

**G. RAY BODLEY
HIGH SCHOOL**

**6 WILLIAM GILLARD DRIVE
FULTON, NEW YORK
13069**

**2015-2016
STUDENT - PARENT
HANDBOOK**

***BE RESPECTFUL
BE RESPONSIBLE
BE SAFE***

Table of Contents

Academic Information	20
Alma Mater	6
Attendance/Absence Excuse Procedure	27
Board of Education Members	5
BOCES Transportation	17
Breakfast Program	17
Clubs & Activities	41
Code of Conduct	46
Course Catalog	20
Daily Bell Schedule	13
Dance Procedures	36
Delay Schedule	13
Dignity For All Students Act	47
Discipline Code	57
District Administration	5
Dress Code	53
Dropping a Course	22
Drug and Alcohol Policy	30
Early Dismissal	29
Eligibility	38
Eligibility Standard to Join an Activity	39
Emergency Closings	16
Exams and Academic Intervention Services	21
Faculty & Staff	7-8
Finals/Summer School Eligibility	21
Final Grades	21
Fire Drills/Evacuation	35
Graduation	46
Guidance Office	18
Health Office	18
Homework	21
Honor Roll, High Honor Roll	16

In-School Suspension	35
Lost and Found	18
Lunch Program	17
Mission Statement	3
Monthly Student Passes	67
Pass Procedures	14
Progress Reports	21
Public Conduct on School Property	59
Report Cards	21
Special Events at GRB	45
Stranger in the Building	35
Student Attendance	27
Student Conduct on School Buses	31
Student Directory Information	26
Student Lockers	16
Student Parking	17
Student Responsibilities	52
Study Hall	33
Suspension Procedure	34
Teacher Passes	65
Textbooks	18
Use of Drugs on School Property	31
VIP Passes	15
Visitors to the Building	16/58
Vision Statement	3
Yearbook	44

G. Ray Bodley Vision ~ to be the leading small-city high school in New York State.

G. Ray Bodley Mission ~ to graduate all students as independent learners who adapt to change, contribute to society and lead healthy, rewarding lives.

A Letter of Welcome from Mrs. Parkhurst, Principal

Dear GRB Students and Families,

Greetings and welcome to the 2015-16 school year! This agenda should provide you with the information needed to help you be a successful student at GRB. Please allow me to highlight those things I am sure you may need to reference.

Our **Course Catalog** is posted on our website under the Guidance Office link. We also have hard copies available in our Guidance Office should you need one. Listed below are some key items from the catalog you will find helpful throughout the year:

- Course offerings with their prerequisites
- Graduation requirements
- Course descriptions for AP and Dual Enrollment courses
- New Visions program
- Remedial courses, including AIS
- Determining grade level (class) status

Best wishes for a positive school year!

Sincerely,

Donna L. Parkhurst

FULTON BOARD OF EDUCATION MEMBERS 2015 – 2016

Mr. Robert Briggs
Mr. David Carvey
Mr. David Cordone
Mr. Timothy Crandell
Ms. Barbara Hubbard
Mr. Daniel Pawlewicz
Ms. Christina Plath

CENTRAL ADMINISTRATION

William R. Lynch, Superintendent	593-5510
Elizabeth Conners, Exec. Director of Instruction & Assessment	593-5509
Tom Greer, Director of Personnel	593-5537
Kathy Nichols, Director of Finance	593-5500
Geri Geitner, Director of Student Support Services	593-5500
Katherine Adams, Director of Spec. Instruct. Programs & Student Services	593-5520
Stephanie Maturo, Director of Technology	593-5518
Dan Carroll, Director of Support Services	593-5545
Carri Waloven, Director of UPK & Literacy	593-5782
Chris Ells, Director of Health, Physical Education & Athletics	593-5525
Terry Warwick, Director of Food Services	593-5516
Jerry Seguin, Director of Facilities, Operations & Transportation	593-5514

ALMA MATER

*On the banks of the old Oswego
Where Indian Camp Fires gleam,
Now stands our Alma Mater,
True Guardians of the stream.
Tho' our strength dwells ever with us
We never stronger seem,
Than when we are defending
Fulton's royal Red and Green.*

*Tho it be on field or platform,
that our valor meets the test,
We are fighting for old Fulton,
And she bids us do our best.
Then with victory as our portion,
Our banners may be seen
Waving high in glorious triumph
Fulton's royal Red and Green.*

*In these halls of our ambition,
True loyalty we learn,
with the courage to uphold it,
Ever steadfast, sure and firm.
So that when in life's broad vineyards,
Earth's fruits we seek to glean,
We shall always live to honor
Fulton's royal Red and Green.*

**G. RAY BODLEY HIGH SCHOOL
FACULTY AND STAFF
2015 – 2016**

Administration 593-5400

Mrs. Donna L. Parkhurst, Principal
Ms. Amy A. Stephenson, Assistant Principal
Mr. Marc J. Copani, Assistant Principal

Office Secretarial Staff 593-5400

Mrs. J. Haney, Admin. Asst. Mrs. J. Ingersoll, Admin. Asst. Mrs. L. Hughes, Aide

Guidance Counselors 593-5400 ext. 5407

Ms. C. Coniski Mr. M. Goodnough Mrs. L. Hyde Ms. T. Stubbmann
Mrs. K. Pappalardo, Admin. Asst. Mrs. C. Caza, Admin. Asst.

Attendance

Ms. C. Louise, Admin. Asst.

School-Home Liaison 593-5400 ext. 5134

Ms. K. Weston

School Psychologist 593-5400 ext. 5429

Ms. S. Fitzgerald

Health Services 593-5400 ext. 5414

Mrs. M. Blount, RN Mrs. S. Calkins, Aide

Special Education Staff

Ms. C. Cronk Ms. L. Brunschweiler, TA Ms. L. Gates Ms. T. Hallatt Ms. H. Harriger,
TA Mr. B. Heffron Ms. T. Hill Ms. P. Link Mr. J. Meeks Ms. T. Perkins, TA
Ms. G. Thompson Mr. R. Root Ms. R. Rosenbaum Ms. L. Slater Ms. K. Stone, TA
Ms. D. Tighe

Art

Ms. J. Tyler Ms. M. Williams

Family and Consumer Science

Ms. B. Hawley

Health

Mr. D. Stadtmiller Mr. J. Popper

Languages Other Than English

Ms. D. Honeywell Ms. J. Coleman Ms. C. Halladay Ms. J. Piraino Ms. C. Ruggio

Library/Media Center 593-5400 ext. 5422

Ms. W. Scalfaro, Librarian Ms. C. Shatrau, Library Aide Ms. S. Patrick, Comp. Lab Aide
Ms. J. Belair, Comp. Lab Aide K. Wilmot, Library Aide

Music Department 593-5400 ext. 5419

Mr. T. Caviness, Band Ms. A. Edele, Orchestra Mr. T. Nami, Chorus

Physical Education Department 593-5400

Mr. C. Stalker, ext. 4415 Mr. C. Halladay, ext. 4012
Ms. C. Richardson, ext. 5191 Ms. B. Lazarek, ext. 5191

English Department

Ms. B. Barton Ms. E. Boltz Ms. D. Crisafulli Mr. J. Heindorf
Ms. A. LaDuc Ms. R. Lescarbeau Ms. B. Morse Ms. J. Nysten
Mr. P. Pasho Ms. B. LaRocca Mr. L. Senecal Ms. J. Windsor

Social Studies Department

Mr. N. Fasulo* Mr. T. Benjamin Mr. C. Bono Mr. K. Cuny
Ms. S. Dauphin Mr. J. Fasulo Ms. A. Fiordimalva Ms. J. Kells
Ms. E. Kent Mr. E. McCarten Mr. B. Heffron Ms. J. Reese
Ms. J. Ruzekowicz

Science Department

Mr. C. Leece* Mr. G. Beckwith Mr. P. Burdick Mr. G. Galek Mrs. H. Kemper
Mr. D. Mainville Ms. K. Marshall Ms. J. Mathews Mr. R. Morse Mr. N. Murray
Mr. J. Rothrock Mr. T. Ward

Math Department

Ms. P. Downing* Ms. B. Clayton Ms. D. Cone Ms. A. DeRue
Ms. H. Lacey Mr. S. Lacey Mr. M. Perry Ms. J. Cretaro Ms. S. Ryan
Ms. C. Tabaczyk Ms. J. Tripoli

Technology Department

Mr. B. Sievers Mr. M. Thurlow Mr. E. Wasacz
Mr. J. Weigand Mr. D. Wilcox

ISS

Mr. D. Lyons

*Department Chairperson

Custodial Department

Mr. B. Peacock Mr. D. Pontante Ms. G. Bieganowski Ms. A. Carvey
Mr. D. Collins Mr. D. Gadziala Mr. D. Jones Mr. S. Perkins Ms. D. Rathbun
Ms. M. Ruiz Ms. M. Truax Ms. J. Whalen Ms. K. Wimler

Fulton City School District 2015-2016 Instructional Calendar

September 2015							October 2015							November 2015						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
Sept 2-Teacher Orientation Day Sept 3-Staff Development Day Sept 7-Labor Day Sept 8-Classes Begin Sept 30-Collaboration Day-early release							Oct 12-Columbus Day Holiday Oct 30-Collaboration Day-early release							Nov 11-Veterans' Day Holiday Nov 20-Elm Conferences-No School Elem Nov 26-27-Thanksgiving Recess						
December 2015							January 2016							February 2016						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29					
31																				
Dec 24-31-Christmas Recess							Jan 1-New Year's Day Jan 18-Martin Luther King Day Jan 26-29-Regents Exam Days							Feb 4-Collaboration Day-early release Feb 15-19-Winter Recess						
March 2016							April 2016							May 2016						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27*	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31*				
Mar 15-Collaboration Day-early release Mar 25-Good Friday							Apr 5-7-ELA Test Admin April 13-15-Math Test Admin April 22-Early Dismissal Elem Conferences April 25-29-Spring Recess							May 25-26-Gr 4&8 Science Perf. Test *May 27-if only use 4 closings May 30-Memorial Day Observed *May 31-if only use 3 closings						
June 2016							School Day Tally							Recess Days						
Su	M	Tu	W	Th	F	S	Sept	18	Feb	16	Recess Days									
			1	2	3	24	Oct	21	Mar	22	Collaboration Days-early release									
5	6	7	8	9	10	11	Nov	18	Apr	16	Staff Development									
12	13	14	15	16	17	18	Dec	17	May	21	First/Last Student Day									
19	20	21	22	23	24	25	Jan	19	Jun	17	Testing Days									
26	27	28	29	30				93		92	If # of emergency closing days are exceeded by 2/5, days will be made up in the following order: 2/19, 2/18, 2/17, 2/16. If additional days are needed by 3/24, days used in following order: 1/2 day on 3/25, 4/29, 4/28, 4/27, 4/26 and 4/25.									
June 1 & 14-22-Regents Exam Days June 6-Science Written Test June 23-Last Day of School							Total days = 185 Days & Orientation Day 9/2/15							*Unused Emergency Closing Days						

Approved: February 10, 2015

Report Cards/Progress Reports 2015-2016

Dates to Remember:

RTIM Interventions must be entered by Friday, September 25, 2015.	
Friday, October 9, 2015	5-week marking period ends
Tuesday, October 13, 2015	GRADES DUE AT 12:00 noon
Friday, October 16, 2015	5-week progress reports mailed
Friday, November 13, 2015	1 st marking period ends
Wednesday, November 17, 2015	GRADES DUE AT 12:00 noon
Wednesday, November 17, 2015	IEP/RTIM Progress Reports at 2:30
Friday, November 20, 2015	Report cards mailed
Friday, December 18, 2015	15-week marking period ends
Tuesday, December 22, 2015	GRADES DUE AT 12:00 noon
Monday, December 28, 2015	15-week progress reports mailed
Thursday, January 29, 2016	2 nd marking period ends
Tuesday, February 2, 2016	GRADES DUE AT 12:00 noon
Tuesday, February 2, 2016	IEP/RTIM Progress Reports at 2:30
Friday, February 5, 2016	Report cards mailed
Friday, March 4, 2016	25-week marking period ends
Tuesday, March 9, 2016	GRADES DUE AT 12:00 noon
Friday, March 12, 2016	25-week progress reports mailed
Friday, April 8, 2016	3 rd marking period ends
Tuesday, April 12, 2016	GRADES DUE AT 12:00 noon
Tuesday, April 12, 2016	IEP/RTIM Progress Reports at 2:30
Friday, April 15, 2016	Report cards mailed
Friday, May 20, 2016	35-week marking period ends
Tuesday, May 24, 2016	GRADES DUE AT 12:00 noon
Friday, May 27, 2016	35-week progress reports mailed
Thursday, June 23, 2016	4 th marking period ends
Thursday, June 23, 2016	Grades due before leaving
Thursday, June 23, 2016	IEP/RTIM Progress Reports
Monday, June 27, 2016	Report cards mailed

Progress reports and report cards will be mailed home. The final report cards will be mailed home on June 27th. Summer school registration will follow the release of report cards to parents.

Name	Math	Social Studies	Science	English	Elective	Elective	Elective
MP#1 Goal							
Week #1							
Week #2							
Week #3							
Week #4							
Week #5							
Mid-marking Period #1 Grades							
Week #6							
Week #7							
Week #8							
Week #9							
Need/Goal MP#1							
Overall Avg. GOAL							

Name	Math	Social Studies	Science	English	Elective	Elective	Elective
MP#1 Grade							
Week #1							
Week #2							
Week #3							
Week #4							
Week #5							
Week #6							
Week #7							
Week #8							
Week #9							
Need/Goal MP#2							
Overall Avg. GOAL							

Name	Math	Social Studies	Science	English	Elective	Elective	Elective
MP#2 Grade							
Week #1							
Week #2							
Week #3							
Week #4							
Week #5							
Week #6							
Week #7							
Week #8							
Week #9							
Need/Goal MP#3							
Overall Avg. GOAL							

Name	Math	Social Studies	Science	English	Elective	Elective	Elective
MP#3Grade							
Week #1							
Week #2							
Week #3							
Week #4							
Week #5							
Week #6							
Week #7							
Week #8							
Week #9							
Need/Goal MP#4							
Overall Avg. GOAL							

**G. RAY BODLEY HIGH SCHOOL
Daily Bell Schedule 2015-2016**

Bell	Time	Length (Minutes)
1	7:29-8:08	39
2	8:12-8:51	39
3	8:55-9:34	39
Guided Study Hall	9:38-10:00	22
4	10:04-10:44	40
5	10:48-11:28	40
6	11:32-12:12	40
7	12:16-12:56	40
8	1:00-1:39	39
9	1:43-2:22	39

A.M. CiTi bus - 7:50 a.m.
P.M. CiTi bus - 11:30 a.m.
Late Buses run Monday–Thursday at 3:10 & 4:00 p.m.

Inclement Weather Delay <u>TWO HOUR DELAY SCHEDULE</u>		
Bell	Time	Length (Minutes)
1	9:29 – 10:00	31
2	10:04 – 10:33	29
3	10:37 – 11:06	29
4	11:10 – 11:39	29
5	11:43 – 12:12	29
6	12:16 – 12:45	29
7	12:49 – 1:18	29
8	1:22 – 1:51	29
9	1:55 – 2:22	29

TWO HOUR DELAY

(The CiTi bus ride is approximately 30 minutes.)

In the event of a 2-hour delay, A.M. CiTi students who ride the bus to school will be placed in a supervised location. Students with their own transportation must sign in with the attendance office by the end of bell 5. If CiTi is cancelled after students have arrived, parents must contact the school to authorize dismissal of their student(s).

1. Four (4) minutes are scheduled between each period for changing class-rooms. Students should be in all scheduled classes or signed in at an appropriate location on

time. Students who arrive late to class should have a pass or receive a minor referral for being late to class.

2. A student reporting to school after 7:29 a.m. is tardy and must report to the attendance clerk before going to classes. Unexcused tardies to school receive a minor referral and 1 point as per our disciplinary point system. (Three unexcused tardies within one week constitutes a major referral and will be addressed by an administrator.)

3. All students must have an assigned class or study hall each bell. Students with an unassigned bell should report to his/her counselor for placement immediately.

4. Once students arrive on school grounds, they are to remain at school unless they are given permission by the school administration, the attendance office or the school nurse to leave.

PASS PROCEDURES

Students need a pass at all times to travel in the hallway during instructional time.

- Students must use a student agenda pass in order to travel throughout the building (e.g. locker, bathroom, drink, etc.)
- Written passes – a pre-signed pass is used during instructional time to travel in the hall when a student needs to visit a classroom for academic purposes.

G. Ray Bodley High School Positive Behavior Intervention Matrix

	Be RESPECTFUL	Be RESPONSIBLE	Be SAFE
All School Settings	Follow adult directions. Place garbage/recyclables in appropriate containers. Support each other with praise and recognition. Maintain personal space.	Eat and drink only during appropriate times and in appropriate places. Non-approved electronic devices are off and out of sight during the school day. Follow district computer use Policies. Use technology for positive and constructive purposes. Report any school vandalism to a staff member immediately.	Always have your school ID. Report any safety concerns to a staff member immediately. Know emergency evacuation procedures.
Classroom	Use language appropriate for the public setting. Listen when others talk. Use level 2 or below voices. Recognize and respect all learning styles and levels.	Attend all scheduled classes. Be on time and ready to learn.	Use equipment/materials for intended use.

Hallways Stairwells Lockers	Follow directions given by any staff member Use quiet voices to avoid interrupting classes Respect others' space	Use passes in agenda Report any unsafe conditions to nearest staff member Keep your locker and materials organized	Walk quickly, quietly and safely to your destination Walk on the right side of the hall Place garbage in a container
Bathroom	Give people privacy Knock on stall door Use level 1 or below voices Use bathrooms for intended purpose only	Use a pass and sign out and in Put towels in garbage Flush toilet, wash & dry hands before leaving	Report any problems or messes to an adult Use bathroom for personal hygiene purposes only
Cafeteria	Use level 2 or below voices, level 1 when in line Quietly wait your turn in line. Use table manners appropriate for public dining. Remain seated until dismissed.	Dispose of lunch materials appropriately. Attend your scheduled lunch period only. Know your PIN.	Use table manners appropriate for public dining. Be aware of others and walk in the cafeteria. Follow cafeteria traffic pattern.

PBIS

G. Ray Bodley High School is a PBIS school that strives to recognize those students who are exemplifying positive behaviors in school. Several incentive plans have been developed to recognize those students who are exhibiting the school wide expectations of:

Be Respectful, Be Responsible and Be Safe.

VIP PASSES

Privileges include use of VIP card in lieu of pre-signed passes and access to outside picnic table area during lunch and study hall.

VIP PASS CRITERIA:

1. 95% attendance
2. 95% on time for school
3. No major referrals
4. Grades:
 - a. 10 weeks- 70% or better in each class
 - b. 20 weeks- 75% or better in each class
 - c. 30 weeks- 80% or better in each class

Card Benefits:

- Can be used in lieu of a pre-signed pass during study hall or lunch bell.
- 4 extra passes per month in agenda.
- **VIP Upperclassmen only:** Juniors and seniors may eat lunch outside on picnic tables in back of school.
- **VIP Seniors only:** Any senior with a study hall, may sign out from their study hall to the cafeteria or the outside picnic tables.

Guidelines for Use:

- This card is to be used solely by the student it is issued to.
- Student must carry the card and show it when in use.
- Student should follow class schedule and go to study hall first before leaving for an alternate location.

HONOR ROLL, HIGH HONOR ROLL

- Students must be enrolled full-time (5.5 credits) in order to be eligible for honor or high honor roll consideration.
- Eligible students must carry at least an 84.5% grade point average of in all courses with a minimum of 5 subjects, plus PE, in order to be eligible for the honor roll and carry at least an 89.5% grade point average of in all courses with a minimum of 5 subjects, plus PE, in order to be eligible for the high honor roll.
- Students who meet the above criteria are recognized with certificates.

STUDENT LOCKERS

1. The office assigns lockers for student use to keep books, coats, bags, lunches, and other necessary materials that students do not want to carry all day.
2. Once combinations are handed out, please safeguard your combination and do not share the combination or locker with any other student.
3. In order to be on time for each class, please plan your day so that you will not frequent your locker between every bell.
4. Report any locker malfunction to the Main Office immediately.
5. Keep in mind that lockers are school property and are not to be written on or defaced in any way. Lockers store your materials and may be subject to search by an administrator at any time he/she deems it necessary.

VISITORS TO THE BUILDING

Parents and other citizens are encouraged to visit our school during the course of the school year. All district buildings remain locked during school hours. Once visitors gain access by pushing the buzzer button, persons who are not students or staff are to sign in at the attendance window, identify their purpose for entering the building and obtain a visitor's pass when he/she enters the school building. Visitors may be asked for picture identification upon request.

EMERGENCY CLOSINGS

The Superintendent of schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety of personnel in our building. Parents are requested to check local news/radio broadcasts for delay/closing information.

BREAKFAST PROGRAM

Breakfast will be served in the cafeteria starting at 7:00 a.m. daily. Students need to plan accordingly to allow enough time to eat and be present on time for first bell class.

STUDENT PARKING

- Passes are obtained in the Main Office. Proof of registration, insurance, and driver's license are required.
- Passes are to be appropriately hung from the rear view mirror.
- Student parking areas are located on the southeast end of the building and the far north end.
- Students parking in non-designated areas (e.g., visitor area, teachers lot, etc.), or not displaying an appropriate permit may lose the privilege of parking anywhere on school grounds. The privilege may be earned back.
- Students are expected to meet school wide expectations to have parking privileges on school property.

BOCES TRANSPORTATION

1. Transportation for all high school students attending BOCES classes will be provided by Fulton City School District.
2. For the safety of students attending BOCES class, all students are to ride the District provided bus transportation services.
3. Exceptions to the above will be warranted only when the student obtains prior written permission from the high school Principal, BOCES teacher, BOCES Administration and parent/guardian to take a vehicle for an approved educational purpose.

LUNCH PROGRAM

1. G. Ray Bodley High School has an on campus lunch policy. Students are permitted to eat lunch on campus in the cafeteria or privileged area during their lunch bells.
2. Four lunch bells have been scheduled for students to take advantage of the hot lunch program. Only students who are scheduled for a particular lunch bell are permitted in the cafeteria.
3. Students are not permitted to leave class or study hall to go to the cafeteria.
4. There are bathrooms and a drinking fountain provided in the cafeteria for student use during lunch.
5. Students are to be on time for their scheduled lunch and are permitted to leave only when authorized by an administrator or with a pre-signed pass.
6. Students are expected to take care of their own garbage by placing it in one of the provided containers when they are done eating.
7. It is expected that students will be courteous by speaking politely to cafeteria staff, each other and lunch monitors.
8. Students that are not able to follow the cafeteria expectations (see behavior matrix on pages 11-12) may lose the privilege of eating in the cafeteria until such time they can demonstrate the ability to do so.
9. Students are required to use a pin number to purchase lunches and ala carte food items.
10. Application forms for free and reduced breakfast and lunch programs may be obtained in the Cafeteria or Guidance Office.

TEXTBOOKS

Teachers may issue students books for academic use. These texts are school property and it is expected that reasonable care will be given to any and all books lent out. Books issued are numbered and a record is kept with the student's teacher. Students will be charged for lost or damaged books loaned to them. *New textbooks* lost or damaged will be billed to the student at current replacement cost.

LOST AND FOUND

All articles that are found on school grounds should be turned in to the Main Office. If a student loses anything, he/she should report the loss to the office as soon as possible. Lost and found items will then be held in a locked location. Neither the Fulton City School District nor the staff of GRB High School is liable for the theft or damage of personal property.

GUIDANCE OFFICE

The guidance department counselors are here to assist students in learning more about individual interests, aptitudes and abilities.

The many functions of the Guidance Office include individual counseling regarding school achievement, study habits, social development and financial assistance for furthering educational opportunities; processing of working papers; intervening when needed to address social and/or relationship issues, and dissemination of information on local employment opportunities.

Through standardized testing, interest inventories, counseling sessions, grade reporting and review of cumulative school record folders, a counselor will help students in selection of appropriate courses and development of a high school program to meet their individual future needs.

When a student wishes to visit with his/her guidance counselor, the student should do the following:

1. Students may access the Guidance Office with permission from their teacher. Students must have a signed pass form their teacher. We understand that crises do occur and students are encouraged to see a counselor as needs arise.
2. Students may be summoned from study hall or class to the guidance department by a pre-signed pass, or via the intercom system.

HEALTH OFFICE

- It is the student's responsibility to report all injuries that occur in school or on the way to and from school to the nurse immediately. The school nurse will administer first aid and notify a parent if warranted.
- A student feeling ill is to ask his/her teacher or an administrator for written permission (i.e. hall pass) to see the nurse.
- Students entering the Nurse's office are required to sign in. If the student's illness warrants, as determined by the Nurse, a parent is called and the student may be sent home.
- In case of serious injury or illness requiring medical care, the parent/guardian is notified immediately. (Please help the school by informing the district of any

changes in phone numbers or addresses. If you do not possess a phone, a relative or friend's telephone number is acceptable)

- All medication, prescription and over-the-counter, must be left with the nurse and taken under her supervision. Students needing to take medication during school hours will need BOTH written parental and physician's permission to do so. Please include the following in your note: the student's name, the name of the medication, the dosage, the time, the reason for taking the medication, and a parental signature. (School fax- # 593-5427)
- Students returning to school after a communicable disease are to report to the nurse before going to class. This includes head lice.
- The nurse may issue a "one time" physical education excuse for an unanticipated need. When a student needs to be excused from P. E. for more than 2 weeks a physical education contract is initiated with a doctors order. This is issued to maintain credit for physical education.
- State Law requires that all students in the 10th grade as well as all new students have a physical exam on file. The schools physician or the student's primary care provider can provide this. All students participating in interscholastic sports also require yearly physicals.
- Students are eligible to have the nurse fill out the medical certificate required for an application for working papers, if a current physical is on file.
- All 10th grade students are screened yearly for vision and hearing. All 9th grade students are screened for scoliosis. The school nurse does these screenings. Complete immunization is required for school attendance. The Health Office assists students in meeting these needs.

Guidelines for Incidents of Student Exposure

When a student and/or students are involved in a blood/body fluid incident during school/school related activity, the following will occur:

1. Required first aid procedures will be administered to all wounds and exposed areas by the school nurse or qualified medical personnel.
2. A student accident report will be completed by the school nurse and kept in the student's health record.
3. A parent and or guardian will be notified and advised to consult with their private physician regarding any further medical care that may be needed.
4. A notification of blood/body fluids incident form will be given to or mailed to parent/guardian.

Continued counseling for issues regarding blood/body fluid exposure will be obtained from student's private physician. HIV education will be taught within but limited to the New York State Health Education curriculum.

ACADEMIC INFORMATION - EXISTING DIPLOMA REQUIREMENTS

High School Credit Requirements

Students who first entered high school in September 2001 and thereafter, must earn at least 22 units of credit in order to graduate from high school. The chart below shows the credits (units) required in each of the core subjects for the Regents Diploma and Advanced Regents Diploma.

Core Subjects	Regents Diploma	Advanced Regents Diploma
English	4 units	4 units
Social Studies	4 units	4 units
Mathematics	3 units	3 units
Science	3 units	3 units
Art/Music	1 unit	1 unit
Health	.5 unit	.5 unit
Physical Education	2 units	2 units
LOTE*	+ 1 unit	+ 3* units
	<hr/>	<hr/>
Total Core Credits	18.5 units	20.5 units
Electives	+ 3.5 units	+ 1.5 units
Total Credits	22 units	22 Units

- Language Other Than English
- * Students acquiring five units of credit in occupational education, art or music may be exempted from the three-unit Language Other Than English (LOTE) requirement for an Advanced Regents Diploma. However, one unit of study in a LOTE is required and can be earned by passing either the 8th grade final exam in LOTE in Jr. High or passing a high school LOTE course. Career and Financial Management is required if pursuing the occupational education option.

COURSE CATALOG

A Course Catalog will be distributed to all students prior to registration and scheduling of classes. Extra copies of the Course Catalog are available in the Guidance Office and it is posted on our website.

SENIOR STUDENT STATUS

A student will be considered a senior only if that student is eligible for graduation in June or August of that school year.

Definition of Terms:

Carnegie Unit- A unit of credit is earned when a student successfully completes any subject taken a minimum of five (5) days a week for a full year.

Sequence- A sequence is a three unit minimum specialization in any subject area other than English, Social Studies, or Physical Education. A five-unit sequence is a specialization in any subject other than Physical Education.

Electives- An elective is any subject chosen by a student, exclusive of required subjects, that may be credited toward graduation requirements and toward a sequence.

ACADEMIC STUDY HALL

Academic Study Hall is held Monday – Friday from 2:30 – 4:00 p.m.

ACADEMIC INTERVENTION SERVICES

Students are placed in Academic Intervention Services (AIS) when they fail to meet the performance criteria for that course. Students are exited from AIS when at least two data points demonstrate mastery for that course.

FINAL GRADES

In one-unit subjects, final grades are determined by using the four marking period grades and the final examination grade (Regents or final examination). In half unit subjects, use the two marking period grades twice and the final examination as 1/5 to determine the final mark. Passing the final school examination by a student does not necessarily indicate that the student passes the course.

FINAL EXAMINATIONS/SUMMER SCHOOL ELIGIBILITY

Students must complete their courses by taking a final examination (local or Regents) as per teacher's requirement. If a student does not take an examination, he/she is not eligible to enroll for summer school. Students who fail to show up for the final exam (local or regents) will be reported as a no show and a zero will be averaged in with the quarter grades. Make-ups will not be given for local exams unless an absence is valid and verifiable.

REPORT CARDS

The high school employs a ten-week marking period with report cards issued four times during the school year, November, February, April and June.

PROGRESS REPORTS

Progress reports are mailed to students at five-week intervals before the report cards are issued. Parent-teacher conferences may be arranged at any time through the Guidance Office.

HOMEWORK

Homework is recognized and encouraged as an extremely valuable activity and as an appropriate extension of classroom instruction. Homework provides excellent opportunities for developing good study habits, providing for

individual differences and abilities, and encouraging self-initiative on the part of the student.

The Fulton Board of Education believes that parental involvement in students' homework is essential to making homework an integral part of their educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide good working conditions at home, but must refrain from doing the work for their child. (Policy #4730)

ADDING/DROPPING A COURSE

Dropping a Course

Students are asked to carefully consider and select their elective courses to minimize the need to drop a course during the school year. Even so, some students may still wish to drop a course. Requests to drop a course require the completion of a "Request to Add/Drop Form" that can be obtained from the student's teacher. Following the conference with his/her teacher, the student will need to consult with his/her school counselor, get approval from the principal and finally from his/her parent/guardian.

Deadlines for Dropping a Course

If the drop occurs within five school days of the midpoint of the course, there will be no record of the course. If the drop occurs after this time period, the course will be recorded as either a Drop/Passing or Drop/Failing on the student's permanent record, depending upon the student's course average at the time of the drop. The Principal will make the final determination regarding a student dropping a course of study.

Adding a Course

While caution should be exercised in determining one's course load, students may add a course as space in the class and in their schedule allows. Requests to add a course require the completion of a "request to Add/Drop Form" that can be obtained from the teacher whose course the student wishes to add.

Following the conference with his/her teacher, the student will need to consult with his/her school counselor, get approval from the principal and finally from his/her parent/guardian.

Deadlines for Adding a Course

All courses must be added with the first ten (10) school days of the course's start date. Any special requests to add a course after the initial 10 day deadline require teacher permission.

REPORTING DISCRIMINATION, HARASSMENT AND BULLYING

The school principal is the school employee charged with receiving all reports of harassment, bullying and discrimination; however, students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee. The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of discrimination, harassment and bullying; and will promptly take appropriate action to protect individuals from further discrimination, harassment and bullying.

It is essential that any student who believes he/she has been subjected to discrimination, harassment, bullying or retaliatory behavior, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence, immediately report same to any staff member or administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses or suspects bullying/cyber-bullying behavior) shall document and take appropriate action to address the immediacy of the situation and shall promptly report in accordance with the following paragraphs.

Upon receipt of a complaint (even an anonymous complaint), or if a District official otherwise learns of any occurrence of possible conduct prohibited by this policy, the school employee shall promptly and orally notify the school principal no later than one school day after such school employee witnesses or receives the complaint or learns of such conduct. Such school employee shall also file a written report with the school principal no later than two school days after making such oral report.

After receipt of a complaint, the school principal shall lead or supervise a thorough investigation of the alleged harassing, bullying and/or retaliatory conduct. The principal or the principal's designee shall ensure that such investigation is completed promptly and investigated in accordance with the terms of District policy. All complaints shall be treated as confidential and private to the extent possible within legal constraints.

Based upon the results of this investigation, if the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated the District's Code of Conduct, immediate corrective action will be taken as warranted, it will take prompt action reasonably calculated to end the violation, eliminate any hostile environment, create a more positive school

culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such violation was directed.

In the event that the Principal is the alleged offender, the report will be directed to the Superintendent of Schools.

All complaints of alleged harassing, bullying and/or retaliatory conduct shall be:

- i. promptly investigated in accordance with the terms of District policy;
- ii. forwarded to the school building's Dignity Act Coordinator for monitoring; and
- iii. treated as confidential and private to the extent possible within legal constraints.

The principal must notify promptly the Superintendent of Schools and the appropriate local law enforcement agency when he/she believes that any harassment, bullying or discrimination constitutes criminal conduct.

ANNUAL NOTICE OF RIGHTS OF ACCESS TO EDUCATION RECORDS

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents of eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible

student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA, allows schools to disclose those records, without consent, to the following parties or under the following conditions. **34 CFR§ 99.31**
 - School Officials with legitimate educational interests;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

STUDENT DIRECTORY INFORMATION

Dear Parent / Guardian of a G. Ray Bodley High School Student:

Under the Family Educational Rights and Privacy Act (FERPA), the **G. Ray Bodley High School** is permitted to disclose information from your education records to your parents, if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Signature: _____ Date: _____

If parents live at the same address, please list both in # 1.

1. Name(s) _____

Address _____

City, State, Zip _____

Telephone _____

2. Name(s) _____

Address _____

City, State, Zip _____

Telephone _____

If you do not want to release information as outlined in the accompanying letter, please return this form to G. Ray Bodley by October 1, 2015.

STUDENT ATTENDANCE GRADES 9-12

In an effort to promote good attendance habits and academic success at the high school level, the following practices will be implemented:

1. When attendance falls below 90%, school staff will monitor attendance.
2. The school staff member(s) designated by the principal will generate a list of all students whose attendance has fallen below 90% at least every 5 weeks.
3. The building principal, support staff and school nurse will determine if any absences are due to long term illness or other known extenuating circumstances constituting legal absences. Staff will maintain contact with parents of these students to determine what supports should be put in place for appropriate instruction and make up opportunities. A medical statement from the student's doctor may be requested to verify illnesses.
4. Interventions will be initiated for students whose attendance has fallen below 90%, as outlined in the section entitled "**Developing Intervention Strategies.**"

Attendance falls below 90% when absences accrue to:

- 5 days within 10 weeks
- 7 days within 15 weeks
- 9 days within 20 weeks
- 12 days within 25 weeks
- 14 days within 30 weeks
- 16 days within 35 weeks
- 19 days within 40 weeks

EARNING ACADEMIC COURSE CREDIT

Each high school student must be in attendance a minimum of ninety percent (90%) of the total number of days a course is in session during the academic year in order to receive credit for a semester and full year course subjects.

The ninety percent (90%) rule of attendance means that: (1) In a full year, one credit course, a student must not be absent more than eighteen (18) days during the entire course; (2) In a half year ($\frac{1}{2}$) credit course, a student must not be absent more than nine (9) days during the entire course if credit is to be earned by the student; (3) In a full year course with a lab, a student must not accumulate a combined total of more than twenty-seven (27) days absence during the entire course if credit is to be earned by the student.

Absences are considered as non-attendance in a class for ANY REASON. This attendance regulation does not distinguish between excused and unexcused

absences, as outlined in the New York State Education Department's regulations concerning attendance.

Make up opportunities shall be provided, as outlined below, for students who do not maintain 90% attendance or better.

If, however, cancellation of a class(es) should result due to the School District's cancellation, (i.e.: inclement weather, emergency closings) this would not count against a student's attendance.

For short term absences (fewer than five consecutive school days), the student will have the opportunity to make up class work and/or class time as determined by the individual teacher in accordance with the district's make up policy, referenced below.

For long term absences due to illness, as documented by a physician, the parent should contact the school to arrange for homebound tutoring. When a student is receiving homebound tutoring, the student is considered to be in attendance at school.

ATTENDANCE/ABSENCE EXCUSE PROCEDURE

For the safety of students, it is requested that a parent or guardian contact the Attendance Office (593-5405, press 1 for attendance) at any time prior to 8:30 a.m. on the day of absence. An automated calling system will be used in daily contact with parents whose students are absent. Parents calling the school for absent students should give the following information: the student's full name, reason for the absence and date of absence.

Upon returning after an absence from school, students are to present a written excuse from a parent/guardian containing:

- the student's full name
- the date(s) absent
- the reason for absence
- signature of parent/guardian

To be counted as an excused absence the written excuse needs to be turned in to the Attendance Clerk within 10 school days.

When a student is to be released early, students may not simply leave school grounds for any excuse, even after speaking with his/her parent / guardian and receiving permission. This student **MUST REPORT** to the Attendance Office to be released. Failure to follow the above procedures will result in administrative disciplinary action.

EARLY DISMISSAL

A student who is to be excused before the end of the school day needs to bring a written excuse from home or may be excused by a verifiable phone call from the parent/guardian. This excuse should contain the name of the student, the date, the reason, and parent/guardian signature. The excuse is to be taken to the Attendance Office and a yellow excuse slip will be issued to the student. The student, if leaving during a bell, should show the excuse to their teacher prior to leaving class. This student should then report back to attendance that he/she is leaving the building.

TOBACCO USE Policy # 1530.0

The Board of Education recognizes the health hazards associated with smoking as well as all other forms of tobacco use and, therefore, supports the elimination of the use of all forms of tobacco products in school buildings, school buses and/or school property.

Notwithstanding the provisions of any other law, rule or regulation, no person shall use tobacco on school grounds. Further, the Board of Education prohibits students from possessing any tobacco or related paraphernalia in school buildings, school buses and/or school property.

ENFORCEMENT PROCEDURE OF TOBACCO USE POLICY FOR STUDENTS:

1. Smoking or use of other tobacco products is not permitted during, immediately preceding or immediately following school hours on any school grounds or vehicles.
2. Administrators, teachers and all other school employees shall make a valid effort to eliminate all tobacco use by students in school buildings and on school property during, proceeding and following school hours.
3. Students who ride buses to and from school may not leave school grounds after arrival of the bus in the morning or before its departure at dismissal for the purpose of using tobacco. Any student using tobacco under these circumstances shall be considered in violation of Board of Education policy to the same degree as if they were on school property.
4. Tobacco use is not permitted on school or BOCES buses at any time. Bus drivers will report incidents of tobacco use on buses to administration.
5. Any teacher or other school employee who discovers a student using tobacco as prohibited above must report such incidents to the administration.
6. Students are not permitted to carry any tobacco products or paraphernalia (e.g. lighters, matches, etc.) with them on school grounds. Such items will be confiscated and appropriate disciplinary action will occur. (It will be the

assumption of the administration that if students carry such products they intend to use them.)

DRUG AND ALCOHOL POLICY # 5312.1

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and to inhibit the use/abuse of alcohol and other substances.

No students may use, possess, sell, or distribute alcohol or any other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike, and substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Any student exhibiting behavior, or conduct, or personal physical characteristics indicative of having used or consumed alcohol and/or other substances, or any student who school personnel have reasonable grounds to suspect has used alcohol and/or other substances shall be prohibited from entering school grounds or school-sponsored events.

In order to educate students on the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K-12.

Any staff member observing alcohol/drug possession or usage by students shall report the incident immediately to the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall then seek immediate action. Any alcohol/drugs found shall be confiscated immediately, followed by notification of the parent(s)/guardian(s) of student(s) involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with Local, State and/or Federal law enforcement agencies.

The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol and other substance use/abuse are preventable and treatable.
- Alcohol and other substance use/abuse inhibit the district from carrying out its central mission of education students.
- The behavior of the Board, the administration, and all school staff employees should model the behavior asked of the students.
- While the district must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished, only through collaborative, coordinated efforts with parents, students, staff, and the community as a whole.

USE OF DRUGS ON SCHOOL PROPERTY

When any student is found by a school employee to be either

1. *Administering* drugs, including alcohol, to him/herself or *admitting to be under the influence* of drugs, including alcohol, or;
2. *Distributing or selling* drugs, including alcohol, or;
3. *Medically suspected* of being under the influence of drugs, including alcohol, the school employee should notify administration immediately. The administrator in conjunction with the school nurse will determine the appropriate medical action to be taken. Treated as a medical problem, the procedure for temporary medical exemption shall be followed. If it is diagnosed the student is in fact under the influence of drugs, including alcohol, the student:

- A. Shall be suspended from school for a period not to exceed five (5) academic days by the school principal.
- B. Shall have his or her parents/guardians contacted for an immediate conference and the police shall be notified.
- C. May be referred to the Superintendent of Schools under Education Law 3214.
- D. Shall be referred to the school's designated counselor for evaluation and possible referral to appropriate schools and/or agencies for rehabilitation.

REGULATIONS IN SPECIFIC AREAS

STUDENT CONDUCT ON SCHOOL BUSES

REGULATIONS Policy # 8414.3 and 8414.3-R

The Board of Education believes it is crucial for students to behave appropriately while riding on district buses, to ensure their safety, that of other passengers, and the fewest possible distractions for bus drivers.

Some students are eligible for district transportation. While the law requires the district to furnish transportation for such students, it does not relieve

parents of the responsibility for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. It is important that those waiting for buses conduct themselves properly in respect to the rights and property of others. However, only after a student boards the bus does he/she become the responsibility of the district. Such responsibility shall end when the student is delivered to his/her regular bus stop at the close of the school day.

The school bus shall be regarded as an extension of the classroom; students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Ref: Education Students shall:

1. Be on time for the bus, but should not arrive at the stop earlier than ten minutes before the time at which the bus usually arrives.
2. Not allow younger children who are not yet attending school to accompany them to the bus stop.
3. Observe all safety precautions while waiting/boarding the bus, including:
 - a. Not playing, or obstructing roadways;
 - b. Not crossing streets if possible;
 - c. Following bus driver's directions when crossing a street;
 - d. Not pushing, pulling or chasing other students; and
 - e. Not trespassing on private property.
4. Line up at least six feet off the road and only approach the bus after it has completely stopped and the bus driver has opened the door;
5. Get on the bus quickly and be seated at once. If no seats are available, the student shall proceed to the rear of the bus, remain standing in the middle aisle, and grab a seat bar firmly before the bus begins to move;
6. Listen carefully and obey directions issued by the driver;
7. Not eat food on the bus;
8. Be allowed to carry items that can be held on the student's lap;
9. Not extend arms or other parts of body out the windows;
10. Not change seats while the bus is moving;
11. Not shout or make other excessive noise, including the use of stereo systems, that may distract the driver;
12. Help keep the bus clean and sanitary;
13. Be courteous to other students;
14. Remain seated on the bus until arrival at school or home bus stop; Not use any tobacco products, drugs, including alcohol, nor transport same;
15. Not transport animals;
16. Not transport weapons of any sort (including squirt guns)
17. Not throw articles (snowballs, eggs, water balloons, etc.) on, at, or in the vicinity of the school bus or bus stop.

18. Depart the bus quickly in a courteous manner and, if a street must be crossed, walk in front of the bus at a distance of at least 10 feet from the front of the school bus.

Uniform disciplinary procedures as developed by the Superintendent of School with the advice of the Building Principals and the Manager of Transportation and Safety shall be enforced by the Building Principals in a uniform manner

If a student does not conduct himself/herself properly on a bus, instances shall be brought to the attention of the Building Principal in writing by the bus driver within one school day.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the student involved shall be responsible for seeing that their children get to and from school safely. Any such suspension shall be in accordance with the provisions of the Education Law.

STUDY HALL EXPECTATIONS

- A study hall is to be used for academic purposes only.
- Students not in good academic standing and/or who owe assignments need to remain in their assigned study hall unless they are going to work with a teacher.
- Students should come to study hall prepared to complete academic tasks. Academic tasks might include:
 - Completing homework
 - Studying: vocabulary, notes, test materials, classwork etc.
 - Organizing binders, notebooks, etc.
 - Checking schooltools.com
- Students will sit in the seat assigned to them.
- Students may not leave the study hall room without a pre-signed pass from a current teacher for an academic purpose or may use one of their agenda passes.
- Students should sign the sign out sheet when leaving and upon returning.
- Students planning to use the library, guidance office, nurse's office, etc. must sign in to study hall and then report directly to that location.
- Students should maintain a quiet atmosphere. Based on the prior behavior and approval from the teacher, students may talk quietly for the last 2 minutes of study hall.
- Students may use iPods/mp3 players (with headphones) during study hall at a volume that is not able to be heard by others. This privilege is

allowed only if a student is completing academic tasks and at the discretion of the supervisor.

ACADEMIC STUDY HALL

Academic Study Hall will be conducted Monday – Friday from 2:30 – 4:00 PM.

OFFICE DETENTION

Office detention is held after school and is supervised. Detention begins five minutes after the end of the school day and ends at 3 p.m. or 4 p.m. as assigned. Transportation is provided for students serving office detention. Students will be given one-day advance notice before they have to serve detention.

If a student is assigned detention on a day that causes a conflict, it is the student's responsibility see an administrator to serve the detention. Students are to bring study materials with them and are expected to be quiet and cooperative.

LUNCH DETENTION

Students placed on lunch detention will report to the assigned lunch detention room and wait 10 minutes before being allowed to get lunch. Students will be escorted to and from the serving line of the lunch room and return to the assigned lunch detention room.

HALL RESTRICTION

Students who are placed on hall restriction need permission from an administrator to leave a class during class time. If permission is granted students on hall restriction will be escorted while out of the classroom. Students on hallway restriction will be escorted from class to class at a time before or after the regular passing of classes.

SUSPENSION PROCEDURE

The Principal may suspend a student from school for a period of no longer than five school days. A meeting will be held with the student to explain the charges prior to the suspension. An administrator will always notify the parent(s)/guardians in every suspension case. **Parent(s)/guardians may request an informal conference prior to the suspension going into effect.**

A letter will be sent to the parent/guardian indicating the reason(s) for the suspension and if necessary, arrangements will be made for a conference with an Administrator prior to the student's re-admittance to school. For serious or repeated violations of school rules and regulations, the Board of Education and Superintendent of Schools are authorized to suspend a student for periods in excess of five school days. At this time the student, with his/her parents, is entitled to a hearing before the Superintendent of Schools and has the right of

representation by counsel and the right to question witnesses against him/her. Students may be suspended according to Section 3214 of the New York State Education Law for the following reasons:

1. A student who is insubordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health, or welfare of others.
2. Students whose physical or mental condition endangers the health, safety or morals of themselves or others.

During the time of suspension a student may not be on school district property, school buses, or engage in any extra-curricular school activities. The guidelines set forth in the Code of Conduct are to be considered when disciplinary action is determined. The administrator may deviate from the guidelines depending on the circumstances of a particular situation.

IN-SCHOOL SUSPENSION

The Board of Education recognizes the importance of school attendance. Therefore, suspension or expulsion from school must be viewed as a last resort in dealing with student disciplinary infractions. The Board also recognizes the need to remove unruly or disruptive students from the regular class so that learning can take place in the classrooms.

The Board directs the Superintendent of Schools to develop an in-school suspension program. The program shall provide appropriate supervision in the in-school suspension rooms.

FIRE DRILLS/EVACUATION

1. When the bell sounds students are to stand quickly and leave the room in an orderly manner under the direct supervision of the teacher.
2. Student should continue moving quickly and quietly from the building to the area designated by their teacher.
3. Teachers must bring their attendance and accompany their classes from the building.
4. There is to be no pushing, jostling or horseplay at any time during the drill/evacuation.
5. In the event an exit is blocked, be familiar with possible alternative exits.
6. A signal will be sounded or a staff member will indicate when it is clear to re-enter the building.

STRANGER IN THE BUILDING

In the event of an individual entering the building without signing in, the building administrator/designee may institute a Lock Down procedure. This procedure requires that all students and teachers remain in their designated classrooms with doors shut and locked, with lights off, and shades left as they are until the situation has been deemed all clear by an administrator.

DANCE PROCEDURES

1. All dances at G. Ray Bodley High School will be for GRB students only. Prom and Senior Dinner Dance Guests must be in grades 9-12 and beyond, but no older than twenty years of age at the date of the event and are subject to administrative approval.
2. Dances must be scheduled through the Student Senate with approval of the principal.
3. After entering the dance, students may not leave the building without permission. If a student should leave without permission, they will not be permitted to return to the dance.
4. An administrator or club advisor should be present at the door to be certain that all students entering abide by the rules associated with the GRB dance procedures and those applicable with GRB High School.
5. Sponsors of the dance must provide for one uniformed police officer to be present.
6. Dance attendees may not enter with food and/or beverages.
7. Students must meet eligibility requirements.

STUDENT COMPLAINTS AND GRIEVANCES 5311.3-R Definitions:

1. Grievant shall mean a student who alleges that there has been a violation of Title IX or Section 504 Regulations, which affect him/her.
2. Grievance shall mean any alleged violation of Title IX or of Section 504 Regulations.
3. Compliance Officer shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX and/or Section 504.
4. Representative shall mean any person designated by the grievant as his/her counsel or to act in his/her behalf.

Individual complaints and grievances shall be handled in accordance with the following guidelines:

1. For informal conciliation, students should confer with the appropriate teacher or school personnel to achieve prompt resolution. Students may appeal to the highest authority in the school building i.e., the Building Principal, who has the final determination on all such matters. For resolution of matters where appeal procedures are prescribed by statute, (i.e., student suspensions), the prescribed course of action will be followed.
2. On issues affecting the student body, students may address the student government or student council in order to resolve such matters.
3. Students may be afforded a conference with the Building Principal in accordance with the rules and procedures established by the student government.

4. The resolution of student complaints alleging any action prohibited by Title IX and/or Section 504 of the Rehabilitation Act shall be dealt with in the following manner:

Stages:

A. Stage I-Compliance Officer

1. Within 30 days after the events giving rise to the grievance, the grievant shall file a grievance in writing with the Compliance Officer. The Compliance Officer may informally discuss the grievance with the grievant. He/she shall promptly investigate the complaint. All employees of the school district shall cooperate with the Compliance Officer in such investigation.
2. Within 15 days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that there has or has not been a violation of Title IX or Section 504 of the Rehabilitation Act. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.
3. If the grievant is not satisfied with the finding of the Compliance Officer or with the proposed resolution of the grievance, the grievant may, within 15 days after he/she has received the report of the Compliance Officer, file a written request for review by the Superintendent.

B. Stage II-Superintendent of Schools

1. The Superintendent may request that the grievant, the Compliance Officer, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing shall be held where such parties may appear and present oral and written statements supplementing their position in the case. The Superintendent shall hold such hearing within 15 school days of the receipt of the appeal.
3. Within 15 days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX and/or Section 504 of the Rehabilitation Act and a proposal for equitably resolving the complaint.
4. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within 15 days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

C. Stage III-Board of Education

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.

2. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 school days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.
3. The Board shall render a decision in writing within 15 days after the hearing has been concluded.

ATHLETICS

ONONDAGA HIGH SCHOOL LEAGUE

GRB High School participates in the Onondaga High School League. In some sports the league will be divided into divisions.

INTERSCHOLASTIC ATHLETICS

All male and female students are encouraged to participate in interscholastic sports. The schools sponsor a large variety of sports so that every boy or girl should find one or more sports to his/ her liking. Students must have the approval of the school physician and the consent of their parents/guardian before reporting for participation in any sport.

FALL SPORTS

Football
 Women’s Tennis
 Cross Country
 Cheerleading
 Soccer
 Golf
 Volleyball

WINTER SPORTS

Basketball
 Ice Hockey
 Wrestling
 Swimming
 Bowling
 Cheerleading

SPRING SPORTS

Lacrosse
 Men’s Tennis
 Baseball
 Track & Field
 Softball

ELIGIBILITY

Certain extra-curricular activities require an extensive amount of time outside of the school day. This district is concerned that this extra time may affect students’ academic performance. Therefore, these students are subject to the eligibility process.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

The Board of Education has the authority to establish standards as prerequisites for eligibility for extra-curricular activities 5305.0. These standards apply to entry qualifications as well as to continued participation in such activities. The standards shall be described in the Student/Parent Handbook.

Eligibility requirements shall include academic standards, behavioral standards, and activity participation standards. These standards shall be applied equally to all student participants. All student participants should be informed that

they have the obligation to act in a responsible manner because of the leadership roles they play in the school environment.

ELIGIBILITY STANDARD TO JOIN AN ACTIVITY

Students whose academic average is above 65% and passing all courses for the marking period prior to the beginning of their activity shall be eligible to join the extra-curricular activity. The marking period average used to determine eligibility is identified by the time of year that the activity begins. Eligibility shall be determined based on the chart below.

MARKING PERIOD	ACTIVITY PERIOD
4 th Quarter	Weeks 1-10
1 st Quarter	Weeks 11-20
2 nd Quarter	Weeks 21-30
3 rd Quarter	Weeks 31-40

Students, whose academic average is below 65% or failing one course during the marking period prior to their activity, shall be notified by the Building Principal/designee that he/she may only participate in any extra-curricular activity under a Restricted Participation Plan. This plan shall last for a minimum of four weeks. The components of this plan include being assigned to the Phase 1 Continuing Participation process in all courses and an academic contract developed by the Building Principal.

Continued Participation: Eligibility Standard to Continue Participation in an Activity.

Each extra-curricular participant's behavior and academic performance shall be monitored by staff (teachers and administrators) through a continuing eligibility program.

Behavioral standards shall include:

- A ban on consumption/use of alcoholic beverages, illegal drugs or tobacco products.
- A focus on the skills and attributes that make students successful.
- Compliance with the rules governing any activity is generally required as a condition of participation in extra-curricular activities.
- Attending parties or establishments where minors are involved in using alcohol or illegal drugs is prohibited.

The Building Principal shall designate, in writing, staff to serve as disciplinarians or on the disciplinary committee for extracurricular activities. Although suspension from participation in an extra-curricular activity does not require a full hearing pursuant to Section 3214 of the Education Law, a student must be given the opportunity to appear informally before the disciplinarian and/or the

disciplinary committee, and present his/her side of the story as part of a general discussion of the conduct under review.

Entry Qualifications: Eligibility Standard to Join an Activity 5305.0R1

1. Prior to final selection of participants for any student activity a list shall be developed by the Athletic Director and the Building Principal. This list shall be an alphabetical list of students whose prior ten-week average was less than 65.0% or were failing any course/courses.
2. The Principal or designee shall notify each student who is placed on a Restricted Participation Plan.
3. The Principal or designee shall place each student on an academic contract and Phase 1 continuing eligibility process for a minimum of four weeks.
4. The principal and athletic director shall inform teachers, coaches and advisors of any students placed on the Restricted Participation Plan.
5. To implement the Restricted Participation Plan:
 - a. The Principal/Athletic Director shall develop and implement a process to identify any student whose average was less than 65.0% or students failing any course.
 - b. The Principal shall notify identified students that they are eligible to participate only on a Restricted Participation Plan. The Principal shall implement the components of the Plan.
 - c. The Coach/Advisor shall monitor the academic progress of each identified student, encouraging the student to be successful to ensure continued participation in the activity.
 - d. The Student shall take actions required to meet the criterion of the academic contract and the Phase 1 Continuing /eligibility process for continuing participation.
 - e. The Principal or designee shall monitor the progress of each student on a Restricted Participation Plan and initiate action if necessary.

Continued Participation: Eligibility Standard to Continue Participation in an Activity

1. Within 5 school days of the beginning of a student extra-curricular activity, each teacher shall receive an alphabetical list of each student participating in each extra-curricular activity. The list will be provided by the Athletic Director or the activity advisor to the Building Principal for distribution.
2. Each teacher shall review the list of students participating in each extra-curricular activity to identify any of his/her students participating in extra-curricular activities.
3. Since each student's academic and social success is a pillar of the extra-curricular program, each teacher shall report any pattern of inappropriate

academic effort or social department to each student with suggestions to improve.

4. If the student does not correct the identified deficiencies, the teacher shall notify the student, the Building Principal and the student's parent/guardian of the commencement of the Phase 1 eligibility process using the 5305.E form. Once signed and dated by the student and teacher, this form is given to the Building Principal for next day written distribution to the student's coach or advisor and parent/guardian.

5. Any student whose academic effort or deportment continues to be detrimental to his/her academic success shall be continued on Phase 1 or moved to Phase 2 at the discretion of each affected teacher.

The building principal/designee shall require each teacher to report inappropriate academic effort or social department of any student to the Building Principal and parent/guardian.

EXPLANATION OF PROBATION 5305.0E1

PHASE I:

Student is given a warning about the stated problem. The student has one school week (7 consecutive school) days to correct or stop the problem. The student may continue in the above activity during this PHASE I probation. At the end of the school week one of the following determinations will be made:

PHASE I dropped - no further problem/improvement has been shown.

PHASE I continued - probation is continued for one school week.

PHASE II initiated.

PHASE II:

The student is suspended from the extracurricular activity for one school week (7 consecutive school days) and cannot be involved in practice or activities. At the end of this week, if there is no further problem or if improvement has been shown, the suspension is dropped and the student may return to the above activity. If there has not been satisfactory improvement or if the problem continues, then the student is suspended from the activity for additional periods of two school weeks (10 consecutive school days) until there are no further problem or until improvement has been shown.

CLUBS/ACTIVITIES

STUDENT SENATE

Student Senate is an administrative body of the school comprised of students whose chief duty is to function for the students. All clubs and student business affairs are regulated by Student Senate and fall under the jurisdiction of this student government. The purpose of Student Senate is to aid in the administration of G. Ray Bodley, to adhere to student wants to the best of its

ability and to insure the democratic right of every student of G. Ray Bodley to be heard. The Student Senate will be composed of one representative per thirty-student Guided Study Hall, two representatives per sixty-student Guided Study Hall, three representatives per ninety-student Guided Study Hall, four representatives per one-hundred student Guided Study Hall.

GRADE LEVEL/CLASS OFFICERS AND VOLUNTEERS

Each grade level has elections for positions of President, Vice-President, Secretary, and Treasurer. These Class officials as well as any other interested students from that class meet to discuss and plan activities/events that benefit their class. Such activities may include fundraisers, planning for events, hallway decorating, Junior Prom, Senior Dinner Dance, Senior Day and Senior Trip.

CHESS CLUB

Chess Club (& Gamer's Club) is a group of students made up of anyone from the GRB student body that enjoy the game of Chess and other critical thinking games and activities.

CHRISTIAN CLUB

This group of students is comprised from members of the G. Ray Bodley student body who are Christian who desire an outlet to share ideas, problem solve and support other fellow students. They meet weekly to engage in discussions of various topics.

DANCE TEAM

The Dance Team is a group of students ready to boost the spirit for G. Ray Bodley High School. The Dance Squad is part of the pride Committee and performs at basketball games.

DRAMA CLUB

Quirk's Players is the name of the student drama club. The drama club presents two main productions a year- a play and a musical. The club members participate in at least one interscholastic drama festival annually and attend theatrical productions performed by area schools and regional theater companies. In addition to acting, students involved in the drama program may work backstage and assist with other elements of the theater including set design/construction, make-up, costuming, lighting/sound and props.

ENVIRONMENTAL CLUB

Environmental Club is an organization whose members share a concern for the safety and wellbeing of the environment. It is very active in promoting activities, which heighten everyone's awareness that the earth needs to be protected and that issues threatening environmental safety must be addressed. Membership is open to all students.

FBLA

FBLA (Future Business Leaders of America) is a local, state and nationally chartered organization of business students formed to instill leadership qualities, business expertise, and school and community awareness. Activities include the operation of a school store, attendance at conference, local and state competitions and community projects.

H.O.P.E. CLUB

This club was organized for the purpose of providing community service and leadership opportunities. This club is open to all members of the G. Ray Bodley student body who are interested in helping other and a student in good academic standing. They conduct many charitable events and provide donations to may worldly as well as local organizations.

JOURNALISM CLUB

The purpose of this club is to create publications for the school and the Fulton Community. These students produce RaiderNetDaily as well as The Raider school newspaper. Students in this club are students that have an interest in the world of journalism and all of its various forms.

LANGUAGES OTHER THAN ENGLISH (LOTE) CLUBS

These clubs are organized to promote more extensive use of languages other than English and a better understanding of the French, Spanish, and German-speaking worlds, cultures and histories. Some activities may include: fieldtrips, a cultural exchange program, cooking, learning songs and dances, and food festival.

LIBRARY MEDIA CLUB

Students in the Library Media Club volunteer in the LMC during his/her free time. Members may also help with special projects and events including the story telling contest, author visits and library web page, etc.

MATH CLUB

The Math Club was formed to encourage the love of math and the thrill of working together on difficult problems. Any student who has completed Algebra 2 and Trigonometry is welcome to join Math Club.

The competitions are held monthly from October through April. Each month there is a team competition for teams of two to four members, and a singles competition for those who wish to compete solo. We also participate in one national competition each year and have a "Pi Day" celebration.

The competitions are challenging and exciting; and there are always snacks and beverages available for brain food. Members are proud to be called "Mathletes". They design a new t-shirt each year to celebrate this status.

NATIONAL HONOR SOCIETY

Joseph N. Campolietta Chapter

To be considered for induction into the National Honor Society, a junior or senior must have an un-weighted grade point average of at least 89.5%. The selection for membership is based not only on scholarship, but also on leadership, service, and character. A faculty council selects new members based on applications filed by eligible students.

Once inducted members must maintain a grade point average of at least 85%. All Honor society members must be available as tutors for fellow students and must participate in 4 hours of volunteer service each month of the academic year.

OUTDOOR CLUB

Outdoor Adventure Club is for students who enjoy outdoor activities that are as challenging as they are fun. Field trips to look forward to as a member of Outdoor Adventure Club include fishing, laser tag, rock climbing, and snow shoeing. A big part of Outdoor Adventure Club is trying new things. Therefore, other field trips that fit your interest and abilities will certainly be considered. The more new and fun things we can think of, the better. Meetings are kept to only those that are necessary to coordinate field trips. All students are welcome to participate and one does not need any experience in any of these activities in order to participate so come on out and bring your sense of adventure. Outdoor Adventure Club is an extra-curricular activity and school policies regarding participation in such activities will be regulated.

SCIENCE CLUB

Science Club is an organization of senior, junior and some sophomore students who share a common interest in science. Interest in science fairs, projects and community science related activities are emphasized. Writing articles from the O.V.N. is encouraged and some trips are planned.

SKI AND SNOWBOARD CLUB

The purpose of G. Ray Bodley's ski and snowboard club is to provide students with the opportunity to learn to ski and snowboard through a special program at a local ski resort. The six-week package includes ski and snowboard lessons and rental discounts. Membership is open to any student interested in learning to ski or snowboard.

YEARBOOK

The Yearbook staff is involved in the production of the school's annual yearbook. Some of the many tasks include: layout, photography, journalism, obtaining advertisements, and artwork.

SPECIAL EVENTS AT GRB

We are proud of the opportunities that exist for our students and take pride in the expectations our students strive to meet in order to participate. Highlighted here are events within our "Privilege System," along with criteria in order to participate.

Bodley's Got Talent Participants:

- Must be in attendance ½ day on day of event
- Enrolled as a GRB Student
- No more than 10% unexcused full day absences
- No more than 10% unexcused tardies to school
- Cumulative passing average
- Less than 50 points

Prom

- Must be in attendance ½ day on day of event
- Junior class status or the guest of a Junior **
- Under the age of 21
- Students not enrolled at GRB need a Guest Pass
- No more than 10% unexcused full day absences
- No more than 10% unexcused tardies to school
- Cumulative passing average at end of 30 weeks
- Less than 50 points

Senior Dinner Dance

- Must be in attendance ½ day on day of event
- Senior class status or the guest of a Senior **
- Under the age of 21
- Students not enrolled at GRB need a Guest Pass
- No more than 10% unexcused full day absences
- No more than 10% unexcused tardies to school
- Cumulative passing average at end of 30 weeks
- Less than 50 points

Senior Trip

- Must be in attendance ½ day on day of event
- Senior class status
- No more than 10% unexcused full day absences
- No more than 10% unexcused tardies to school
- Cumulative passing average
- Less than 50 points

Dances

- Must be in attendance ½ day on day of event
- Enrolled as a GRB student
- Points limit (GRB Disciplinary Point System) TBD and communicated approximately one week before each dance.

**Freshman Status- Less than 5.5 credits

**Sophomore Status- At least 5.5 credits

**Junior Status- At least 11 credits

**Senior Status- At least 16.5 credits or eligible to graduate with current year

GRADUATION

G. RAY BODLEY HIGH SCHOOL GRADUATION takes place on the first Saturday after school ends. It is tentatively scheduled for June 25, 2016 at 10:00 a.m. At that time awards and scholarships are announced. Seniors should see their Guidance counselors for more information regarding these awards.

CODE OF CONDUCT

INTRODUCTION

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

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

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

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

DIGNITY FOR ALL STUDENTS ACT

Prevention is the cornerstone of the District's effort to address bullying and harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, the school home liaison at each school to act as the Dignity for All Students Act Coordinator (DASA Coordinator). These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

The DASA Coordinators will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

- Professional development for staff members;
- The complaint process; and
- Management of the Dignity Act's civility curriculum components.

G. Ray Bodley's Dignity Act Coordinator is:

Ms. Kelly Weston G. Ray Bodley High School 593 -5400

DEFINITIONS

Bias Harassment – Any student found to be harassing another individual – student or adult – based on the victim's race, ethnic origin, religion, or cultural differences will face action that may range from a warning up to a maximum of five days external suspension and a Superintendent's Hearing, depending on the severity of the offense.

Bias harassment may take the form of comments, jokes, name-calling, innuendos, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences.

Any student who believes he or she is a victim of harassment should report it to a teacher, school counselor, or administrator. All reported cases of harassment will be investigated.

Sexual Harassment – Any student found to be harassing another individual – student or adult – based on the victim's gender will face action that may range

from a warning up to a maximum of five days external suspension and a Superintendent’s Hearing, depending on the severity of the offense. Sexual harassment may take the form of comments, jokes, innuendos, offensive conversations, perpetuating rumors or gossip, obscene gestures, unwelcomed touching, unwelcomed touching of another’s clothes, pinching, whistling or other noises, blocking a victim’s path, assault, or any other behavior that is designed to emphasize a person’s vulnerability because of gender. Any student who believes he or she is a victim of harassment should report it to a teacher, school counselor, or administrator. All reported cases of harassment will be investigated.

Bully Behavior includes:

	DIRECT	INDIRECT
Verbal abuse	<ul style="list-style-type: none"> • verbal insults • unfair criticism • name calling 	<ul style="list-style-type: none"> • persuading another person to criticize or insult someone • spreading malicious rumors • anonymous phone calls and e-mails
Abusive gestures	<ul style="list-style-type: none"> • threatening or obscene gestures • menacing stares 	<ul style="list-style-type: none"> • deliberate turning away or averting one’s gaze to ignore someone
Physical means	<ul style="list-style-type: none"> • striking • throwing things • using a weapon • removing or hiding belongings 	<ul style="list-style-type: none"> • getting another person to assault someone
Relational bullying	<ul style="list-style-type: none"> • forming coalitions against someone 	<ul style="list-style-type: none"> • persuading people to exclude someone

When student commit serious infractions, parents will be notified by letter and/or phone of student problems. A conference may be requested to discuss the student and his or her expected behavior with regard to problems within the school.

Any student suspended from the regular school day is also suspended from all school activities for that day or days.

Bullying – means the creation of a hostile environment by conduct or y threats, intimidations or abuse, including cyber bullying, that (a) has a would have the effect of unreasonably and substantially interfering with a student’s

educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotion harm to a student; or (d) occurs off-school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property

Cyber-bullying is “harassment” or “bullying”, where such harassment or bullying occurs through any form of electronic communication including but not limited to texting and social media. Cyber-bullying may occur via electronic communication on the Internet, on cellular phones or other electronic media. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyber-bullying can involve, but is not limited to: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad. Cyber-bullying involving District students may occur both on campus and off school grounds and may involve student use of the District internet system or student use of personal digital devices including but not limited to: cell phones, digital cameras, personal computers, electronic tools. Cyber-bullying or harassment has or could have the effect of:

- Causing physical, social/relational, emotional or mental harm to a student;
 - Placing a student in reasonable fear of physical, emotional or mental harm;
 - Placing a student in reasonable fear of damage to or loss of personal property;
- or
- Interfering with a student’s educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school’s programs.

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

Disruptive student means any student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

Gender means actual or perceived sex and includes a person's gender identity or expression.

Hazing is a form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur. Hazing behaviors include, but are not limited to, the following general categories:

- a. Humiliation: socially offensive, isolating or uncooperative behaviors.
- b. Substance abuse: abuse of tobacco, alcohol or illegal/legal drugs.
- c. Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

Parent means parent, guardian or person in parental relationship to a student.

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

School Property means in or within any building structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus or district owned vehicle or in any location or facility rented/leased or otherwise under the direction and control of school personnel.

School function means any school-sponsored event or activity including extracurricular events and activities.

Sexual Orientation means actual or perceived heterosexuality, homosexuality, or bisexuality.

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

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

Disruptive Person is a person on school property or attending a school sponsored function who behaves in a disruptive, threatening or violent manner. The disruptive individual is one who disrupts the activity, threatens, harasses or injures others in attendance or damages school property.

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

The 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:

- Take part in all district activities on an equal basis regardless of race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.

- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and expectations and, when necessary, receive an explanation of those expectations from school personnel.
- Students shall be free from discrimination and harassment by students and school employees on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.

Student Responsibilities

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules, expectations and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- Respond to direction given by teachers, administrators and other school personnel in a respectful, responsible, positive manner.
- Work to develop mechanisms to manage their anger and other emotions.
- Ask questions when they do not understand.
- Seek help in solving problems that might otherwise lead to an infraction of the Code of Conduct.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- 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.

DRESS CODE

The intent of the dress code is to foster an environment that is safe and conducive to teaching and student learning. It is also intended to provide guidance to help develop appropriate habits to prepare students for their role in the work place and society.

All students, district personnel, student teachers/interns, volunteers and contract personnel are expected to give proper attention to personal cleanliness and to dress appropriately for school, school functions and job responsibilities. Students and their parents have the primary responsibility for acceptable student dress and appearance. All district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

STUDENT DRESS CODE

A student's dress, grooming and appearance, including make-up and nails, shall:

- Be safe, appropriate for the function and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments, pajamas and sleepwear (notably fleece and flannel pajama pants) and see through garments are not appropriate. Extremely brief garments are defined as including, but not limited to tube tops, tank tops with less than a two finger strap, shirts that cannot be tucked in or reveal midriff, short shorts not reaching mid-thigh when standing, short skirts and short dresses not at mid-thigh when seated, bathing suits, halter tops, spaghetti straps and revealing necklines (front and/or back).
- Ensure that undergarments are completely covered at all times and not visible through outer clothing.
- Students are prohibited from wearing hats, bandanas, hoods and other head coverings inside a school facility during the school day unless for valid religious reasons, specifically permitted school function and/or a medical reason as confirmed in writing by a physician.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include items that are vulgar, obscene, pornographic, and libelous or denigrate others on account of race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.
- Not depict, promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The building principal may declare other rules and exceptions for special days, i.e. Hat day.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, according to the district's progressive discipline policy

PROHIBITED STUDENT CONDUCT

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

The best discipline is self-imposed. It is important for students to learn to assume and accept responsibility for their own behavior, as well as the consequences of their behavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear.¹ The rules and expectations of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for the conduct.

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

- A. Engage in conduct that is disorderly or disruptive. Examples of disorderly conduct include, but are not limited to:
1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that is profane, lewd, vulgar or abusive.

4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act that disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in any school building or grounds, other than the one they regularly attend, without permission from the administrator in charge of the building. Students are only permitted in the school that they attend after school hours with the permission of the administrator or to participate in a school sponsored activity.
 7. Computer/electronic communications misuse, including but not limited to any unauthorized use of laser pointers, cell phones, pagers, MP3 players, cameras, computers, electronic devices, electronic notebooks/pads, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use or internet use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Missing, leaving, or being late for school or class without legal permission.
 3. Skipping detention or other assigned consequence
- C. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, pinching, pushing, throwing projectiles, biting, spitting and scratching) upon a teacher, administrator or other school employee, as well as self, another student or any other person lawfully on school property or attempting to do so.
 2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 3. Displaying and/or portraying to have what appears to be a weapon.
 4. Threatening to use any weapon.
 5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 6. Intentionally damaging or destroying school district property.
- D. Engage in any conduct that endangers the safety, morals, health or welfare of others.
- Examples of such conduct include, but are not limited to:
1. Making false statement(s) to school personnel, including forgery.
 2. Stealing the property of the school district, other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or

representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4. Discrimination, which includes the use of race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status as a basis for treating another in a negative manner.

5. Harassment, as defined above, which may also include sufficiently severe action or a persistent, pervasive pattern of actions or statements (written or oral), photographs, video or graphic images directed at an identifiable individual or group which a reasonable person would perceive as bullying, cyber-bullying, ridiculing, demeaning or threatening.

6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. Hazing, as defined above.

8. Selling, distributing, using or possessing obscene material.

9. Using vulgar or abusive language, cursing or swearing.

10. Possession or use of any tobacco products as well as paraphernalia.

11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Illegal substances include but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, drug look-alikes, synthetic cannabinoids, unauthorized prescription drugs, over the counter drugs and any substances commonly referred to as designer drugs.

12. Unauthorized possession of, inappropriately using or sharing prescription and over-the-counter drugs.

13. Gambling.

14. Indecent exposure: defined as exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire, bomb threat or other emergency catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

E. Engage in misconduct while on a school bus/district owned vehicles. It is crucial for students to behave appropriately while riding on district buses/vehicles to ensure their safety and that of other passengers and to avoid distracting the driver. Students are required to conduct themselves on the bus/district vehicle in a manner consistent with established expectations and standards for classroom behavior. Excessive noise, pushing, shoving, fighting and/or moving about the bus/district vehicle while it is in motion will not be tolerated.

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

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

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

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

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

1. The student's age/grade.
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, depending upon the severity of the offense, will usually merit a lighter penalty than subsequent violations. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

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 or presumed to have a disability.

Consequences/Penalties

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - any member of the district staff and/or contracted staff.

2. Written warning - bus drivers, hall and lunch monitors, coaches, school counselors, teachers, principals, assistant principals/designees, Superintendent/designee.
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, school counselors, teachers, principals, assistant principals/designees, Superintendent/designee.
4. Detention - teachers, principals, assistant principals/designees, Superintendent/designee.
5. Suspension from transportation - director of transportation, principals, assistant principals/designees, Superintendent/designee.
6. Suspension from athletic participation - coaches, athletic director, principals, assistant principals/designees, Superintendent/designee.
7. Suspension from social or extracurricular activities - activity director, principals, assistant principals/designees, Superintendent/designee.
8. Suspension of other privileges – principals, assistant principals/designees, Superintendent/designee.
9. In-school suspension – principals, assistant principals/designees, Superintendent/designee.
10. Disciplinary removal from classroom by teacher - teachers, principals/designees.
11. Short-term (five days or less) suspension from school - principal, Superintendent/designee, Board of Education.
12. Long-term (more than five days) suspension from school Superintendent, Board of Education.
13. Permanent suspension from school - Superintendent, Board of Education

VISITORS TO THE SCHOOL

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor. Visitors may be asked to provide picture identification.
2. All visitors to the school will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may be 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 principal and classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are not expected 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 and expectations for public conduct on school property contained in this Code of Conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing a safe, orderly and 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, responsible, safe and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property and respectful of others in attendance.

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute, display 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 a person's actual or perceived race, color, weight, national origin, ethnic origin,

ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) and any other legally protected status.

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. Consume, sell, distribute or use any tobacco product or paraphernalia

10. 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.

11. 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.

12. Loiter on or about school property, or be on school property without a legitimate purpose.

13. Gamble on school property or at school functions.

14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

15. Willfully incite others to commit any of the acts prohibited by this code.

16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

Penalties

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

1. Visitors. Authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to removal and law enforcement may be called upon if the situation warrants.

2. Students. They will be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

3. Faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020A or any other legal rights that they may have.

4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law 75. They shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law 75 or any other legal rights that they may have.

5. Staff members other than those described in subdivision 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

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

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

The district shall initiate appropriate disciplinary action as provided for in XIII.B-Penalties. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

***Please note that this is a condensed version. The District's complete Code of Conduct can be found on the District's website or a hard copy can be obtained at any school's main office.

GRB DRESS CODE

Shorts

Mid-thigh (when standing)

Skirts/Dresses

Mid-thigh (when sitting)

Pants

Holes that reveal skin above the mid-thigh are not permitted.

Tank Tops

Two (2) - finger width and completely cover undergarments

Revealing Necklines

- A visible cleavage line is prohibited
- Shirts that reveal the midriff are not permitted.
- "Cut-off"/self-altered shirts are not permitted.
- Hats/headwear are not permitted to be worn in school.
- Undergarments need to be covered and not seen through clothing (including sports bras).

Messages need to be respectful. Also, messages/images of and/or depicting alcohol, drugs, tobacco, guns and sexual innuendos are not permitted.

Enforcement- Students not adhering to these guidelines need to be addressed as follows;

1. A minor referral is written on all violations.
2. Ask the student if he/she has something to change into. If not, then...- Alternative option based on comfort level- Call the Main Office and ask that the student be called to the office.
3. Ask the student to go to the Main Office to call a parent (Teacher needs to call the Main Office to notify that student is on the way). If no success, then...
4. Send student to the "Clothing Closet" (nurse's office) for a change of clothing.
5. ISS will be used when these strategies are not successful and defiant behavior is documented on a discipline referral.
6. Once the student is in compliance, he/she returns to class.

GRB Disciplinary Point System

PBIS CONSEQUENCES AND INTERVENTIONS

POSITIVE CONSEQUENCES/ACKNOWLEDGEMENTS

At G. Ray Bodley High School, our reinforcement system recognizes students for academic effort, meeting or exceeding behavior expectations and being present and on time for school and class. All staff members are expected to acknowledge our school-wide expectations as they occur *each day*, using verbal feedback, note and calls home, and the established school-wide recognition system.

RESPECT/RESPONSIBILITY/SAFETY

- Appropriate behavior as outlined in district, school and classroom behavior matrices.
- Good attendance (90% or above) and being on time to school and class.
- Work completed in a timely manner and with appropriate effort.

ACKNOWLEDGEMENTS

- Student Recognition Awards (work complete, good attendance and behavior).
- VIP Celebrations every 10 weeks.
- High Honor/Honor Roll and Attendance Awards
- Postcards sent home

INFRACTIONS
(teacher reference)

1 POINT INFRACTIONS (MINORS)	TEACHER ISSUED ONSEQUENCES
Inappropriate Language (swearing "in general")	<p>MUST OCCUR:</p> <ul style="list-style-type: none"> • Re-teaching of expected behavior that is specific to student needs and includes modeling and reinforcement • Documentation <p>MAY ALSO OCCUR:</p> <ul style="list-style-type: none"> • Loss of privileges within the classroom or setting (seat assignment, restriction from use of materials that will not inhibit academic progress, etc.) • Mediation when the problem involves a peer • Parent contact • Referral to counselor, psychologist or school-home liaison • Directive for student to change or alter attire in the case of dress code violations • Teacher detention
Minor Class Disruption	
Physical contact/horseplay	
Minor Non-compliance/Disrespect	
Property Misuse	
Dress Code Violation	
Tardiness	
Use of cell phones/electronics	
Refusing to do work	
5 POINT INFRACTIONS (MAJORS)	
Abusive Language	
Disrespect	
Failure to Report to Detention	
Overt Defiance/Insubordination	
10 POINT INFRACTIONS (MAJORS)	
Abusive Language directed toward a staff person	
Physical Aggression	
Major Disruption	
Lying/Cheating	
Forgery/Theft	
Skip Class/Truancy/Left School Grounds	
Possession of combustibles (tobacco/lighter/matches)	
Low level Property damage/Vandalism	
Harassment	
Unsafe Behavior	
Technology Violation	
25 POINT INFRACTIONS (MAJORS)	
Bullying	
Chronic Harassment/Sexual Harassment/Bias Harassment	
Use/Possession of Tobacco	
50 POINT INFRACTIONS (MAJORS)	
Threatening with intent to intimidate/harm	
Repeated Bullying	
Use/Possession of Tobacco and/or combustibles	
Fighting/Physical Aggression with injury	
Serious Property Damage/Vandalism (exceeding \$100 in damages)	
100 POINT INFRACTIONS (MAJORS)	
Use/Possession of Alcohol, Drugs, Weapons, Dangerous Materials	
False Alarm/Bomb Threat	
Assault	

NEGATIVE CONSEQUENCES/SANCTIONS

(administrative reference)

POINTS ACCUMULATED	CONSEQUENCES/INTERVENTIONS
1-2 points	Teacher issued consequences
3-9 points	<ul style="list-style-type: none"> • Lunch restriction • Office detention • Loss of privileges, such as: sports practice or extracurricular/club session, hallway restriction, computer privileges, short-term restriction (1-3 days) from attendance at events or transportation
1-49 points	<ul style="list-style-type: none"> • Office detention • Loss of sports practice or extracurricular/club session, partial loss of one contest • Long term loss of privileges • Restitution for damaged property • Success Plan and/or FBA/BIP*
50-99 points	<ul style="list-style-type: none"> • In-school/Out of school suspension of 1-5 days • Loss of membership on sports team or extracurricular/club • Long term loss of privileges • Restitution for damaged property • Success Plan and/or FBA/BIP • Referral to BIT* • Consider Alt. Ed. placement
100 points or more	<ul style="list-style-type: none"> • Out of school suspension for 5 days and referral to the Superintendent for disciplinary hearing • Consider Alt. Ed. placement

Students can reduce or eliminate consequence points according to the following schedule:

CRITERIA FOR POINT REDUCTION	NUMBER OF POINTS REDUCED
Major and Minor referral-free for 10 school days	5 points
40 minutes of community service	5 points
Participation in behavior re-teaching session w/assistant. principal	5 points
Major referral-free for 20 school days	10 points
Major referral-free for 30 school days	20 points
Major referral-free for 60 school days	40 points
Major referral-free for 100 school days	Remove all points

Pre-signed Passes

We will be utilizing a student passbook system for travel during the school day. Each student will have a monthly allotment of 15 passes that are for the sole use of the student whose name appears on the pass. These passes are to be used to go to the lavatory, locker, nurse, other teacher, phone, etc. Students must request permission to use these passes. The pass system does not give a student the right to leave class when he/she pleases. A teacher may deny a student a pass when the teacher thinks it is not appropriate for the student to leave at that time. Misuse of the pass system may result in a student being placed on pass restriction and / or other disciplinary action. **Once all 15 are used for the month, the student may no longer request permission to leave the class. Unused passes do not transfer to the next month. Students who lose their planner will also lose their passes.** A student will have to purchase a new planner for \$7.00 – a new planner can only be purchased once. **Students need not use their monthly passes when performing an errand for a staff member, going to the office when called, or to see a teacher at the teacher’s request. Staff members should use the TEACHERS’ PASSES below and on the next page for such purposes.**

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

September 2015

Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

October 2015

Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

November 2015 Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

December 2015 Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

January 2016

Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

February 2016

Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

March 2016

Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

April 2016

Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

May 2016 Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE

June 2016 Monthly Passes

DATE	DESTINATION	TIME	ROOM #	TEACHER SIGNATURE	RETURN TIME	RETURN SIGNATURE