  
**Parent Signature/Date**

NO CHILD LEFT BEHIND

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Pursuant to the Federal No Child Left Behind Act signed into law in January 2002, the school district must disclose to military recruiter and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must notify parents of their rights and the rights of the children, in writing, that the district NOT release such information if it is requested.

Parents of students who are at least 18 years old, wishing to exercise their option to withhold their consent to release of the above information to military recruiters and institutions of higher learning must sign and return this form to the Principal's Office ASAP.

**Please check box if you DO NOT wish to have school release name, address or telephone number of my child, to military recruiters or institutions of higher learning.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

VIDEO/PHOTOGRAPHY/ELECTRONIC IMAGING PERMISSION

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There are times when your child may participate in an activity that is featured in the "The Eagle", our newsletter, news media, professional publications and legal documentations. If your school-age child is under age 18, please sign below if, you do not wish for your child's photo to be published. Thank you.

**Please check box/boxes below if you DO NOT wish your child's picture taken.**

I, parent/guardian of said child, **will not authorize** employees at Friendship Central School to publish photographs of my child digitally on its website, or in documents published for the general public.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

I, parent/guardian of said child, **will not authorize** employees at Friendship Central School to publish photographs of my child in the annual *FCS Yearbook*, which is provided by sale to the general public.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

ACADEMIC HONESTY POLICY

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I, said student, have read and understand the Policy enclosed of Academic Honesty for the Friendship Central School District. I will uphold the spirit and letter of this Policy in completing all school related tests, quizzes, projects, reports, homework assignments or in-class assignments.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

I, parent/guardian of said student, have read and understand the enclosed Academic Honesty Policy for Friendship Central School District. I have reviewed the Policy with my child and he/she understands the Policy. I will encourage by child to uphold the spirit and letter of this Policy in completing all school-related tasks.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

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COMPUTER CODE OF ETHICS

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System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner. By signing below I agree to abide by all organizational policies, procedures and guidelines. I understand that details of any violation will be sent to the School Principal for disposition and may result in the loss of network privileges. Any disciplinary proceedings will follow the guidelines specified in the student handbook. Internet violations may result in the suspension, limitation or cancellation of the district's internet access through the Western New York Regional Information Center.

**I, said student herein**, have read the district's Computer Code of Ethics and agree to abide by their provisions.

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Student Signature

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Date

I am the parent/guardian of said minor student herein, who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the DCS, as included in subsequent pages of this handbook.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Friendship Central School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the DCS or any other electronic media or communications.

I agree to release the Friendship Central School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the DCS in any manner whatsoever.

I agree that my son/daughter may have access to the DCS and I agree that this may include remote access from our home.

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Parent/Guardian Signature

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Date

## 2020-2021 SCHEDULE

The breakfast schedule is:

- ☺ Grades PreK-12 Walkers report to the cafeteria at 7:30 – 8:00 a.m.
- ☺ After breakfast grades 6-12 will report to Advisory
- ☺ Grades PreK-12 Bus Students report to the cafeteria at 7:45 – 8:00 a.m.
- ☺ Grades 6-12 students that walk, who do not want to participate in our breakfast program, must report to Advisory by 8:05 a.m.
- ☺ Students who ride the bus and do not want to participate in our breakfast program should report directly to Advisory by 8:05 a.m.
- ☺ Loitering in the hallways is unacceptable.



Bell Schedule:



8:00 a.m.	Bell	
8:05 – 8:10	Advisory for MS/HS – Attendance, announcements	
8:10 – 8:55	1 <sup>st</sup> Period	
8:58 – 9:43	2 <sup>nd</sup> Period	
9:46 – 10:31	3 <sup>rd</sup> Period	
10:34 – 11:19	4 <sup>th</sup> Period	
11:22 – 12:38	5 <sup>th</sup> Period	
	Elementary Lunch	10:30 - 11:20
	Lunch 1	11:22-11:52 (Grades 9-12)
	Lunch 2	12:08-12:38 (Grades 6-8)
12:41– 1:26	6 <sup>th</sup> Period	
1:29 – 2:14	7 <sup>th</sup> Period	
2:17 – 3:00	8 <sup>th</sup> Period	

Students in ALL grades, Pre-K – 12, should dismiss at 3:00 p.m. Monday – Friday

# BOARD OF EDUCATION

2020-2021



William “Scott” Ritchie, President  
Craig Plaisted, Vice President  
Wendy Blimline  
Jim Lewis  
Dawn Golden



Friendship Central School District believes that a child best succeeds when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in this child’s education and parental responsibility for all aspects of their child’s education.

Parents are encouraged to contact Friendship Central School whenever they have a question or concern with their child’s education. Below is a list of appropriate people, their area or responsibility and telephone numbers.

<u>Administration</u>	<u>Phone Number</u>
Mrs. Judy May, Superintendent	973-3534
Mr. Christian Cornwell, Principal	973-3311
Mr. Thomas Fadale, Assistant Principal	973-3311
Mr. Wade Pearsall, Guidance Counselor	973-8873
Mrs. Gabrielle Betsa, Guidance Counselor	973-3311
Mrs. Connie Spring, Business Office	973-7618
Mrs. Kathy Morris, School Nurse	973-3560
	973-3311
TBA, Transportation Supervisor/ Building & Grounds	973-2027

A positive attitude is one of the most important attributes each student can bring to class every day. Students with “bad attitudes” will find school neither fun nor interesting. However, students with positive attitudes will find school to be exciting, challenging and rewarding.

Friendship Central School will work in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work and respect for others.

## 2020-2021 STUDENT OFFICERS

### STUDENT COUNCIL

President:  
Vice President:  
Secretary:  
Treasurer:  
Judicial Chairperson:  
Advisor: Mr. Greenaker



9-12 Class Officers also serve as Representatives for Student Council

#### Seniors – Class of 2021

President:  
V. President:  
Secretary:  
Treasurer:  
Advisor: Mrs. Kane/Mrs. Sadler

#### Juniors – Class of 2022

President:  
V. President:  
Secretary:  
Treasurer:  
Advisors: Ms. Wagner/Mrs. Lord

#### Sophomores – Class of 2023

President:  
V. President:  
Secretary:  
Treasurer:  
Advisors: Mrs. Brandes

#### Freshman – Class of 2024

President:  
V. President:  
Secretary:  
Treasurer:  
Advisor: Mrs. Carpenter

#### Middle School Student Government

President:  
V. President:  
Secretary:  
Treasurer:  
Advisors: Mrs. Dunham & Mrs. Betsa

**Student Council and Class Officer Elections  
will be held in September of 2020**

# **CODE OF CONDUCT DEFINITIONS**

**Developed March 1, 2001**

Revised June 2019

The Friendship Board of Education 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 developed a set of expectations on school property and at all school functions. These functions are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS:**

The Friendship Central School District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **STUDENT RESPONSIBILITIES:**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend every school day, unless they are legally excused, and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.

10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **ESSENTIAL PARTNERS**

### **A. PARENTS**

All parents are asked to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

### **B. TEACHERS**

All district teachers will strive to:

1. Maintain a climate of mutual respect and dignity, 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. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to student and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

### **C. ASSISTANT PRINCIPAL**

The Assistant Principal is expected to:

1. Monitor student conduct in school buildings and grounds to dissuade disruptive or unacceptable behavior.
2. Monitor student attendance by verifying daily records and provide monthly summaries. Make direct parental contact as required or requested.
3. Refer students and their parents to social services, mental health and other services on advice and/or consultation with guidance counselor and/or principal.
4. Maintain a database of records of students.
5. Coordinate efforts to ensure the cleanliness and safety of the school buildings, athletic fields, play areas, sidewalks, driveways and parking lots.
6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### **D. GUIDANCE COUNSELORS**

The Guidance 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, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

### **E. PRINCIPAL**

The Principal is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

### **F. SUPERINTENDENT**

The Superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with the district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. Inform the school about educational trends relating to student discipline.

4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

#### **G. BOARD OF EDUCATION**

The Board 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 conducting board meetings in a professional, respectful, courteous manner.

#### **VISITORS TO THE SCHOOL**

The Friendship Central School Board of Education encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers and other staff. Since our school is a place of work and learning, certain limits must be set for such visits. The Principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visits at Friendship Central School:

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 upon arrival at the school. There they will be required to sign in the visitor's register and will be issued a visitor's 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 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 arrange 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.
6. Any unauthorized person on school property will be reported to the principal or his/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.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The Friendship Central School 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.

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 or 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.

### **PROHIBITED CONDUCT ON SCHOOL PROPERTY:**

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 program or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear 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, national origin, religion, age, gender, sexual orientation 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 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. Misuse of video or electronic devices not allowed during school hours (8 a.m. until 3 p.m.) and school sponsored events.

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

When the building principal or his/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/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his/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 or injury to persons or property, the principal or his/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.

### **DISSEMINATION AND REVIEW**

The Friendship Board of Education 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 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 summary (in the school calendar) 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 copies of the code available for review by students, parents and other community members.
7. The Friendship Central School 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.

# DISCIPLINE CODE

Revised June 2017

**Our discipline code ensures that teaching and learning will take place in a setting which is safe and free from disruption.**

*Many people believe that discipline is the same as punishment. Our philosophy is different. We believe that discipline is a learned behavior. Students will make some wrong decisions regarding their behavior during their school experience. However, by making the discipline code known, it is hoped that students will use it as a guide to avoid wrong decisions.*

**The following rules apply to all school functions:**

We encourage students to:

1. Be on time. Be mentally and physically prepared; have assigned work completed, and necessary materials at hand for each class.
2. Aid in maintaining an atmosphere in the classroom that is conducive to learning.
3. Cooperate with each teacher's individual way of operating the classroom.
4. Treat school issued materials and textbooks with care.
5. Refrain from wasting materials.
6. Be courteous and attentive.
7. Leave room or area that you or a group uses free of debris and in an orderly condition.
8. Use your assignment book throughout the school year.
9. Use proper hallway etiquette.
10. Use bathrooms as designated.

Prohibited are:

1. Eating or drinking in school (outside the cafeteria), unless it is a supervised class activity.
2. Students may possess cell phones/ipads, iPod, kindles and any other electronic devices while on school property, and may use these devices only in the cafeteria during lunch hours, or during instructional time at the discretion of the classroom teacher. Students may not be permitted to use their cell phones and other electronic devices in the hallways during passing time. Wearing of headphones/ear buds/etc. in the hallways is also prohibited. Students should turn off these devices or place them on silent mode or store them out of sight during the school day. Such devices shall not be used in areas of personal privacy such as restrooms and locker rooms facilities or for any unlawful activities. Violation of this policy will subject the student to disciplinary consequences. All such equipment improperly used during the school day will be confiscated and held until a parent comes to pick it up or until the end of the school year. **We encourage students to mark their equipment for ownership. Bringing such equipment to school is at your own risk.**
3. Physical restraint or injury, or threat of injury, to any other person in school.
4. Litter, damage, or defacement of the building and/or grounds.
5. Possession of any type of weapon or explosive.
6. Unauthorized entry into or use of building and/or facilities, or remaining in the building without supervision.

7. Possession or consumption of alcoholic beverages, to include powder alcohol and/or dangerous drugs (as defined by Penal Law – Section 22000.00), or disruptive behavior due to effects of the same.
8. Bullying, hazing and/or foul, obscene or abusive language.
9. Any inappropriate or public display of affection.
10. Use/or possession of tobacco products, to include e-cigarettes, vaping devices, or “look-alike products”, or smoking in school or on school property.
11. Possession of drugs (legal, illegal or look-alikes).
12. Gambling. Card playing as a recreational activity is permitted during lunch periods ONLY, in the cafeteria. Gambling is not permitted. Any violation of this rule will become a disciplinary matter.
13. Games in the hallways (including, but not limited to hacky sack, etc.).

Additional Rules and Procedures:

- All book bags and purses over 8.5” wide, should remain in lockers during the school day.
- Smoking violation letters will be sent home when students are noticed in the Drug Free School area using tobacco products.
- During the time that classes are in session, students will need a pass and must sign out and in on the “Sign Out” list kept by each teacher. Students must have a pre-signed pass to go and see another teacher.
- The elevator is available for use by individuals who are unable to use the stairwells. Only students with medical authorization are permitted to use the elevator. The elevator is NOT accessible during a fire drill.
- The faculty room is off limits to all students.
- Textbooks must be covered. This is a student obligation. Lost or damaged books will be paid for by the person to whom the book is originally assigned regardless of whether he/she damaged or lost the book.
- If a student needs to use a telephone, he/she should go to the Pupil Personnel Office or Guidance Office.
- We believe that student homework is a valuable learning and teaching tool. Completion of homework is part of each report card grade. Parents are asked to help students set aside time at home to complete their homework and study, **If a student will be absent from school because of illness, parents are requested to notify the school BEFORE 9 AM, and we will make arrangements to have homework assignments sent to the office for pick-up after 3:00 PM.**

AFFIRMATIVE DUTY TO REPORT

One of the biggest responsibilities that Friendship Central School has is to ensure the health, safety, and welfare of students and staff at all times. In light of this, all students have an affirmative duty to report incidents that are illegal; violent; involve the use / possession / distribution of drugs, alcohol, or tobacco; involve the possession and /or use of weapons; or otherwise compromise the health, safety and / or welfare of students and / or staff. Students should realize that in all cases, the anonymity of a student making a report will be maintained to the greatest extent possible. If it is determined that a student did not follow through on his / her

affirmative duty to report; knowingly makes a false statement to staff or administration; or otherwise withholds information crucial to ensuring everyone's health, safety and welfare may be subject to disciplinary actions as deemed appropriate by administration.

### REGULAR STUDY HALL CONDUCT

1. Follow procedures established by the study hall monitor.
2. Maintain classroom conduct. Remain in seats and remain quiet to give others the opportunity to study.
3. Bring study materials or projects to work on while in study hall.
4. You must have a pre-signed pass from the teacher who desires you elsewhere. You must have your pre-signed pass prior to the study hall.
5. Assigned study halls are designated on your class schedule.

### HALLWAY CONDUCT

1. A pass is required of all students in the hall during class periods. A student should not visit a teacher unless he/she has been given a pre-signed pass. These passes must be obtained from the teacher whom the student wished to visit PRIOR to the time of the visit.
2. Walk on the right side of the hallway.
3. Walk quietly and in an orderly fashion (do not run).
4. Keep your hands to yourself. Do not slap door frames, etc.
5. Do not obstruct the flow of traffic.

### BUS CONDUCT

1. The driver is in full charge of the bus and pupils. You MUST obey the driver promptly at all times.
2. The driver may assign a seat for which you will be held responsible. If you are in a less desirable seat you may move to a second assigned seat for added comfort after passenger load is lightened.
3. You must:
  - a. Be on time.
  - b. Report any damage to the bus to the bus driver immediately.
4. Prohibited are the following:
  - a. Standing in the roadway while waiting for the bus.
  - b. Unnecessary conversation with the driver.
  - c. Littering on the bus.
  - d. Extending arms or heads out of the bus windows.
  - e. Moving about on the bus while it is in motion.
  - f. Throwing articles out the bus windows.
  - g. Eating or drinking on the bus.
5. All rules that govern student conduct during the school day also govern student behavior on the bus.

## BUS CONSEQUENCES

First Offense – Verbal Warning from Driver or Monitor

(Except Major Infraction – Discipline report to Principal)

(Major Infraction – Possible loss of bus riding privileges).

Second Offense – Verbal Warning and/or Change of Seating

(Except Major Infraction – Discipline Report to Principal)

(Major Infraction – Possible loss of bus riding privileges).

First written Discipline Report to Principal

- Student reports to Principal’s Office

Second written Discipline Report to Principal

- Student reports to Principal’s Office
- Phone call home to parent and/or letter to parent, stating that the next written report constitutes a (3 day minimum) loss of bus riding privileges.

Third written Discipline Report or Major Infraction to Principal

- Principal will report to the Superintendent/ loss of bus privileges

NOTE: Each discipline report will be dealt with on a case by case basis, depending on the severity of the infraction.

## CAFETERIA CONDUCT

1. The assigned teachers or aides are in full charge of the cafeteria. All requests or regulations set must be obeyed promptly.
2. Cash only will be accepted; we have a “no” charge policy.
3. Any individual or group using the cafeteria at any time must leave the table areas free of all debris and in an orderly condition.
4. Leftover food and milk must be separated from paper and dishes and each deposited in the receptacle designated, silverware placed in soaking container and trays stacked.
5. You are not allowed to drink coffee or pop during lunch serving time.
6. NO food or beverages may be taken from the cafeteria.

## STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES

The rules regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectations of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

## DRESS CODE

Friendship Central School takes pride in the appearance of its students. Your dress reflects the quality of the school, of your conduct and of your schoolwork.

You are expected to dress and groom yourself neatly and to come to school wearing clothes which are neat, clean, in good taste, and in compliance with safety regulations. School is not a place for wearing extreme fashions which are designed to call attention to the person wearing them. Your attire should not disrupt or interfere with the educational process.

\*\*\*\*\* Shoes or sandals must be worn at all times. \*\*\*\*\*

The following types of clothing have been a particular concern in the past and are not to be worn in school

1. Dresses, skirts, shorts, or ripped jeans that must be of modest length defined as a maximum of 6” above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.
2. Tops that do not come below the waistline and cover the midriff area while sitting or standing (the navel and back must be covered). Plunging necklines are not acceptable.
3. Spandex, tight fitting or pajama clothing.
4. Fishnet, open mesh, open-armed or “see-through” shirts.
5. Inappropriate writing, symbols, or pictures on clothing (including, but not limited to violence, sex, tobacco, alcohol or drugs). Written messages on the buttocks are not acceptable.
6. Pants or jeans with slits, holes, rips, or openings other than the “fly”. Pants must be worn as designed by the manufacturer, at the waist.
7. Under garments or their images should be concealed at all times.
8. The wearing of head gear (hats, caps, bandannas, sunglasses, sweatbands, etc.) unless prescribed by a medical authority as necessary for indoor use, by either male or female students.
9. Slippers (these are not shoes).

## DISCIPLINARY CODE OF ACTION

Our district must protect the learning rights of every individual student, but not at the expense of other students who are attempting to learn. There are those students who resist every effort put forth by school personnel involved in the disciplinary process. Despite strict laws requiring attendance, public education is not an absolute right and may be denied to those who fail to follow the rules and regulations of the Friendship Central School District. To forestall the final act of expulsion from school by due process of law, the school has developed the policy that the student is given every reasonable opportunity to learn appropriate behavior patterns before severe punishment becomes necessary.

### DISCIPLINARY GUIDELINES

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 students' ability to grow in self-discipline.

At the start of the 2019-2020 school year, the Middle School faculty and students implemented a restorative practice model with regards to discipline. The fundamental hypothesis of restorative practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things *with* them, rather than *to* them or *for* them. Our aim is to develop community and manage conflict and tensions by repairing harm and restoring relationships. We are looking to expand this initiative to our elementary and high school in the near future.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in positively 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 that led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability.

\*All disciplinary action is at the discretion of the Principal and/or Assistant Principal. Please note that the level of action refers to the seriousness of the incident and not the number of the occurrence. For example, Level One would mean a less severe infraction and not a first offense.

Offense/Violation	Level One Action	Level Two Action	Level Three Action
<b>DISRUPTIVE MISCONDUCT</b>			
Tardy to Class	1 <sup>st</sup> & 2 <sup>nd</sup> Instances: <ul style="list-style-type: none"> <li>Warning</li> </ul> 3 <sup>rd</sup> Instance: <ul style="list-style-type: none"> <li>Detention</li> </ul>	4 <sup>th</sup> & 5 <sup>th</sup> Instances: <ul style="list-style-type: none"> <li>Detention</li> <li>Parent Conference</li> </ul>	6 <sup>th</sup> Instance – Infinity <ul style="list-style-type: none"> <li>ISS with detention</li> </ul>
Tardy to School or Unexcused Absence (failure to bring excuse)	1 <sup>st</sup> & 2 <sup>nd</sup> Instance per Month: <ul style="list-style-type: none"> <li>Warning</li> </ul>	3 <sup>rd</sup> Instance: <ul style="list-style-type: none"> <li>Detention</li> </ul> 4 <sup>th</sup> Instance: <ul style="list-style-type: none"> <li>Detention</li> <li>Parent Conference</li> <li>Possibly considered truant</li> </ul>	5 <sup>th</sup> Instance: <ul style="list-style-type: none"> <li>2 Detentions</li> <li>Parent Conference</li> </ul> 6 <sup>th</sup> Instance – Infinity: <ul style="list-style-type: none"> <li>ISS</li> </ul>
Truant *Includes leaving the building without authorization	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS 2-3 days</li> <li>Parent Conference</li> <li>PINS referral</li> </ul>	<ul style="list-style-type: none"> <li>ISS 2-3 days</li> <li>Parent Conference</li> <li>Superintendent’s Hearing</li> </ul> 4 <sup>th</sup> Offense: <ul style="list-style-type: none"> <li>ISS 3 days</li> <li>Parent Conference</li> <li>Superintendent’s Hearing</li> </ul>
Skipping Class	<ul style="list-style-type: none"> <li>1 Detention for each instance (length of time = class time)</li> <li>Parent Conference</li> <li>Zero credit for all work missed</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Parent conference</li> <li>Superintendent’s Hearing</li> <li>PINS referral</li> </ul>
Leaving a Class without Permission	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>2 Detentions</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS 1- 3 days</li> <li>Parent Conference</li> </ul>
Disrupting Detention	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS ½ day</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent Conference</li> </ul>
Misbehavior for a Substitute Teacher	<ul style="list-style-type: none"> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent Conference</li> </ul>
Skipping Detention	<ul style="list-style-type: none"> <li>2 Detentions</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> </ul>	<ul style="list-style-type: none"> <li>ISS 1-2 days</li> <li>Parent Conference</li> </ul>
Intentionally Damaging or Destroying School Property	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> <li>OSS</li> <li>Restitution</li> <li>Police action, if warranted</li> <li>Superintendent’s Hearing</li> </ul>		

<b>Offense/Violation</b>	<b>Level One Action</b>	<b>Level Two Action</b>	<b>Level Three Action</b>
<b>DISORDERLY CONDUCT</b>			
Running in Hallways	<ul style="list-style-type: none"> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>Parent Conference</li> </ul>
Making Unreasonable Noise	<ul style="list-style-type: none"> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>Parent Conference</li> </ul>
Using language or gestures that are vulgar or lewd directed at staff or student	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent Conference</li> </ul>
Engaging in Any Willful Act that Disrupts School	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Superintendent's Hearing</li> <li>Parent Conference</li> </ul>
Trespassing	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Police Action</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Police Action</li> <li>Superintendent's Hearing</li> <li>OSS</li> </ul>
Computer Electronic Misuse	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>ISS</li> <li>Suspension of Usage</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Suspension of Usage</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Suspension of Usage up to one-year</li> <li>Superintendent's Hearing</li> </ul>
Inappropriate Web Sites	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>ISS</li> <li>Suspension of Usage</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Suspension of Usage</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Suspension of Usage up to one-year</li> <li>Superintendent's Hearing</li> </ul>
Misuse of Email	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>ISS</li> <li>Suspension of Usage</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Suspension of Usage</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Suspension of Usage up to one-year</li> <li>Superintendent's Hearing</li> </ul>
Misuse of video or Electronic Devices during School Hours (8 a.m. – 3 p.m.) or School Sponsored Events	<ul style="list-style-type: none"> <li>Warning/Parent Contact</li> <li>Teacher Confiscates Until End of Class/Parent Contact</li> <li>Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Superintendent's Hearing</li> </ul>
Abuse of Driving Privileges	<ul style="list-style-type: none"> <li>Loss of driving privileges up to 10 days</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Loss of driving privileges up to 30 days</li> <li>ISS</li> </ul>	<ul style="list-style-type: none"> <li>Suspension of driving privileges</li> <li>OSS</li> </ul>
Inappropriate Clothing	<ul style="list-style-type: none"> <li>Warning</li> <li>Change clothing or turn inside out/cover up</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>Change clothing or turn inside out/cover up</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Suspension</li> </ul>
Throwing Food and/or Consuming Food Outside of Cafeteria	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> <li>OSS</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Lunch detention for remainder of school year</li> </ul>
Horseplay (physical, non-threatening, inappropriate behavior)	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> <li>OSS</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>Parent Conference</li> </ul>
Class Disruption	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>ISS</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>ISS</li> <li>OSS</li> </ul>	<ul style="list-style-type: none"> <li>ISS</li> <li>OSS</li> <li>Parent/Teacher Conf.</li> </ul>

Cyber-Bulling	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• ISS</li> <li>• Suspension of Usage</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Suspension of Usage</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension of Usage up to one year</li> <li>• Hearing</li> </ul>
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Offense/Violation	Level One Action	Level Two Action	Level Three Action
<b>INSUBORDINATE MISCONDUCT</b>			
Failure to Comply with Reasonable Direction of Staff.	<ul style="list-style-type: none"> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> </ul>
Failing to Comply with an Administrative Directive	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Superintendent's Hearing</li> </ul>
<b>VIOLENT MISCONDUCT</b>			
Committing an Act of Violence upon a Teacher, Administrator or other School Employee acting in an Official Capacity			<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Committing an Act of Violence upon Another Student or Other Person Lawfully on School Property	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Police Action</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Police Action</li> <li>• Superintendent's Hearing</li> </ul>	
Possessing a Weapon			<ul style="list-style-type: none"> <li>• Police Action</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> </ul>
Threatening to Use Any Weapon	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>		
Intentionally Damaging or Destroying the Property of a Student, Teacher, Administrator, District Employee or Person Lawfully on School Grounds	<ul style="list-style-type: none"> <li>• ISS</li> <li>• Detention</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Police Action</li> <li>• ISS</li> <li>• OSS</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Police Action</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Restitution</li> </ul>
Fighting – Physical Altercation between students	<ul style="list-style-type: none"> <li>• 3 Days of OSS</li> <li>• Police Action</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Days of OSS</li> <li>• Police Action</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Fighting – Physical Altercation between students that leads to injury	<ul style="list-style-type: none"> <li>• 3 Days of OSS</li> <li>• Police Action</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Days of OSS</li> <li>• Police Action</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
<b>SAFETY / HEALTH / WELFARE MISCONDUCT</b>			
Lying to School Personnel	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> </ul>
Affirmative Duty To Report	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> </ul>

Stealing Property of Students, School Personnel or Other Person Lawfully on School Property or Attending a School Function	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• ISS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Defamation which includes making false statements or derogatory representations about an individual or group or any other form of "bullying"	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• ISS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>

Offense/Violation	Level One Action	Level Two Action	Level Three Action
Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning ( <b>bullying</b> ); verbally, written or through electronic means (text messages).	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action, if Warranted</li> </ul>
Intimidation, which includes actions or statements that put an individual in fear of bodily harm ( <b>bullying</b> )	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action, if Warranted</li> </ul>
Hazing, including any intentional or reckless act against another	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Selling, using or possessing obscene material	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco Vaping			<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Possession of any smoking materials or related paraphernalia (matches, lighters, rolling papers)	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> <li>• OSS</li> <li>• Police Action</li> </ul>	
Possessing, consuming, selling, distributing alcoholic beverages or illegal substances or being under the influence of such substances			<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Police Action</li> <li>• Superintendent's Hearing</li> <li>• Parent Conference</li> </ul>
Inappropriately using or sharing prescription and over-the counter medications, dietary supplements or any other compound of organic or synthetic substance such as synthetic cannabinoids		<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Police Action</li> <li>• Superintendent's Hearing</li> <li>• Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Gambling	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>
Indecent Exposure, exposure to the sight of private parts of the body in a lewd or indecent manner			<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>

Initiating a report warning of fire or other catastrophic event or setting off fire alarm without valid cause. Misuse of 911 or discharging a fire extinguisher or using a rescue window without authorization			<ul style="list-style-type: none"> <li>• OSS</li> <li>• Police Action</li> <li>• Superintendent's Hearing</li> <li>• Restitution</li> </ul>
P.D.A. – Physical Display of Affection	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• ISS</li> </ul>	
Sexual Misconduct	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Superintendent's Hearing</li> <li>• Police Action</li> </ul>		

\*Any discipline obligations owed by a student at the end of the school year will be administered during examination week or carried forward to the next academic year at the discretion of the administration.

\*Please note that school sponsored activities, field trips, etc. are considered a privilege. These events can be prohibited to individuals on the basis of poor behavior or poor classroom effort.

### 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 "time-out" in a classroom or in an administrative office.
2. Sending a student to the Principal's Office for the remainder of the class time.
3. Sending a student to a counselor or school psychologist for counseling.
4. Keeping a student after school (with parental notification)

Time-honored classroom management techniques such as these do not constitute disciplinary removal (formal removal).

### Formal Removal of a Disruptive Student From the Classroom

A disruptive student is defined as a student who is a substantial disruption to the educational process or substantial interference with a teacher's authority. This occurs when a student demonstrates a persistent unwillingness to comply with the teacher's classroom behavior rules. (ADMINISTRATION WILL FOLLOW GUIDELINES FROM THE "SAVE" PLAN).

Eligibility Schedule:

September 24th	Start of Ineligibility Period
October 15th	Removed or Placed on Ineligible List
November 12th	Removed or Placed on Ineligible List
December 10th	Removed or Placed on Ineligible List
January 14th	Removed or Placed on Ineligible List
February 4th	Removed or Placed on Ineligible List
March 4 <sup>th</sup>	Removed or Placed on Ineligible List
March 25 <sup>th</sup>	Removed or Placed on Ineligible List
April 22 <sup>nd</sup>	Removed or Placed on Ineligible List
May 13th	Removed or Placed on Ineligible List
June 3 <sup>rd</sup>	Removed or Placed on Ineligible List

After School Detention

- Detention will be held with the Principal or designated staff member.
- Students and parents will be notified one day in advance.
- Detention will be 3:00 – 4:00 PM. Monday, Tuesday, and Thursday.
- Students who are late to detention will NOT be admitted, and they will be counted as having NOT SERVED their detention.
- All students must bring school work to detention. Students who do not bring school work with them will be dismissed from detention, and they will be counted as having NOT SERVED their detention.
- Students are expected to be silent and intent on their work. They are not permitted to look around the room, slouch in their seats, or sleep. Their feet should be on the floor.
- A student is automatically reassigned to the next scheduled detention if he/she is absent or if detention has been canceled, such as during inclement weather.
- Any student who skips an after-school detention will not be allowed to attend after-school functions for that day.

### In-School Suspension:

- In-school suspension will be held with the Principal or a designated staff member.
- Students are responsible for the work they missed while serving ISS.
- Teachers will send classroom work for the student to complete while serving ISS.
- Any time a student is suspended (either In-School or Out-of-School, he/she is ineligible to participate and/or attend any extra-curricular / athletic activities starting at 3:00 pm on the day that he/she is informed of the suspension and continuing through to the start of school on the day he/she may return to school. This may include weekends as follows:
  - If the student is notified of the suspension on a Friday
  - The student is actually suspended on a Friday
  - The suspension starts before and ends after the weekend

### Out-Of-School Suspension:

Parents are responsible for the supervision of the student. In any case, no such student is allowed to be on school property.

- Any student who receives an out of school suspension will not be allowed to attend after-school functions for the duration of the suspension.
- Students are responsible for their missed classroom assignments.
- After-school time can be requested for classroom assignments.

### Permanent Suspension (Expulsion):

Permanent suspension is reserved for extra ordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of the other students, school personnel or any other person lawfully on school property or attending a school function. The Superintendent will deem which behaviors are extreme and warrant such action.

It is the feeling of the Board of Education and Administration that the consequences must match the offense. The course of disciplinary action taken is at the discretion of the administration. The frequency and seriousness of the violation will play a major role in the administration of the punishment.

## ACTIVITY ELIGIBILITY POLICY

*Revised May 2018*

### District Philosophy

The primary purpose of our educational institute is to provide for the basic academic needs of all students, first and foremost. The Friendship Board of Education believes that it is our responsibility to encourage students to work to their fullest potential. To maintain this goal, the following activity eligibility policy shall be enforced for all extra-curricular activities.

### District Goals for Extra-Curricular Programs

All participants shall follow the rules and regulations as set up by the school officials as standards of acceptable behavior.

All participants shall be contributing students to the community at large, through positive behavior.

### Criteria for Eligibility

- A student participant shall be a Bona Fide student of the Friendship Central School District.
- A student participant shall follow the rules and regulations of the school and sign a Code of Conduct when it is required for participation.
- A student shall be working to his fullest potential in all courses and maintain an acceptable level of performance.
- A student shall maintain good citizenship in both school and community in order to continue as a participant in school activities.

### Definition

Extra-Curricular activities cover all district-sponsored activities that are voluntary participation programs held after the regular scheduled academic day.

The following are considered extra-curricular activities covered under this policy:

- All Varsity Sports
- All Junior Varsity Sports
- All Junior High / Modified Sports
- All Clubs
- School Plays
- Class Offices & Activities
- Student Council
- Band/Choir Functions
  - Marching Band
- All other activities after school hours
  - Tutoring
  - Spectators
  - Class Functions
  - Prom
  - Field trips not pertaining to a specific classroom curriculum

**The above list is considered a guideline and is not necessarily all-inclusive.**

#### Eligibility Hearing

Any student who feels that he/she is being discriminated against may petition the Superintendent for a hearing to determine their case as it pertains to classroom performance. This petition must be presented within five days after the ineligibility list is posted. A committee of the Superintendent, Guidance Counselor(s), and three faculty members will maintain the authority to reinstate a student to participate in activities at any time with justification. If any member is a coach of the student involved, a faculty volunteer will be substituted for that committee member.

#### Guidelines Governing Eligibility

Eligibility in extracurricular activities is a privilege. This privilege is based on a student's academic performance. Should the student's academic performance and or progress diminish, restrictions will be placed on the student's involvement in after school activities.

Grades will continue to be generated roughly every 3 weeks. If, at any of those times, a student in grades 6-12 is failing two (2) or more courses, they will be considered ineligible. The student will remain ineligible until the next time that grades are generated.

Guidance counselors and administration will inform students of their eligibility status.

If a student is ineligible and playing for an athletic team, including a competitive club such as Lego League, Odyssey of the Mind, etc. they may practice with the team, but may not play in any games. However, if a student is failing three (3) or more classes when grades are generated, they will not be allowed to practice.

SPECIAL AWARDS..... LET US CATCH YOU BEING GOOD.....

Revised June 2016

1. **Annual Awards** Banquet in June for 9-12 students who maintain honor roll for the school year, 9-12 students with perfect attendance throughout the year, 9-12 students who are nominated as Student of the Month and students who participated in Varsity sports and 9-12 students who participated in ACSMA All County and NYSSMA Area All State.

OUR SCHOOL FUNCTIONS BEST WHEN SCHOOL OFFICIALS, PARENTS AND STUDENTS WORK AS A TEAM.

Parent/Guardians will be asked to sign an acknowledgement each year that they have reviewed the Discipline Code. This signature is required on page 2 of the Student Handbook.

# ATTENDANCE POLICY

Grades K-12

Revised May 2012

Frequent absences of pupils from the regular classroom learning experiences disrupt the continuity of the instructional process. Therefore, regular punctual attendance and cooperative participation in school is expected of all students. Any pupil who is absent from school will be required to make up work missed in assigned classes.

Absence from school, whether “excused” or not, detracts from the learning process.

This policy applies to all K-12 students enrolled in coursework.

The Education Law requires that the students enrolled in the Friendship Central School District attend school on every day unless legally excused. The District believes that the presence of the student and classroom participation are critical to the educational program offered and, as such, are properly reflected in a student’s final grade. The regular contact of students with one another in the classroom, and their participation in a well-planned instructional activity under the tutelage of a competent teacher, are vital to this purpose. Absences have a highly adverse effect upon the student as well as the entire educational program. Therefore, the Board of Education urges all parent/guardians to make every effort for their children to be in attendance.

- a) Any student absent more than **20** classes for a 40-week course or **10** classes for a 20-week course will not receive credit or unit of study for that course.
- b) A tardiness of more than twenty (20) minutes in a class will be counted as an absence from class.
- c) Attendance at school sponsored events, where instruction is substantially equivalent to the instruction that was missed, shall be counted as the equivalent of regular attendance. **Students will be excused (without penalty) for school-sanctioned events. Students are required to make-up all missed work. Prior approval from the administration is necessary for these excused absences.**
- d) Days for which a student is assigned home teaching, (such as a result of an accident or an extended illness) where instruction is substantially equivalent to the instruction which was missed, shall be counted as regular class attendance.
- e) Days for which a student is suspended from school may not be counted as absences unless the student fails to attend alternative equivalent instruction. Alternative equivalent instruction will commence immediately upon suspension. New York State Education Law does not require alternative equivalent instruction for a student over the age of sixteen.

f) In order for the student to be eligible to retake the course in summer school, if offered, or the next semester, if scheduled, he or she must remain in the course. Any student missing more than 30 classes will not be granted permission to attend summer school.

g) Upon Administrative approval parent/student may request after-school tutoring to make up for days missed due to documented medical absences. Student will have twenty (20) school days from the date of the documented medical absence to perform the after-school tutoring for those days. No days of after-school tutoring will be accepted after that twenty (20) school-day timeframe.

h) Documentation shall be maintained for a period of one year by the Building Administrator.

The Friendship Central School Board of Education, through the Superintendent of Schools, shall vigorously publicize and disseminate this policy in order to ensure faculty, student and parent awareness.

### Appeal Procedure

The Board of Education directs the Superintendent of Schools to develop administrative regulations necessary to implement this policy. Such regulations are to include an administrative appeal procedure.

If a student and his/her parents/guardians are not satisfied with the determination of the Superintendent of Schools, they may appeal the determination to the Board of Education. Such appeal must be received within (10) calendar days of the parent's receipt of the determination by the Superintendent of Schools. The Board of Education will review appeals at its next regularly scheduled meeting.

Education Law Section 3205

## **IMPLEMENTATION**

Stage 1: (Teacher/Instructional Group's Action) If a student possesses 8 unexcused/excused absences in a 40-week course or 4 absences in a 20-week course, a phone conference from the teacher or the instructional team. The teacher will keep the form on file and send copies to the Guidance Counselor, Principal and the Superintendent.

Stage 2: (Guidance Office Action) If a student possesses 12 unexcused/excused absences in a 40-week course or 6 absences in a 20-week course. The guidance counselor, by mail, will invite the parents or guardians to a meeting to discuss the possible outcomes if a student exceeds the attendance policy limits.

Stage 3: (Principal's Action) If a student possesses 16 unexcused/excused absences in a 40-week course or 8 absences in a 20-week course. The principal, by mail, will invite the parents or

guardians to a meeting to discuss the possible outcomes if a student exceeds the attendance policy limits.

Stage 4: (Superintendent's Action) Upon notification of a student's 21<sup>st</sup> class absence in a 40-week course or 11<sup>th</sup> absence in a 20 week course. The Superintendent will send a letter to the parents or guardians (copies to the Teacher, Principal, Guidance Counselor and Attendance Officer), stating that the student has lost course credit and a parent conference will be held.

## **ACADEMIC HONESTY POLICY**

### Parental/Student Agreement

The well-being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend Friendship Central School ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success at Friendship Central School where the student must engage in an honest and integral pursuit of knowledge. Academic honesty requires that students produce work that is their own work. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess.

### Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws. Academic Dishonesty Includes:

- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work;
- Using notes, aids, or another student's assistance to complete a test, a project or other assignment in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually;
- Looking at another student's test, answer sheet, or other materials;
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students. Therefore, all talking during tests is considered cheating;
- Copying from or allowing another student to copy from a test, homework, or other course work-which is not intended to be collaborative in nature. Further, all work that is intended to be collaborative in nature must be collaborative. Simply copying from other students or allowing other students to do all the work is *not* collaboration;
- Tampering with an instructor's records of grades or scores;

- Abusing the privilege of Internet access as stated in Friendship Central School's Policy for the Use of the Internet;
- Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. Although a student may authorize another student to copy or transfer electronic files, this action is considered cheating if effected without teacher permission;
- Plagiarizing materials; that are taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea be rewording and/or rearranging that author's original test;
- Any other action that is expressly prohibited by the teacher.

#### Responsibilities of Students, Parents, Teachers and Administrators

**The student** will uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. **No assignment is exempted from this policy.**

**The parent** will adopt the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his or her student and encouraging the student to practice academic honesty throughout the student's years at Friendship Central School.

**The teacher** will review with the students the policy of academic honesty at the beginning of each course and other times during the year as he or she deems it appropriate. The teacher will also enforce the policy in all instances of academic dishonesty following the process as outlined below.

**The administrator** will uphold the spirit of academic honesty with students, parents, counselors, teachers and other staff members in conferences and in each classroom. The administrator will review all reports of infractions and enforce the policy in all instances of academic dishonesty referred by the teacher following the process as outlined below.

## Process for Disciplinary Action

The process whereby a student will be punished for an infraction of the Academic Honesty Policy shall include the following steps:

- The student will be confronted by the teacher of the class where the infraction occurs.
- The administration will be alerted in writing.
- The teachers (or administrator if the teacher refers the infraction to the administration) will contact the parent to state the issue, review this policy, and explain disciplinary consequences.
- Disciplinary action will be effected by the school. Any disciplinary action, which the parent may choose to take, is separate from the disciplinary action taken by the school or district.
- All infractions will be recorded on the student's permanent discipline file.
- Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.

## Disciplinary Action for Student Violation of the Academic Honesty Policy

Note: A teacher may choose to handle the academic honesty infraction him or herself or refer it to the administrative office. Teachers and administrators reserve the right to respond to the wrong doing with punitive action of varying severity including temporary suspension or permanent removal of the student from the class, school, or special program depending on the nature of the infraction and the number of previous infractions. Consequences for a student's involvement in an act of academic dishonesty will include **one or more** of the following actions:

- The student may lose partial credit on the assignment or test. No make-up work will be offered to compensate for the lost credit.
- The student may receive an automatic and permanent zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero;
- The student may serve after school detention;
- The student may serve a Saturday detention;
- The student may be dropped from the National Honor Society (NHS) if the student is a member of that organization;
- The student may be dropped from consideration for future membership in the National Honor Society (NHS);
- The student may be dropped from consideration for various scholarships offered by the Friendship Central School district;
- The student may face suspension from extra-curricular activities, including but not limited to sports programs. Such decisions will be made by a committee that may be comprised of the teacher(s), administrator(s), extra-curricular advisor(s), the athletic director and the Student Council President;
- The student may be removed from the course with a grade of "F" (failure);
- The student may face suspension from Friendship Central School;
- The student may face expulsion from the Friendship Central School District.

NOTE: Revised May 7, 2002. This policy was developed by a committee of FCS teachers. Significant portions of this policy were borrowed from the Academic Honesty Policy of Troy High School in Fullerton, CA. (<http://troyhigh.com/academic/acadHonestyPolicy.htm>)

## **BOARD OF EDUCATION BULLYING POLICY**

The Friendship Board of Education is committed to providing a safe and productive learning environment within the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Friendship Board of Education shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the *District Code of Conduct* for all grade levels.

For purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings, destroying or vandalizing student property); any intentional display of force such as to give the victim(s) reason for fear or to expect immediate bodily harm.
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); any verbal threat or intention to display or use force such as to give the victim(s) reason for fear or to expect immediate bodily harm.
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying may also occur as various forms of harassment and/or hazing of students by other students – any systematic pattern of harassment and intimidation (including “pledging” and/or a student’s initiation into or affiliation with a school or student related organization or team).

The District also prohibits “internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal. The staff member/building principal to whom the report is made (or the staff member/building principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victim(s), witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the *District Code of Conduct* as incorporated in staff and student handbooks and District calendar.

The Board also acknowledges the seriousness of making false accusations. Any individual who knowingly makes false accusations against a student for allegations of bullying behavior may also face appropriate disciplinary action.

## Dignity for All Students Act

In accordance with the Dignity for all Students Act, the Friendship Board of education affirms its commitment to ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. Harassment is a violation of law and stands in direct opposition to District Policy. Therefore, the Board prohibits any type of harassment by employees, students, visitors, guests or other.

Harassment/Discrimination of students occurs when:

- a) An agent or employee of the District, acting within the scope of his or her official duties, has treated a student differently based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the School District. This is referred to as "different treatment" harassment.
- b) The District creates or is responsible for a hostile environment - i.e., harassing conduct (e.g., physical, verbal, graphic, written or cyber ) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the District. The District has subjected an individual to different treatment on the basis of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex race if it has effectively caused, encouraged, accepted, tolerated or failed to correct a hostile environment of which it has actual or constructive notice. This is referred to as "hostile environment" harassment.

The Board acknowledges that in determining whether harassment/discrimination has occurred, the relevant particularized characteristics and circumstances of the victim - especially the victim's race and age - will be taken into account when evaluating the severity of incidents in the School District. If it is determined that the harassment/discrimination was sufficiently severe so that it has adversely affected the enjoyment of some aspect of the District's educational program by a reasonable person, of the same age and race as the victim, under similar circumstances, the existence of a hostile environment will be found.

Any student who believes that he/she has been subjected to harassment/discrimination shall report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. All such reports will be kept as confidential as possible.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if a District has knowledge of or has reason to know of any alleged harassment/discrimination, the District is obligated, even in absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the result of the District's investigation, immediate corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measure will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measures will be applied up to and including suspension/expulsion.

The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment/discrimination has not resumed and that the victims and/or witnesses have not suffered retaliation.

The District shall take all appropriate measures to prevent the occurrence or continuation of any type of harassment/discrimination and shall implement remedial or corrective action where necessary.

The Board directs the Superintendent to develop regulations for resolving harassment/discrimination complaints by students. The Superintendent/designee(s) shall affirmatively discuss the topic of harassment/discrimination with all employees and students, express the District's condemnation of such conduct and explain the sanctions for harassment/discrimination. Furthermore, the District will provide harassment/discrimination training for all employees and students, and will provide counseling for the victims of harassment. A copy of this policy and its accompanying regulation shall be posted in appropriate places and available upon request to all employees and students.



Title VI of the Civil Rights Act of 1964  
42 United States Code (U.S.C.)  
Section 2000-d et seq.-Prohibits  
Discrimination on the basis of race, color  
or national origin  
34 Code of Federal Regulations (CFR)  
Part 100

## **BOARD OF EDUCATION SEXUAL HARASSMENT POLICY**

The Friendship Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of sexual nature when:

- a) Submission to sexually harassing behavior is a condition for the successful completion of any course of study or educational and extra-curricular activity, including the acceptance into or rejection from such course of activity;
- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature;

- c) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extra-curricular activity, or creating an intimidating, hostile or offensive learning environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complaint shall report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the District's investigation, immediate corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension/expulsion.

The Board prohibits any retaliatory behavior directed against complaints and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints by students. The Superintendent/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees and students.

Title IX of the Education Amendments of 1972

## **BOARD OF EDUCATION POLICY ON HAZING**

The Friendship Central School Board of Education recognizes that hazing, of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, intimidation and intolerance. The Board of Education further

recognizes that preventing and remedying hazing, in schools is essential to ensure a healthy environment in which students can learn and employees can work productively.

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of hazing. To this end, the Board condemns and strictly prohibits all forms of hazing on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

1. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy or the enforcement of this policy.
- D. This policy applies to behavior directly connected to school activities that occur on or off school property and before, during, and after school hours.
- E. A person who engages in an act that violates school policy or law shall be subject to discipline for that act.

Hazing Definitions:

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization\*, or for any other purpose. The term hazing includes, but is not limited to:

- *“Student organization” means a group, club, or organization having students as its primary members of participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.*
1. Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student’s willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
  2. Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Substance Abuse – use or abuse of tobacco, alcohol or illegal drugs.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health of dignity of the students or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

### Reporting Complaints

In order for the Board of Education to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of hazing, and persons with knowledge of hazing report the incident immediately. The district will promptly investigate all complaints of hazing, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

### Investigation/Resolution

If, after appropriate investigation, the district finds that a student, an employee or a third party including parent/guardian has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state and federal law.

All complainants and those who participate in the investigation of a complaint of hazing, have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

The Superintendent of Schools is required to develop and implement regulations for reporting, investigating and remedying allegation of hazing. These regulations are to be attached to this policy. Training programs shall be presented to students and employees to raise awareness of the issues surrounding hazing, and to implement preventive measures to help reduce incidents of hazing. Parents will be informed of this policy and the district's efforts to provide training to students and staff.

This policy shall be posted in a prominent place in the facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

*References:* Title VII, Civil Rights Act of 1964  
Title IX, Civil Rights Act of 1964  
N.Y. Human Rights Law, Executive Law~~290 et seq.  
Policy 0100 Equal Opportunity

**FRIENDSHIP CENTRAL SCHOOL**  
**ATHLETIC CODE OF ETHICS**

*Revised May 2019*



# Friendship Central School



## Athletic Code of Conduct

## **FCS Athletics Code of Conduct – Philosophy/Mission Statement**

The Friendship Central School Athletic Program is a natural extension of the high school curriculum, providing activities for the growth and development of our students. This includes experiences in human relations as well as physical & emotional development.

Our goal is to help the Parents/Guardians develop their student in the following ways:

- Improving self-image
- Ability to learn a new skill
- Measuring themselves against standards of quality
- Willingness to accept responsibility for their actions
- The ability to express positive ideas and solutions to problems
- Valuing fair play, honesty, and cooperation
- Respect for authority, their teammates, and themselves

Participation in the Athletic Program is a **PRIVILEGE** which the student enters into voluntarily. With this privilege comes a responsibility to:

- One's self
- One's team
- One's school

Our town, school and citizens are represented by the behavior of the students participating in the Athletic Program. We expect our students to be ambassadors of Friendship Central School and the entire community; holding high standards of sportsmanship, teamwork, sacrifice, leadership, and loyalty.

The following is in conjunction with the Friendship Central School's Code of Conduct and District policies.

### **Conditions to Participate:**

No girl or boy may participate in an interscholastic sports activity (including tryouts and practice) UNTIL:

A: Player and parent/guardian attends the preseason athletic meeting

B: Athlete has a NYS approved sports physical by a physician

C: An updated health form is turned into the Athletic Director

D: The student-athlete meets all NYSPHSSA eligibility requirements

E: Uniforms/Equipment from previous seasons have been returned or replaced.

F: Student/Athlete meets FCS academic eligibility requirements

1. A student who finishes the season academically ineligible is subject to a suspension and the due process procedure outlined below.

G: Following any injury that requires a physician's care until a doctor's release form is presented to the school nurse, coach, and athletic director.

H: Student-Athlete meets FCS's tardy/absence policies and requirements

1. Students must be in attendance for an entire school day in order to be eligible to play or practice that day.
2. A student that is tardy to school (after 8:10 am) without a legal medical excuse cannot play or practice that day
3. Absent or late to school the day after a game results in 1 game suspension
4. Students need to bring in medical documentation for a tardy to be considered legal and able to play or practice that day.
5. Even with a medical excuse a student-athlete must have at least 4 periods of class time in order to play or practice that day. (unless prior approval, at least 24 hour notice)

I: Students and parents/Guardians must watch and go through the NYS concussion video and the schools concussion protocol.

J: All aspects of any suspension must be completed.

\* Any suspension from previous years or previous Code of Conduct do roll over until they are fully served.

## **Substance Abuse**

A student participating in any Friendship Central School Interscholastic Athletic Program is absolutely forbidden to possess or use tobacco (including smokeless tobacco, Vaping devices or electronic cigarettes), possess or drink intoxicants (alcohol), or to possess or use any illicit (illegal) drug (including synthetic cannabinoids) and/or alcohol and drug paraphernalia, The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. If a violation occurs, every effort will be made to contact the student-athlete's parents/guardian in a timely manner.

**Any student-athlete found breaking the substance abuse policy will have the following consequences.**

**First offense-** 10 week suspension with the ability to be reduced to 5 weeks if enrolled in an approved counselling program.

**Second offense-** suspended for a full year of athletics

**Third offense-** no longer be able to play athletics at Friendship Central School.

## Code of Conduct

This also includes any social media posts, any post deemed derogatory, mean, or degrading targeted at a student-athlete, parent, spectator, coach, staff member, or Friendship Central in general will be dealt with accordingly.

### Student/Athletes

1. Student Athletes are held to a higher standard due to their participation in a school sponsored event and are expected to be role models: In school, after school, in the community and when visiting another school.
2. Sportsmanship and ethical conduct is always expected from all student athletes:
  - a. Ideals of fair play
  - b. Know the rules of the game
  - c. Promotion of physical, emotional, mental, social and moral well-being of all
  - d. Realize that athletics are only a game- **not a matter of life or death.**
3. Respect for all coaches, officials, teammates and should show courtesy to opposing coaches and athletes
4. Athletes are expected to attend all practices and games unless excused by the coach. Unexcused absences will be dealt with according to the due process section.
5. Accept victory and defeat with same poise.
6. Profanity and/or racial slurs are **NOT** permitted
7. Insubordination to faculty members or other adults or repeated disciplinary problems in school will jeopardize the students privilege to participate
8. Student Athletes will maintain academic and athletic responsibilities throughout the year.
9. Dress- As representatives of the Friendship School and community, student appearance is important and appropriate attire shall be worn as a spectator or participant.
10. Use and care of all equipment, facilities (home and away) and uniforms is expected to be at the highest level.
11. Student-athletes must participate for at least 90% of the season to be eligible for awards.

### Parents

1. Encourage their athlete to have good sportsmanship, support the team, coach, and the school.
2. Realize that all student athletes have faults and will make mistakes. These are times to help the student athlete to learn and improve themselves, not only athletically, but in life.
3. Playing time expectations for athlete's changes as athletes move from modified to varsity level activities.
4. Concerns during a season should follow the sequence below
  - a. Student athlete to talk to the coach about the concern
  - b. Parent to talk to the coach if the concern is unresolved

- c. Parents will then use the following progression if the concern still is unresolved: Athletic Director, Principal and finally the Superintendent

### **Spectators**

1. Adult spectators should be an example for student athletes and student spectators.
2. Maintain a **POSITIVE** attitude when cheering during the game. No profanity or derogatory language.
3. All persons attending a school function shall conduct themselves in a respectful and orderly manner, no matter if it's located in Friendship or another location.
4. Realize the conduct of fans establishes a reputation of the school and community
5. Spectators will demonstrate respect for all opponent players, coaches, spectators, and officials.
6. Official's rulings will be accepted and abided by all spectators.
7. Spectators are encouraged to leave the spectator space as clean if not cleaner than when they arrived at the event.
8. If any individual is repeatedly addressed by a chaperone or is required to leave a FCS event that person will not be able to attend another event until they have had a meeting with the Superintendent, Principal and Athletic Director.

### **Coaches**

1. There will be no athletic activities without a coach or adult supervision.
2. Promote good sportsmanship by setting a positive example.
3. Avoid behavior that will incite players, opponents or spectators.
4. Promote school pride and use competition to create healthy and strong citizens.
5. Coaches may establish additional rules and procedures as they deem necessary for participation of student athletes. These rules will be presented to the Athletic Director/principal for approval prior to its distribution to student athletes.
6. Coaches are to avoid negative comments to radio, TV and newspapers reporters.
7. Coaches' actions beyond the NFHS or NYSPHSAA suspension, can be put to the athletic council for further actions.

### **Transportation**

Transportation for all athletic events will be provided for coaches and student-athletes to and from the event.

Student-Athletes are required to ride on the bus TO and FROM contests not scheduled at Friendship Central School.

Student-Athletes can be signed out to ride home with a parent/guardian at the conclusion of the event. (All coaches have a sign out sheet)

Written notification must be given to the Athletic Director no less than 48 hours prior to a contest if the student-athlete will be released to another adult (parent of another player).

-Student-athletes will not be permitted to be dismissed to a boyfriend or girlfriend

Written notification must be given to the Athletic Director no less than 48 hours prior to a contest if the Student-Athlete is requesting to meet the team at the event: Coming from a doctor's appointment, funeral, etc.

Only Coaches, Student-Athletes, Score Keepers and team managers are allowed to ride the bus TO and FROM a contest. Spectators or non-team members are not allowed on the bus.

### **Due Process**

(Substance abuse is handled in a different section, below is in regards to non-substance concerns)

- A. Students participating in extracurricular activities will be afforded Due Process Rights prior to being suspended or removed from an extracurricular team or event.
- B. Coaches, employees, and community members of Friendship Central School are to report actions of students contrary to the athletic policy.
- C. Complaints must be made in the following order
  1. Coach
  2. Athletic Director
  3. Principal
- D. Investigation into the complaint/incident will occur immediately by the Athletic Director/Principal, with the indicated violator being informed of the investigation.
- E. Once the investigation is complete the indicated violator, the complainant and others that the report involves will be given a written copy of the findings.
- F. The severity of the Athletic Code Violation will dictate the appropriate action taken by the investigator.
- G. Penalties for violation of the Athletic Code have two distinct time frames. First time frame is for middle school grade 7&8. Second time frame will be for High School grades 9-12.
  1. Any violations of the code of conduct will reset at the start of the students 9<sup>th</sup> grade year, substance abuse violations will not reset.
- H. Tryout period- Student/Athletes are allowed a five (5) day try out period without any implication on quitting a team in letter I.
- I. Quitting a team
  1. An athlete has a 24 hour cool down period when the athlete informs the coach or Athletic Director of their decision.
  2. Each student/athlete is allowed one cool down period to quit a team for the school year. There are no second cool down periods.
  3. If the student/athlete decides to quit he/she is done for that season but can participate in the next sports season.
  4. Quitting a team will cause the student/athlete to be suspended in the next sport they choose to play.

- J. Penalties are the following, offenses are located on the Code Conduct on page 46.
1. First Offense – depending on the severity the penalty will be **warning to 5 games**
  2. Second Offense – depending on the severity **6 games to 10 games**
  3. Third Offense – depending on the severity **11 games to suspension from all sports for a full year**

### **Appeal Process**

- A. A student or the students' parents may appeal the action taken by the investigator and the Proposed reprimand in **writing** within five (5) school days to the Principal.
- B. Once notified of an appeal the district will convene the Athletic Committee within five (5) School days to hear the case.
- C. The committee will include:
1. Principal or Assistant Principal or Principal Designee
  2. Athletic Director or Designee
  3. Coach not involved in the appeal
  4. Teacher of the person appealing
  5. Student Council President or Vice-President or Designee
- D. The hearing will be conducted involving the coach of the sport involved, witnesses, the student/athlete, and the parents of the student/athlete if they wish to be involved. All shall be able to testify and ask witnesses questions to explore the matter.
- E. A decision shall be reached by a majority vote of the Athletic Committee and a written notice of the results shall be sent to the athlete, coach, Superintendent of Schools.
- F. If a student is dissatisfied with the decision of the Athletic Committee, the matter may be appealed in writing within five (5) school days to the Board of Education. The appeal shall be directed to the Superintendent. The Board of Education decision is final and the case will be closed.

\*\*\*Students appealing a substance abuse suspension may not practice or play during the appeals process.

\*\*\*Students appealing a non-substance abuse suspension may practice and play during the appeals process, with severe cases having the final decision from the superintendent and principal with regards to if the student may be able to continue to participate during the appeals process.

## **Communication Guidelines for Student-Athlete/Parent/Coach**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide great benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication You Should Expect From Your Child's Coach**

1. Philosophy of the coach and program.
2. Expectations the coach has for your child, as well as the entire team.
3. Locations and times of all practices and games.
4. Team requirements, i.e. special equipment, off-season expectations, etc.
5. Procedure should your child be injured during participation.
6. Disciplinary action(s) that may result in the denial of your child's participation.

### **Communication Coaches Expect From Parents**

1. Concerns expressed directly to the coach only after the student-athlete has talked with the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

### **Appropriate Concerns to Discuss With Coaches**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve,
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals and they make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

## **Issues Not Appropriate To Discuss With Coaches**

1. Playing time.
2. Team strategy and/or play calling.
3. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

## **Procedure to Follow To Discuss A Concern With A Coach**

1. Student-Athlete to contact the coach first in an attempt to resolve the situation. Call and set up an appointment with the coach.
2. If the resolution is not reached the parent is to contact the coach to set up an appointment with the coach.
3. If the coach cannot be reached call the Athletic Director to assist in arranging a meeting.
4. **Please do not attempt to meet with a coach before or after a contest or practice. These can be emotional times for both the parent and the coach, Meetings of this nature do not promote resolution.**

## **What Can A Parent Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution?**

1. Call the Athletic Director to set an appointment. The parent/guardian, coach, and Athletic Director will meet to discuss the problem. (In the event that the coach is the Athletic Director, the principal may be contacted for this step)
2. At this meeting, the appropriate next step can be determined.

**We hope the information provided will help make you and your child's experience with the Friendship Central School's Athletic Program less stressful, more enjoyable, as well as rewarding.**

### **Modified Program**

This level of interscholastic sports is primarily for seventh and eighth grade students. Ninth graders are often placed at the modified level when no junior Varsity level is offered. Sports conducted at this level focus on acquiring basic skills, learning game rules, the fundamentals of team play, appropriate behavior patterns, and healthy competition. An attempt will be made to give all team members meaningful contest participation over the course of a season.

It is not our policy to cut students at the modified level. However, if the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem, or is problematic because of facility consideration, reducing team size may be necessary.

### **Junior Varsity Program**

This level of interscholastic sports is primarily for ninth and tenth grade students. Occasionally, seventh and eighth grade students who have satisfied all Athletic Placement Process requirements are placed at this level. Junior varsity programs work towards achieving a balance between continued team and player development. Emphasis is placed on physical conditioning, refinement of fundamental skills, elements of strategies of team play, in addition to socio-emotional development. The outcome of each contest is slightly more important than at the modified level; however, striving for victory while attempting to give team members adequate playing time during the season is important. Members are expected to exhibit a high level of dedication and commitment with the goal of becoming a Varsity athlete. Although cutting is not encouraged, the number of participants is determined by the need to conduct an effective and meaningful practice and to play a contest.

### **Varsity Program**

This level of interscholastic sports is the culmination of all other levels. Normally, juniors and seniors combine for the majority of the roster positions, along with any sophomores and freshmen that have developed at an advanced rate. It is also possible for a seventh or an eighth grade student, who has satisfied all the Athletic Placement Process requirements to be included on a varsity roster. Although cutting is not encouraged, the number of participants is determined by the need to conduct an effective and meaningful practice and to play a contest. A sound attitude coupled with an advanced level of skill are prerequisites for a position on a varsity roster. Preparing to win and striving for victory in each contest are worthy goals of a varsity team, but they are not the only measures of success. Through participation, students acquire important qualities necessary for becoming responsible adults and productive citizens.

## TECHNOLOGY USAGE/COMPUTER CODE OF ETHICS

Dear Parent/Guardian:

The Friendship Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, "on-line services," "Wi-Fi" and the "Internet." These networks and the information received, transmitted or stored on them should in no way be considered private and will be monitored to protect system integrity. The school computer network runs in conjunction with and depends on services of the Western New York Regional Information Center at Erie 1 BOCES in West Seneca, New York. The district receives filtered Internet access through the Regional Information Center and is in compliance with the Children's Internet Protection Act. The use of the Internet is intended to support the process of education and those providing it. The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Friendship Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using computer networks or any other electronic media or communication, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communication apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will appropriately guide students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to District's computerized information resources will be designed in ways which point students to those resources which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Friendship Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to

ensure system integrity and that users are complying with the requirements of District Policy and regulation regarding student access to the DCS. Students should not expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspects of Friendship Central School District policy: the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following: If you have any questions about the Internet, and your child's access to it, please call or visit the school.

#### Friendship Central School Acceptable Use Policy for PreK-12 Students:

- Violate the property rights and copyrights in data and computer programs or use the network for illegal activities. (Example – software piracy or copying others work and calling it your own) (Questions regarding copyright should be directed to the building Library Media Specialist)
- Intentionally damage equipment or waste computer resources or intentionally download a file containing a virus.
- Use an electronic mail package other than the district operated service in use at the time while at school.
- Attempt to modify screen settings, computer hardware, system software or district prepared computer images.
- Load or copy software from or to district computers without the specific permission of the Technology Coordinator. This includes the use of portable media that have not been scanned for viruses. The district is not responsible for damage to any personal items.
- Divulge the contents of any database holding personal and/or confidential information related to children, parents or school business operations.
- Read or use private files/data without authorization.
- Use the network for slanderous, abusive, harassing or otherwise offensive messages or use the network to view or send pornography.
- Use the Internet for political lobbying.
- Use the network for spamming, pranks, threats, or other forms of unacceptable communications.
- Play games on the computer network or Internet unless an instructor for educational reasons specifies this game activity.
- Post inappropriate material on the Internet that directly affects school discipline or the safety or welfare of students or staff.
- Share personal password and network access or use another person's password and network access.
- Fraudulently use another person's name to send or receive messages.
- Use network facilities for commercial use or for personal or private gain.
- Engage in personal business that is unrelated to schoolwork.
- Conduct myself in such a way when using the Internet that violates school district policy or that poses the risk of disrupting school activities.
- Share personal information about myself; participate in chat rooms, games or other interactive recreational activities using the school's network. Students should never give full name, phone number, address to anyone over the Internet.

- Use the network to send unsolicited, non-educationally related messages which are inoffensive but which consume system resources. (Chain letters and e-mail with excessive digital photos or video as attachments, listening to real audio are examples of network use, which consume system resources.)

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measure (i.e., filtering or clocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

In addition to the use of technology protection measure, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to the following guidelines:

- Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

- Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computer with Internet access.

## **Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accesses via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

**Completion of the *FCS Parent/Student Electronic Device User Agreement* will be required before students are allowed to use Friendship Central School's technology.**



## FCS PARENT/STUDENT ELECTRONIC DEVICE USER AGREEMENT

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_

In this agreement, “we,” “us,” and “our” means the District. “You” and “your” means the parent/guardian and student enrolled in Friendship CSD. The “property” is a Device owned by Friendship CSD with the following serial number and asset tag.

<b>Asset #:</b> _____	<b>Serial #:</b> _____	<b>Verified by student</b> _____	<b>Initials</b> _____
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**Terms:** You will read, acknowledge, and sign this Parent/Student Equipment User Agreement before taking possession of the Property.

You will comply at all times with the Friendship CSD’s Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

**Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

**Loss or Damage:** Accidental damage may be covered by the insurance policy secured by the district on the property. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement cost. On campus loss or damage must be reported immediately to Friendship CSD administrative personnel. Off-campus loss or theft must be reported within 48 hours to Friendship CSD Administration. A copy of the report filed with law enforcement must be turned into school administrators by the next school day.

**Search:** At all times, the device and any software installed on the device remains property of Friendship CSD. As such, neither students nor parents have any expectation of privacy in the data stored on the device. District representatives retain the right to search digital media associated with the device. This media will include the local hard drive, USB storage Devices, and portable memory cards.

**Repossession:** If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property. If a transfer to another school takes place, you will have 48 hours to return the computer.

**Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property and will subject you to criminal prosecution or a civil action for recovery of the property and monetary damages or both.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Model Number: \_\_\_\_\_