CodeF[[1]](#footnote-0)

| LaFayette  Junior-Senior High School  IMG_5409.JPG  2024-2025 Family/Student Handbook  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **LaFayette Alma Mater**  Hail LaFayette, we pledge allegiance to you.  Here is our motto:  We are one for all and all for LaFayette,  And here’s to our school,  And long on high may she rule.  Forever more you will find us,  Always loyal and true. |
| --- |

[**LaFayette Junior-Senior High School**](https://www.lafayetteschools.org/highschool)

3122 US Route 11, LaFayette, New York 13084

Fax (315) 677-3132 [www.lafayetteschools.org](http://www.lafayetteschools.org)

| **Administration/Main Office** | **Phone (315) 677-3131** | **Fax (315) 677-3132** |  |
| --- | --- | --- | --- |
| Main Office Secretary | Lori Martorella |  |  |
| Principal | Jason Ryan |  |  |
| Dean of Students | Sean Zehner |  |  |
| **Counseling Office** | **Phone (315) 677-7849** | **Fax (315) 677-3132** |  |
| Counseling Office Secretary | Tiana Poplawski |  |  |
| School Counselor (Grades 7-9) | Kristeen Cool |  |  |
| School Counselor (Grades 10-12) | Rebecca Brown |  |  |
| School Psychologist | Kelly Drapikowski |  |  |
| Native American Liaison | Shawna Booth |  |  |
| MBK Grant Coordinator | Meagan Smith |  |  |
| School Social Worker | Tiffany Devendorf |  |  |
| **Health Office** | **Phone (315) 677-5507** | **Fax (315) 677-3132** |  |
| School Nurse/Attendance | Jennifer Gates |  |  |
| **Athletic Department** | **Phone (315) 677-3131** | **Fax (315) 677-3132** |  |
| Athletic Director | James McKenna |  |  |

[FACULTY](https://www.lafayetteschools.org/getstaff.cfm?building=high)

| **Art** | **Foreign Language** | **Social Studies** | **English** |
| --- | --- | --- | --- |
| Chris Capella  Danielle Robinson | Kelly Kubeja  Chad Putney | Timothy Baker  Joseph Fox  Timothy Miller | Mattie Caughey  Maura Daly-Picciotti  Damon Derbyshire  Maria Edwards Lindsey Stupp (Literacy) |
| **Math** | **Special Education** | **FACS** | **Music** |
| Anne Courtwright  Joyce Lewis  Jennifer Lockwood  Kevin Morel  Peter Winans | Christine Baker  Cathleen Clemens  Elizabeth Sopchak | Mallory Charpentier | Zachary LeBlanc (Band)  Jay Czyz (Vocal) |
| **Health Education** | **Physical Education** | **Teaching Assistants** | **Library Media Specialist** |
| Heather Amidon | Cheryl Polinsky  Karl Seemann | Paula Bertlesman  Laurie Ineich  Erin Virnoche | Susanne Bang |
| **Science** | **Technology** |  |  |
| Kristin Angello  Patricia Drumheller  Elizabeth Malecki  Jennifer Merlob | Kristin Angello  Mary Jo Nicholson |  |  |

#### 

| All staff members have email accounts and can be accessed as follows:  first initial, last name @lafayetteschools.org Ex. jsmith@lafayetteschools.org |
| --- |

**LaFayette Central School District**

***Four Schools, Three Buildings, Two Nations, One Goal: Excellence!***

LaFayette Jr. Sr. High School Big Picture School C. Grant Grimshaw Elementary Onondaga Nation School

3122 Route 11 North 3122 Route 11 North 5957 Route 20 West 3285 State Route 11A

LaFayette, NY 13084 LaFayette, NY 13084 LaFayette, NY 13084 Nedrow, NY 13120

Dear Families and Students,

Welcome to the LaFayette Junior-Senior High School. The staff and I look forward to an exciting and productive 2024-2025 school year. We are eagerly anticipating the challenges and rewards that this school year promises to bring.

The education of a child is a collaborative process. With that said, we feel it is important for families to play an active role in their child's education. We encourage family support and ask that you contact the school with any questions or concerns you might have.

In an attempt to help foster a collaborative relationship and increase communication, we provide our students and their families with this Family/Student Handbook. The purpose of this handbook is to provide students and their families with the policies and procedures that occur at the LaFayette Junior-Senior High School. Review this handbook with your child as it will provide you with a better understanding of the expectations of our school.

Sincerely,



Jason Ryan

Principal

LaFayette Junior-Senior High School

## 

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# 

# DISTRICT CALENDAR

## 

**2024-2025**

# MARKING PERIOD SCHEDULE

| **1ST SEMESTER** | **2ND SEMESTER** |
| --- | --- |
| **Marking Period 1**  **(6-Week)** | **Marking Period 4**  **(24-Week)** |
| Marking Period Ends: 10/11/24  Grades Finalized: 10/15/24  Marking Period Mailing: 10/18/24 | Marking Period Ends: 3/14/25  Grades Finalized: 3/18/25  Marking Period Mailing: 3/21/25 |
| **Marking Period 2**  **(12-Week)** | **Marking Period 5**  **(30-Week)** |
| Marking Period Ends: 11/26/24  Grades Finalized: 12/3/24  Marking Period Mailing: 12/6/24 | Marking Period Ends: 5/2/25  Grades Finalized: 5/6/25  Marking Period Mailing: 5/9/25 |
| **Marking Period 3**  **(18-Week)** | **Marking Period 6**  **(36-Week)** |
| Marking Period Ends: 1/24/25  Grades Finalized: 1/28/25  Marking Period Mailing: 1/31/25 | Marking Period Ends: 6/16/25  Grades Finalized: 6/18/25  Marking Period Mailing: 6/27/25 |

# 

| **Buses Drop** | **Class Starts** | **Class Ends** | **Buses Depart** |
| --- | --- | --- | --- |
| 7:35 AM | 7:55 AM | 2:42 PM | 2:46 PM |

# 

# 

# 

# District Phone Numbers

| **OTHER BUILDINGS** | **OTHER OFFICES** |
| --- | --- |
| [**C. Grant Grimshaw Elementary**](https://www.lafayetteschools.org/grimshaw)  Phone (315) 677-3152 Fax (315) 677-3154  [**Onondaga Nation School**](https://www.lafayetteschools.org/ons)  Phone (315) 469-6991 Fax (315) 469-0994  [**Big Picture**](https://www.lafayetteschools.org/bigpicture)  Phone (315) 504-1000 Fax (315) 504-1004 | [**Food Service**](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1356)  Phone (315) 677-9510 Fax (315) 677-3132  [**Transportation Office**](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1336)  Phone (315) 677-9700 Fax (315) 677-5298  [**Special Education Office**](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1937)  Phone (315) 677-5506 Fax (315) 677-3372  [**District Office**](https://www.lafayetteschools.org/teacherpage.cfm?teacher=246)  Phone (315) 677-9728 Fax (315) 677-3372 |

## 

# PERIOD SCHEDULE

*Breakfast will be served from 7:30 am to 7:55 am for all students. Any student that arrives late (after 7:55 am), will need to check-in with the nurse. Students that arrive late to school will be provided an opportunity to get breakfast up until 9:00 am.*

| **Period** | **Traditional M-F** | **1-hr Delay** | **2-hr Delay** | **Half-day** | **Pep rally** |
| --- | --- | --- | --- | --- | --- |
| **1** | 7:55 - 8:35 | 8:55 - 9:28 | 9:55 - 10:20 | 7:55 - 8:22 | 7:55 - 8:29 |
| **2** | 8:38 - 9:18 | 9:31 - 10:04 | 10:23 - 10:48 | 8:25 - 8:50 | 8:32 - 9:06 |
| **3** | 9:21 - 10:01 | 10:07 - 10:40 | 10:51 - 11:16 | 8:53 - 9:18 | 9:09 - 9:43 |
| **4** | 10:04 - 10:44 | 10:43 - 11:16 | 11:19 - 11:44 | 9:21 - 9:46 | 9:46 - 10:20 |
| **5** | 10:47 - 11:27 | 11:19 - 11:51 | 11:47 - 12:12 | 9:49 - 10:14 | 10:23 - 10:57 |
| **Win 1/ Early Lunch** | 11:30 - 12:00 | 11:54 - 12:24 | 12:15 - 12:45 | N/A | 11:00 - 11:30 |
| **Win 2/ Late Lunch** | 12:03 - 12:33 | 12:27 - 12:57 | 12:48 - 1:18 | N/A | 11:33 - 12:03 |
| **6** | 12:36 - 1:16 | 1:00 - 1:32 | 1:21 - 1:46 | 10:17 - 10:42 | 12:06 - 12:40 |
| **7** | 1:19 - 1:59 | 1:35 - 2:07 | 1:49 - 2:14 | 10:45 - 11:10 | 12:43 - 1:16 |
| **8** | 2:02 - 2:42 | 2:10 - 2:42 | 2:17 - 2:42 | 11:13 - 11:40 | 1:19 - 1:52 |
| **Lunch Times by Program** | | | | | |
| **Big Picture Lunch** | 12:35 - 1:05 | 11:20 - 11:50 | 11:40 - 12:10 | N/A | 12:05 - 12:35 |
| **PM BOCES Lunch** | 10:50 | 10:50 | 10:50 | N/A | 10:50 |
| **OCM SED 12:1:1** | 12:35 - 1:05 | 11:20 - 11:50 | 11:40 - 12:10 | N/A | 12:05 - 12:35 |

# 

# CODE OF CONDUCT REGULATIONS & PRACTICES

***This Code of Conduct is responsive to*** [***NYS Project S.A.V.E. (Safe Schools Against Violence in Education), Education Law 280, Section 100.2 effective July 1, 2001***](http://schoolcrisisresponse.com/projectsave.pdf#:~:text=Project%20SAVE%20was%20developed%20by%20New%20York%20State,safety%20plan%20at%20the%20district%20and%20building%20levels.)***. Parents/Guardians are essential partners in our endeavor to maintain a safe and orderly environment where all children can learn.***

## Introduction

The LaFayette Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality instructional services without disruption or interference. Essential to the achievement of this goal is the responsible behavior of students, teachers, other district personnel,

parents/guardians, and other visitors. We will collaborate to ensure mutual responsibility for a safe and productive school year. We are all accountable. We will communicate concerns to problem solve together. We will exhibit flexibility and adaptability when necessary. We will strive for cross-cultural understanding to enhance an atmosphere of respect. We will use our critical thinking skills to evaluate and respond to issues which may be divisive. We will be creative and innovative to address any obstacles which stand in the way of student success.

The Board of Education adopts this Code of Conduct in an effort to clearly define the expectations for acceptable conduct on school property. A central goal of the district is to create a safe and orderly learning environment for all. To that end, the Code of Conduct outlines expectations for student behavior and the consequences of misbehavior. Discipline is to be developmental and progressive. Unless otherwise indicated, this code applies to all students, school personnel, parents/guardians, and other visitors when on school property or attending school functions.

## Disciplinary Guidelines​

Disciplinary Guidelines are a guide for disposition of standard discipline cases and indicates what can be expected when a student breaks a rule. Discipline cases with extenuating circumstances will be subject to administrative discretion. Recurring offenses by an individual may be subject to an increased level of discipline with the expectation of parental/guardian involvement for effective resolution.

## Student Rights and Responsibilities

1. Pursuant to [Section 100.2(1)(i) of the Regulations of the Commissioner of Education](http://www.p12.nysed.gov/part100/pages/1002.html#l), a bill of student rights and responsibilities is established. A student in the LaFayette Central School District shall:
   * Be entitled to the rights of religion, speech, expression, and assembly as provided in the 1st Amendment to the [Constitution of the United States](https://constitutioncenter.org/media/files/constitution.pdf).
   * Be afforded the opportunity to take part in all district activities on an equal basis regardless of race, color, weight, ethnic group, sexual orientation, national origin, religion, religious practice, disability, gender, sex, gender expression, or any legally protected status.
   * Have equal opportunity to take part in student government activities unless properly suspended from participation pursuant to the districts’ discipline policy.
   * Be able to address the [Board of Education](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1339) on the same terms as any citizen, following procedures as determined by the District.
   * Have the right to be guaranteed against illegal search and seizure of person.
   * Be suspended from instruction only after their rights pursuant to [Education Law §3214](http://www.p12.nysed.gov/sss/lawsregs/3214.html) and District policy have been observed.
   * In all disciplinary matters, have the opportunity to present their version of the facts and circumstances that might lead to imposition of disciplinary sanctions to the professional staff member imposing such sanctions.
   * Have the right to be free from discrimination, harassment, bullying, and/or retaliation on school property or school functions, including, but not limited to the educational program, activities, or admission policies of their school.
2. It shall be the responsibility of each student in the LaFayette Central School District:
   * To exercise their rights under the 1st Amendment to the [Constitution](https://constitutioncenter.org/media/files/constitution.pdf) in a manner that in no way disrupts the welfare of others, or interrupts the educational processes of the District.
   * To be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.
   * To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
   * To hold themselves to the highest standards of conduct, demeanor, and sportsmanship when participating in or attending school-sponsored extracurricular events, as a representative of LaFayette School District.
   * To be in regular attendance at school and in all classes.
   * To contribute to the maintenance of an environment that is conducive to learning and show due respect to other persons and to property.
   * To make constructive contributions to his/her school and to report fairly the circumstances of school-related issues.
   * Not to be in possession of any illegal items or contraband of any kind.
   * To conduct themselves with respect toward self, fellow students, teachers, and other visitors in accordance with the District Code of Conduct and the provisions of [Dignity for All Students Act (DASA)](http://www.p12.nysed.gov/dignityact/). Students will conduct themselves in a manner that fosters an environment that is free from bullying, harassment, discrimination, and/or retaliation. Students should also report and encourage others to report any incidents of bullying, harassment, discrimination, and/or retaliation.

## Essential Partners

### Parents/Guardians

All parents/guardians are expected to:

* 1. Recognize that the education of their child(ren) is a joint responsibility of the parents/guardians and the school community.
  2. Send their child(ren) to school ready to participate and learn.
  3. Ensure their child(ren) attend school regularly and arrive on time. Absences should be limited to those that are legally excused. Excused absences are as follows: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, or military obligations or other such reasons as may be approved by the principal on a case-by-case basis to cover unexpected events. An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping, cold weather or missing the bus).
  4. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
  5. Help their child(ren) understand that in a democratic society rules are required to maintain a safe and orderly environment.
  6. Know school rules and help their child(ren) understand and follow them.
  7. Convey to their child(ren) a supportive attitude toward education and the district.
  8. Build good relationships with teachers, school personnel, other parents/guardians, and their children’s friends.
  9. Help their child(ren) deal effectively with peer pressure.
  10. Inform school officials of changes in the home situation.
  11. Provide a place for study and ensure homework assignments are completed.
  12. Report to appropriate school personnel any information that in their opinion might lead to the prevention of a violent act.
  13. Promote a climate that demonstrates respect, support, and caring and does not tolerate harassment or bullying.

### Teachers

All district teachers are expected to:

* 1. Maintain a climate of mutual respect, support, dignity, caring, and non-discrimination, which will strengthen students’ self-concept and promote confidence to learn.
  2. Be prepared to teach.
  3. Demonstrate interest in teaching and learning and concern for student achievement.
  4. Know and follow school policies and rules, and enforce them in a fair and consistent manner.
  5. Communicate to students and parents:
     1. Course objectives and requirements;
     2. Marking and grading procedures;
     3. Assignment deadlines;
     4. Expectations for students; and
     5. Classroom discipline plan.
  6. Communicate with students, parents/guardians, school personnel, and other teachers concerning student growth, achievement, and behavior.
  7. Report to appropriate school personnel any information that in their opinion might lead to the prevention of a violent act.
  8. Address issues of discrimination, harassment, bullying, retaliation, and/or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
  9. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
  10. Address and report incidents of discrimination, harassment, bullying, and/or retaliation that are witnessed or otherwise brought to a teacher’s attention in a timely manner.
  11. Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, gender expression, religion, religious practice, disability, sexual orientation, gender or sex, and any legally protected status which will strengthen students’ self-concept and promote confidence to learn.

### Pupil Service Personnel

Pupil Service Personnel are expected to:

* 1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
  2. Initiate teacher/student/parent/guardian/counselor conferences, as necessary, as a way to resolve problems.
  3. Regularly review with students their educational progress and career plans.
  4. Provide information to assist students with career planning.
  5. Encourage students to participate in the curriculum and extracurricular activities.
  6. Communicate with students, parents, teachers and other school personnel concerning student growth, achievement and behavior.
  7. Report to appropriate school personnel any information that in their opinion might lead to the prevention of a violent act.
  8. Employ non-discriminatory counseling methods.
  9. Address and report issues of discrimination, harassment, retaliation and/or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
  10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
  11. Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender expression, gender, sex, or any legally protected status which will strengthen students’ self-concept and promote confidence to learn.

### Principals

Principals and other administrators are expected to:

* 1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
  2. Ensure that parents/guardians, students and staff have the opportunity to communicate with the principal/administrator and approach the principal for redress of grievances.
  3. Evaluate on a regular basis all instructional programs.
  4. Support the development of and student participation in appropriate extracurricular activities.
  5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
  6. Report to appropriate school personnel any information that in their opinion might lead to the prevention of a violent act.
  7. Address and report issues of discrimination, harassment, retaliation, and/or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
  8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
  9. Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender expression, gender, sex, or any legally protected status which will strengthen students’ self-concept and promote confidence to learn.

### Superintendent

The superintendent is expected to:

* 1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
  2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
  3. Inform the Board about educational trends relating to student discipline.
  4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
  5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
  6. Report to appropriate school personnel any information that might in their opinion lead to the prevention of a violent act.
  7. Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students’ self-concept and promote confidence to learn.
  8. Address and report issues of discrimination, harassment, retaliation and/or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
  9. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

### Board of Education

The Board of Education is expected to:

* 1. Collaborate with student, teacher, administrator and parent organizations, school safety personnel, and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel, and visitors on school property and at school functions.
  2. Adopt and review by the first [Board Meeting](https://www.lafayetteschools.org/tfiles/folder1339/BOE-Meeting%20Dates-20-21.pdf) in September annually the district’s Code of Conduct to evaluate the code’s effectiveness and the fairness and consistency of its implementation.
  3. Lead by example by conducting Board meetings in a professional, respectful, and courteous manner.
  4. Report to appropriate school personnel any information that might in their opinion lead to the prevention of a violent act.
  5. Develop policies that create a school environment that is free from discrimination or harassment.
  6. Develop guidelines for school training programs to discourage discrimination or harassment.
  7. Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender expression, gender, sex, or any legally protected status which will strengthen students’ self-concept and promote confidence to learn.

## Definition of Terms

### Chronic Offenders​

If consequences are deemed ineffective after numerous attempts to modify behavior which interrupts the educational process, an informal meeting with the principal will occur. A conference will be arranged. Parental/guardian involvement will be mandated as a key component to rectify misbehavior.

### Cyberbullying​

Cyberbullying means harassment/bullying, as defined below, through any form of electronic communication. Cyberbullying may include, among others things, the use, both on and off school property, of electronic technology, including but not limited to email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems, and social media websites or applications to deliberately harass or threaten others.

Some **examples of cyberbullying** (may include, but are not limited to):

* 1. *Flaming:* a message that contains angry and vulgar language
  2. *Cyber Stalking:* persistent threats of harm that make a person fear for his/her safety
  3. *Denigration:* cruel gossip that damages someone’s reputation or friendships
  4. *Impersonation:* breaking into someone’s account, posing as that person, and sending messages to make him/her look bad or to get him/her into trouble
  5. *Trickery:* fooling someone into sharing secrets that are then sent to others
  6. *Exclusion:* barring someone from a group, such as a buddy list or game

We encourage students to report online bullying. Do not delete the offending message, preserve the evidence and tell an adult.

### Detention​

Detention means detaining a student during or after school hours.

* 1. *Lunch Detention:* Student will be detained during their lunch period with an expectation that the student will eat their lunch in a quiet location and work on school assignments.
  2. *After School Detention:* Time frame determined by schedule and staffing. Student will be detained after school hours with an expectation that the student will work on school assignments. Bus transportation will be available.
  3. *Saturday Detention:* Requiring student to serve a detention on a non-school day. No transportation to or from the school will be provided.

### Disability​

Disability means (a) a physical, mental, or medical impairment resulting from anatomical, physiological, genetic, or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques, or (b) a record of such an impairment, or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

### Discrimination​

Discrimination means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s ​actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender expression, gender or sex, or any other legally protected status.​

### Disruptive Student​

An elementary or secondary student age of 21 and under who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

### Emotional Harm​

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

### Employee​

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, pursuant to Title 9-B of Article 5 of the Social Services Law, and consistent with the provisions of such title 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​

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

### Harassment/Bullying​

The creation of a hostile environment by conduct or by threats, intimidation or abuse (including cyberbullying) that: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety.

Such conduct shall include acts of harassment and/or bullying that occur: (1) on school property, as defined in this Code of Conduct; (2) at a school function, as defined in this Code of Conduct; or (3) off school property where such acts create 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.

The phrase "threats, intimidation or abuse" includes both verbal and non-verbal actions. Such conduct shall include, but is not limited to, acts based on any characteristic, including but not limited to a person’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression, or any other legally protected status).

*Gender Identity:* one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

*Gender Expression:* the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, and/or mannerisms.

Specifically, such conduct can include any verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to derogatory remarks, jokes, demeaning comments or behaviors, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, etc.

Bullying can be direct or indirect:

* *Direct Bullying​:* the bully confronts the victim face to face. Examples include verbal harassments, threats, physical attacks, and/or social embarrassment.
* *Indirect*​ Bullying: the bully attacks the victim’s social standing or reputation, usually when the victim is not around. Examples would include spreading malicious gossip, writing insulting graffiti, organizing a peer group to ostracize classmates, and staring and/or pointing at the victim.

*Conflict:* Bullying can be distinguished from a peer conflict. A conflict is a disagreement or argument in which both sides express their views. Bullying is negative behavior directed by someone exerting power and control over another person.

##### 

The following chart was taken from [Pacer’s National Bullying Prevention Center](https://www.pacer.org/bullying/resources/questions-answered/conflict-vs-bullying.asp):

| **Conflict** | **Bullying** |
| --- | --- |
| * Disagreement or argument in which both sides express their views. * Equal power between those involved. * Generally stop and change behavior when they realize it is hurting someone. | * Goal is to hurt, harm and/or humiliate. * Person bullying has more power.\* * Continue behavior when they realize it is hurting someone. |
| *\* “Power” can mean the person bullying is older, biger, stronger, and/or popular.* | |

### Hazing​

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

* + Any humiliating, degrading and/or dangerous activity demanded of a student to join a group, regardless of the student’s willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
  + Any hurtful, aggressive, destructive, and/or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm, and/or that adversely affects the mental or physical health or safety of the student.
  + Substance Abuse – use or abuse of tobacco, alcohol, and/or illegal drugs.
  + Any activity that intimidates and/or threatens the student with ostracism, that subjects a student to emotional, physical and/or psychological stress, dignity of the students, and/or discourages the student from remaining in school.
  + Any activity that causes the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

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***Reporting Hazing*​**

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

The LaFayette Board of Education prohibits all acts of discrimination, harassment, bullying (including “cyberbullying”), and retaliation related to same by employees, students, or visitors on school property or at a school functions. When discovered, harassment, bullying (including cyberbullying), and/or retaliation will result in severe consequences up to and including the referral to law enforcement officials.

### Illegal Substances​

Illegal substances include, but are not limited to, inhalants, marijuana, cocaine, Lysergic Acid Diethylamide (LSD), Phencyclidine (PCP), amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs or synthetic drugs, and look-alikes (including synthetic cannabinoids), and prescription or over-the-counter drugs when possession is unauthorized or such are inappropriately used or shared with others.

### In-School Suspension​ (ISS)

Removing a student from his/her normal class schedule and placing him/her in an alternate location with supervision. Class work will be requested from his/her teachers with the expectation that the work will be completed during this time frame. ISS is generally assigned as one full day, but may be modified.

### Informal Conference​

Pursuant to [New York State Education Law, Section 3214(3)](http://www.p12.nysed.gov/sss/lawsregs/3214.html), the suspending authority must notify the student of the charged misconduct, and if the student denies the charges, provide the student with an explanation of the out-of-school suspension. On request, the student and the student’s parents/guardians must be given an opportunity for an informal conference with the building principal. At the informal conference, the student and/or the student’s parent/guardian have a right to present the student’s version of the incident and to question the complaining witnesses against the student. When suspension of a student for five days or less is proposed, the district must immediately provide the parents/guardians with written notice delivered by personal messenger, express mail, or an “equivalent means reasonably calculated to assure receipt” within 24 hours of the decision to propose suspension. [Notification of the proposed suspension must be provided where possible by telephone, if the district has the parent’s/guardian’s phone number however, oral notification is not sufficient notice even when followed by same day regular mail notification.]

### Out-of-School Suspension​ (OSS)

Administration may exercise the authority to remove a student from school for up to five days. At the time of the suspension, parental/guardian notification is required and all attempts will be made to contact the parent/guardian by phone. Written notification will also be provided prior to suspension. During suspension, a student in grades 7-12 is entitled to two hours per day of tutoring to be arranged through Guidance. Students in grades PK-6 are entitled to one hour of tutoring to be arranged through the Main Office. ​**The student and the parent/guardian have the right to an informal conference with administration at which time he/she may give his/her version of events, and, upon request, you may question complaining witnesses. Please call the school if you wish to schedule a conference.** ​During the course of this suspension, students are not permitted to attend any school functions, enter any school buildings, and come on to any school property. A violation of this requirement may result in prosecution for trespassing and further school discipline.

### Retaliation​

Retaliation occurs when any employee, student, or visitor mistreats any person because he/she reported in good faith, testified about, or otherwise assisted in an investigation, proceeding, or hearing related to alleged harassment or bullying.

### School Bus​

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

### School Function​

Any school sponsored extra-curricular, co-curricular, or other event or activity.

### School Property​

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/on a school bus as defined in Section 142 of the NYS Vehicle and Traffic Laws.

### Sexting​

The use of an electronic device to take and send a sexually explicit text and/or photo to another electronic device use, with or without the consent of the person pictured. Federal Law regards child pornography as “any visual depiction of a minor (any person under the age of 18) engaging in sexually explicit conduct.” New York Law regards a “child” as less than 16 years of age and violations of New York’s Child Pornography Laws are listed as felonies.

### Sexual Harassment

Making unwelcome sexual advances, requests for sexual favors, threats and other verbal or physical conduct of a sexual nature to other employees or students when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or education, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual, or (3) such has the purpose or effect of unreasonably interfering with an individual’s work or school performance, or creating an intimidating, hostile or offensive working or learning environment. Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic, or physical conduct relating to an individual’s sex; and the display of sexually-explicit pictures, greeting cards, articles, books, magazines, photographs, and/or cartoons.

### Sexual Orientation​

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

### Suspension From Transportation

If a student does not conduct him/herself properly on a bus, the bus driver is expected to bring such misconduct to the transportation supervisor’s attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or superintendent. In such cases, the student’s parent/guardian will become responsible for seeing that his or her child gets to and from school safely. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to [Education Law 3214](http://www.p12.nysed.gov/sss/lawsregs/3214.html). However, the student and the student’s parent/guardian will be provided with a reasonable opportunity for an informal conference with the building principal, and all parties involved, to discuss the conduct and the penalty involved if applicable.

### Suspension From Athletic Participation, Extracurricular Activities, and Other Privileges​

A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is not entitled to a full hearing pursuant to [Education Law §3214](http://www.p12.nysed.gov/sss/lawsregs/3214.html). However, the student and the student’s parent/guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

### Technology and The Right to Privacy​

We respect the right for staff and students to be notified if they will be videotaped, audiotaped, recorded, photographed and/or imaged in any manner. Any ​**unauthorized**​​videotaping, audiotaping, photographing, recording and/or imaging of a student or staff member will be regarded as a violation of this right to privacy and will result in one or more of the following consequences dependent upon the situation and implications of the offense:

* In-School Suspension
* Out-of-School Suspension
* Superintendent’s Hearing
* Notification of Law Enforcement

In addition, if District Technology is involved, the [District Technology/Internet Usage Policy](https://www.lafayetteschools.org/tfiles/folder650/7315.pdf) will automatically apply.

### Violent Pupil​

A student age of 21 and under 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 a 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.
  + 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 property.

### Weapon

A firearm as defined in the [Gun-Free Schools Act (18 USC Section 921)](https://www.cde.state.co.us/sites/default/files/documents/fedprograms/dl/ov_tiv_progadmin_defoffirearms.pdf) as well as any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance (“Other Item”) that can cause physical injury or death when used for such purposes, or when such Other Item is brandished as a weapon.

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## Disciplinary Guidelines for Student Behavior

All students are expected to conduct themselves in an appropriate and civil manner with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. To ensure an atmosphere that is conducive to developing a climate for learning, it is necessary to establish certain standards for behavior. Staff members and administrators will use the guidelines stated below when handling student discipline cases. The lists of infractions are not meant to be exhaustive, as it would be impractical to attempt to list everything that could be an infraction of school rules. They are also applicable to all school-sponsored events, both on and off school grounds, as well as when students are on buses.

Disciplinary actions, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior. Disciplinary consequences range from an informal conference to prolonged suspension from school. The administration strives to be consistent with the interpretation of rules and application of consequences. On occasion, administration may exercise its judgment regarding the seriousness of the infraction and the disciplinary outcomes. The listed sanctions are advisory and, as a general rule, discipline will be progressive. This means a student’s first violation 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. When determining consequences, the following may be taken into consideration:

* The nature of the offense and the circumstances which led to the offense;
* The age-appropriateness of the consequence;
* The student’s prior disciplinary record;
* The effectiveness of other forms of discipline;
* Information from parents, teachers and/or others, as appropriate;
* The extent to which the offense interfered with the responsibility/rights/privileges/property of others;
* The extent to which the offense posed a threat to the health and safety of others; and/or
* Other extenuating circumstances.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. 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 penalties listed below may be imposed alone or in combination. In the case of chronic or repeated serious misconduct, the administration may impose disciplinary action reserved for more serious types of misconduct. In such cases, the Board’s desire for progressive discipline and consideration of factors relating to the misconduct shall be taken into account.

### Classroom Managed Behavior (Minor Infraction)

A classroom managed behavior (minor) infraction is misconduct that impedes the teaching/learning process. Classroom teachers will usually handle this kind of misconduct, as they are the first line of authority in dealing with classroom- related misconduct.

| **Infractions** | **Possible Consequences** |
| --- | --- |
| Defamation  Academic dishonesty  Disrespect towards others  Disruptive/disorderly behavior  Insubordination  Late to class  Possession of disruptive items  Inappropriate language/profanity | Warning/verbal reprimand  Conference with student  Teacher detention  Parent/guardian contact  Loss of privileges  Counseling referral  Administrative referral |

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### Office Managed Behavior (Major Infraction)​

An office managed behavior is a major infraction. A major infraction is misconduct which has a frequency and seriousness that disrupts the climate of the school and its academic purpose. This type of misconduct typically requires administrative action.

| **Infractions** | **Possible Consequences** |
| --- | --- |
| Bullying  Bus misconduct  Chronic level one infractions  Chronic tardiness to school  Computer/electronic device misuse  Discrimination  Fighting  Forgery  Harassment  Insubordination  Leaving school without permission  Physical altercation  Reckless endangerment  Stealing/theft  Threats of violence  Truancy  Use/possession of tobacco products  Vandalism  Violation of another student’s civil rights | Lunch detention  After school detention  Loss of privileges  In-school suspension  Out-of-school suspension  Police/DSS notification (when applicable)  Removal from class  Removal from school property  Restitution |

### Behavior Subject to Out-of-School Suspension/Placement​

Behavior infractions listed below represent misconduct that endangers the health, safety and welfare of others. It is misconduct that cannot be tolerated under any conditions.

| **Infractions** | **Possible Consequences** |
| --- | --- |
| Arson/fire  Assault  Bomb threat  False alarm/false reporting  Possession of explosive materials  Use/possession of illegal substances  Use/possession of a weapon  Serious/chronic level two infractions  Tampering with fire equipment  Violation of drug and alcohol policy  Threat of an act of extreme violence | Alternative placement  Police notification  Out-of-school suspension  Removal from school property  Superintendent’s hearing |

### Administrative Prerogative​

In the case of students who are habitually in violation of the school’s disciplinary guidelines, administrators have the prerogative of applying more serious penalties at any stage.

### Severity Clause​

In cases of multiple violations, the consequences of the more serious violation will be considered.

### Removal from Class​

See [Teacher Removal of Disruptive Students](#_4ntl8g5arp4x).

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### Alternative Instruction​

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to [Education Law §3214](http://www.p12.nysed.gov/sss/lawsregs/3214.html), the District will take immediate steps to provide alternative means of instruction for the student.

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### Minimum Suspension Periods

#### Repeatedly Substantially Disruptive Student​

A student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom, which, for the purposes of this sections, shall mean any student, who engages in conduct which results in the student being removed from a classroom by any teacher, pursuant to [Education Law section §3214(3-a)](http://www.p12.nysed.gov/sss/lawsregs/3214.html) and the provisions set forth in the Code, on four or more occasions in a semester, will be suspended from school for a minimum of three days. The principal or acting principal or his or her designee may reduce such period on a case-by-case basis to be consistent with any other State and Federal laws. Upon the 5th removal from class, other educational options may be considered. In addition, there may be an occasion when it will be appropriate to refer a disruptive student to a school counselor or psychologist who in turn may refer a student (and parent/guardian) to appropriate human services organizations outside the school.

#### Possession of a Firearm

Pursuant to the [Federal Gun-Free Schools Act of 1994](https://www.cde.state.co.us/sites/default/files/documents/fedprograms/dl/ov_tiv_progadmin_defoffirearms.pdf), any student found guilty of bringing a firearm onto school property, or having a firearm in his/her possession on school property will be subject to at least a one-year suspension and subject to review and modification on a case-by-case basis by the superintendent of schools. Students with disabilities will be disciplined in accordance with the requirements of the [Individuals with Disabilities Education Act (IDEA)](https://sites.ed.gov/idea/).

#### Violent Pupil​

Students who are deemed to be “violent pupils” as defined by [Education Law Section §3214(2-a)(a)](http://www.p12.nysed.gov/sss/lawsregs/3214.html) and this Code will be subject, at a minimum, to an out-of-school suspension of one day, provided, however, that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other State and Federal law.

### Remedial Responses to Violation of The Code of Conduct

Students who violate this Code may also be referred to remedial action as the facts may warrant, including but not limited to, any of the measures listed below:

1. peer support groups; corrective instruction or other relevant learning or service experience;
2. supportive intervention;
3. behavioral assessment or evaluation;
4. positive support plans, with benchmarks that are closely monitored; and/or
5. student counseling and parent/guardian conferences. Beyond these individual-focused remedial responses, school-wide or environmental remediation may also be utilized. These strategies may include:
6. school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
7. adoption of research-based prevention programs;
8. modification of schedules;
9. adjustment in hallway traffic and other student routes of travel;
10. targeted use of monitors;
11. staff professional development;
12. parent/guardian conferences;
13. involvement of parent-teacher organizations; and/or
14. peer support groups.

## Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his/her designee. Any student observing a person possessing a weapon, alcohol, illegal substance or synthetic cannabinoids (marijuana) on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal’s designee or the superintendent. A teacher shall immediately report and refer a [Violent Pupil](#_4xul8xk88jw4) to the principal or superintendent for a violation of the Code of Conduct and a minimum suspension period.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. Oral reports made by or to a staff member shall be recorded in writing by the staff member.

The supervisor or their authorized District official will then impose an appropriate disciplinary sanction according to this Code, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, illegal substance or synthetic cannabinoids (marijuana) found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his designee shall notify the appropriate local law enforcement agency of those code violations that may constitute a crime and substantially affect the order or security of a school, including but not limited to incidents of harassment, bullying, and/or discrimination, as soon as practical, but in no event later than the close of business the day the principal or his designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification shall identify the student and explain the action that violated the code of conduct and constituted a crime.

### Sexual Harassment Policy

The LaFayette Central School District Sexual Harassment Policy prohibits sexual harassment, as defined in this Code of Conduct, by employees, students and other individuals toward other employees and students. Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic, or physical conduct relating to an individual’s sex; and the display of sexually-explicit pictures, greeting cards, articles, books, magazines, photographs, and/or cartoons. The Superintendent is the designated equal opportunity coordinator and any violation should be brought to his/her attention.

**Reporting Discrimination, Harassment, and Retaliation (including Bullying, Cyberbullying, Hazing, Intimidation,​ ​etc.)**

The school principal is the school employee charged with receiving all reports of harassment, bullying, and discrimination; however, students and parent/guardians 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, bullying, and retaliation; and will promptly take appropriate action to protect individuals from such further conduct. All sexual harassment and gender discrimination complaints will be forwarded to the [District’s Title IX Coordinator](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1934) who will carry out the investigation and, in general, coordinate compliance with [Title IX](https://www2.ed.gov/policy/highered/leg/hea98/sec443.html) and its regulations, as applicable to the complaint.

It is essential that any student who believes he/she has been subjected to discrimination, harassment, 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. To effectively enforce this policy and to take prompt corrective measures, it is essential that all persons with knowledge of harassment, bullying, retaliation, and/or discrimination report such behavior to an administrator including but not limited to the school principal within one school day after the incident is reported or witnessed so that it may be effectively investigated and resolved. A written report of the incident by the school employee reporting same has to be completed within two school days. All complaints and written reports of alleged harassing, bullying, discrimination and/or retaliatory conduct shall be forwarded to the school building’s Dignity Act Coordinator (as defined below) for monitoring.

After receipt of a complaint, the school principal shall lead or supervise a thorough investigation of the alleged harassing, bullying, discrimination, and/or retaliatory conduct. The principal or the principal’s designee shall ensure that such investigation is completed promptly and 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 or a material incident of harassment, bullying, retaliation, and/or discrimination has occurred, immediate corrective action will be taken as warranted. Prompt action reasonably calculated to end the violation will occur, in order to 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.

Pursuant to [Education Law Section 13](https://www.nysenate.gov/legislation/laws/EDN/13), retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, retaliation, and/or discrimination.

As a general rule, responses to acts of harassment, bullying, retaliation, and/or discrimination against students by students shall incorporate a progressive model of student discipline that includes measured, balanced, and age-appropriate remedies and procedures that make appropriate use of prevention, education, intervention, and discipline, and considers among other things, the nature and severity of the offending student’s behavior(s), the developmental age of the student, the previous disciplinary record of the student and other extenuating circumstances, and the impact the student’s behaviors had on the individual(s) who was physically injured and/or emotionally harmed. Responses shall be reasonably calculated to end the harassment, bullying, retaliation, and/or discrimination, prevent recurrence, and eliminate the hostile environment.

The Principal must notify promptly the Superintendent and the appropriate local law enforcement agency when he/she believes that any harassment, bullying, retaliation, or discrimination constitutes criminal conduct. The Principal shall provide a regular report, at least once during each school year, on data and trends related to harassment, bullying, retaliation, and/or discrimination to the Superintendent.

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

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

1. promptly investigated in accordance with the terms of District policy;
2. forwarded to the school building’s Dignity Act Coordinator for monitoring; and
3. treated as confidential and private to the extent possible within legal constraints.

Prevention is the cornerstone of the district’s effort to address discrimination, retaliation, bullying and/or harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, the principal at each school to act as the [Dignity for All Students Act Coordinator](#_ero3cze76n89) (Dignity Act Coordinator).

| The Dignity Act Coordinators | | | |
| --- | --- | --- | --- |
| **Building** | **Coordinator** | **Email** | **Phone #** |
| C. Grant Grimshaw Elementary | Nicole Petranchuk | npetranchuk@lafayetteschools.org | (315) 677-3152 |
| Onondaga Nation School | John Gizzi | jgizzi@lafayetteschools.org | (315) 469-6991 |
| LaFayette Junior-Senior  High School | Jason Ryan | jpryan@lafayetteschools.org | (315) 677-3131 |
| Big Picture School | Susan Hart | sosborn@lafayetteschools.org | (315) 504-1000 |

Each Dignity Act Coordinator shall be employed by the District and be licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor, or superintendent of schools. 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, gender expression, sex or any other legally protected status as well as provided with training which addresses the social patterns of harassment, retaliation, bullying, and/or discrimination; the identification and mitigation of harassment, bullying, retaliation, and/or discrimination; and strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. The District’s designated Dignity Act Coordinators shall be approved annually by the Board of Education and such appointments shall be posted on the [District’s website](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1339).

Please note that all sexual harassment and gender discrimination complaints will be forwarded to the [District’s Title IX Coordinator](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1934) who will carry out the investigation and, in general, coordinate compliance with Title IX and its regulations, as applicable to the complaint.

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## Referrals to Outside Agencies

### Person In Need of Supervision Petitions (PINS)

The district may file a [Person In Need of Supervision](http://ww2.nycourts.gov/COURTS/nyc/family/faqs_pins.shtml) (PINS) petition in Family Court on any student under the

age of 18 who demonstrates that he or she requires supervision and treatment by:

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

### **Juvenile Delinquency and Juvenile Offenders**

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

* 1. Law enforcement will be notified of code violations which constitutes a crime, including but not limited to the following;
     + Possession of dangerous weapons (see Class I infractions)
     + Possession, distribution, and/or sale of alcohol, narcotics, or any illegal substance
     + Indecent exposure
     + Assault
     + Theft
     + Arson
     + Vandalism/defacement of school property
     + Bomb threats
     + False alarms
     + Personal threats against staff, students, or anyone
  2. Parents are notified of code violations. All referrals are mailed home.
  3. Referrals are made to criminal court and PINS petitions are filed when the school counselors, Social Worker, School Psychologist, administrators, the school nurse, and/or team of professional staff consisting of representatives from above, believe that internal efforts to remediate ungovernable and/or persistently truant students have been unsuccessful. Administration and/or Guidance may initiate the referral.
  4. Human Service Agencies are contacted at the discretion of Guidance counselors and/or the administration. Generally a team of professional staff will meet to determine the necessity of the referral and guidance counselors will initiate the contacts.

## Academic Integrity/Cheating/Plagiarism Policy

This is a District-wide policy to which every student in every subject will be held accountable. Academic integrity is essential for authentic learning. Not only will the student develop a good work ethic, but also the student will become a confident life-long learner.

### Definition of Cheating

Webster’s Collegiate Dictionary defines cheating as violating the rules dishonestly or practicing fraud or trickery.

* **Examples of academic honesty** include borrowing a friend’s notes to study from, or explaining to another student how to do example Math problems.
* Academically, some specific **examples of cheating** include, but are not limited to: bringing a cheat sheet to a test; getting answers to a test ahead of time from other students; having someone else (peers, siblings, parents/guardians) do the homework, assignment or project (this is often referred to as “helping”); and/or turning in an older sibling’s work as one’s own.

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### Definition of Plagiarism

Plagiarism is defined by Webster’s as stealing or passing of the ideas, words or images of another as one’s own; using a created production without crediting the source; committing literary theft; and/or presenting as new and original an idea or product derived from an existing source.

* **Examples of academic integrity** include using quotations in a research project and citing the sources, or using a previously created image as the basis for an art project and citing the source.
* Some specific **examples of plagiarism** include, but are not limited to: copying information, ideas, or images from books, encyclopedias, websites, etc., and not indicating the source, buying a paper/essay off the internet, paying someone to do the work for you, and/or inventing sources or page number references.
* Students may be asked to turn in assignments both as a hard copy and/or electronically submitted on a computer disc in order to facilitate checking for plagiarism.
* Students will be asked to sign a statement acknowledging their understanding of cheating and/or plagiarism and the consequences if they are caught.
* Students will suffer the consequences of cheating regardless of the amount of plagiarism in the piece. In other words, whether the whole assignment or only part of it includes copying, the consequences will be the same.

### Consequences

* *Grade 7:* Zero credit for the original assignment. Students could re-do the assignment or be given an alternative assignment, at the discretion of the teacher. Only a maximum of 75% credit will be allowed for the second assignment. Written documentation (referral) will be recorded by the teacher.
* *Grade 8:* Zero credit for the original assignment. Students could re-do the assignment or be given an alternative assignment, at the discretion of the teacher. Only a maximum of 50% credit will be allowed for the second assignment. Written documentation (referral) will be recorded by the teacher.
* *Grades 9-12:* Zero credit for the assignment, no make-up. Written documentation (referral) of the incident.

## Due Process

A student and/or parent/guardian who has concerns regarding the application of any policy may make an appeal in the following order: the Building Principal, the Superintendent of Schools, the Board of Education, the NYS Commissioner of Education.

### The Role of Teachers, Administrators, School Personnel, The Board, and Parents/Guardians

| **TEACHERS & STAFF** | **ADMINISTRATORS** |
| --- | --- |
| * + Explain rules of behavior to students;   + Enforce school rules and maintain order;   + Fairness and consistency in enforcing school rules;   + Reinforce desired behavior;   + Refer students to counselors when appropriate; and/or   + Model appropriate standards of conduct, dress, language, and respectful treatment of others. | * + Take leadership role in establishing rules of conduct;   + Make rules known to students, staff, and parents/guardians;   + Enforce school rules and maintain order;   + Fairness and consistency in enforcing school rules;   + Communicate and work with parents/guardians to help modify student behavior;   + Reinforce desired behavior;   + Refer students to counselors when appropriate; and/or   + Model appropriate standards of conduct, dress, language, and respectful treatment of others. |
| **BOARD OF EDUCATION** | **PARENTS/GUARDIANS** |
| * + Establish board policy objectives for: * Good conduct; and * Promoting a safe and productive learning environment;   + Authorize administration to enforce policies within legal boundaries; and/or   + Model appropriate standards of conduct, dress, language, and respectful treatment of others. | * + Ensure regular and punctual student attendance;   + Know the rules of conduct and the consequences, and encourage student compliance;   + Instill respect of law, authority, and rights of others; and   + Model appropriate standards of conduct, dress, language, and respectful treatment of others. |

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## Discipline of Students With Disabilities

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

## Teacher Removal of Disruptive Students

A student’s behavior can affect a teacher’s ability to teach, making it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student’s behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include, but are not limited to: (1) sending a student to another supervised location; (2) sending a student to the principal’s office for the remainder of the class time only; or (3) sending a student to a guidance counselor for counseling. Management techniques such as these do not constitute disciplinary removals for purposes of this process.

For purposes of the [guidelines](#_hpdjn4wlkq7e) stated below, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption of the education process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

### Procedure

When efforts by the teacher to modify a student’s classroom behavior have not been successful, the following procedure will apply:

1. The teacher will send the student to the Main Office for being disruptive and notify the Main Office that the student is being sent.
2. Before the student leaves the room, the teacher will explain to the student why he/she is being removed.
3. The teacher will complete a Class Removal Referral and meet with the principal to review the situation no later than the morning of the next school day.
4. Before a removal occurs, the principal will meet with the student to allow the student to explain his/her version of the relevant events. This meeting will take place within 24 hours of the meeting with the teacher. Additionally, the teacher will notify the parent/guardian of significant classroom conduct which may result in a student being removed from class within 24 hours of the infraction.
5. The principal will notify the student’s parent/guardian by telephone of the temporary removal, as well as the parent’s/guardian’s right to an informal conference with the principal. Written notification will follow the telephone contact.

### Guidelines

1. The length of a temporary removal will be no more than two days. The two days will be in addition to the day of removal.
2. The number of temporary removals a student may have will be limited to two (2) for the same class.
3. The removal of the student will be for the class period of the removal only. The student will attend each of his/her other classes.
4. During the removal, the teacher will provide classwork for the student to complete while assigned to in school suspension.
5. If a student continues to be disruptive following the second temporary removal, he/she may be removed from the class indefinitely pending a Superintendent’s Hearing.
6. Teachers will maintain a record of actions taken to modify the student’s behavior prior to the temporary removal.
7. No pupil shall return to the classroom until the Principal makes a final determination, pursuant to [Education Law section §3214(3-a)(c)](http://www.p12.nysed.gov/sss/lawsregs/3214.html), or the period of removal expires, whichever is less.

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### Administrative Procedure

1. Notify the parents/guardians within 24 hours of the reason(s) for the removal.
2. The student/parent/guardian will be given an opportunity to discuss reasons with principal. If student denies the charges, student/parent/guardian must be given explanation of basis for removal and an opportunity to present his/her version. This should take place within 24 hours of removal. The teacher will attend for clarification.
3. Principal will decide, by the close of business on the day following the opportunity to be heard by the principal, whether or not the discipline will be set aside. Principal may set aside discipline if:
   1. The charges against the student are not supported by substantial evidence
   2. The student’s removal is in violation of the law
   3. The conduct warrants suspension, which will be imposed

## Student Protests

No activities are permitted on school grounds that interrupt the academic mission. As always, failure to attend classes may result in both academic and behavioral consequences. Students wishing to exercise their rights to free speech should do so in a cooperative manner with school administration.

## Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student’s dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. The U.S. Supreme Court ruled in the [2007 Morse V. Frederick](https://www.uscourts.gov/educational-resources/educational-activities/facts-and-case-summary-morse-v-frederick) case to “…allow schools to restrict student expression that they reasonably regard as promoting illegal drug use.” LaFayette has established the following dress code:

**Inappropriate attire includes the following:**

1. Extremely brief garments such as tube tops, net tops, halter tops, and short shorts, plunging necklines (front and/or back), and see-through garments are not appropriate.
2. Clothing should not be too tight.
3. Underwear must be completely covered with outer clothing.
4. Footwear is required at all times and should be appropriate for activities for that day. Footwear that is a safety hazard is not allowed.
5. The wearing of hats in the building is generally prohibited and subject to approval by the building principal, except for medical or religious purposes, or to celebrate special events sanctioned by school personnel. This also includes scarves and hoods.
6. Items that are vulgar, obscene, and libelous or denigrating to others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, gender expression, and/or any other legally protected status are prohibited.
7. Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities are prohibited.
8. Outerwear (unless warranted by building climate conditions).
9. Sunglasses should not be worn in the building (on the head, face, around the neck) unless medically necessary.

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 up to and including Out of School Suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline up to and including Out of School Suspension.

## Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to establish rules for public conduct on school property and at school functions. Dress and behavior will be appropriate to the school environment and will not detract from the educational process. For purposes of this section of the Code, “public” shall mean all persons when on school property or attending a school function including but not limited to students, parents/guardians, teachers and District personnel. Such rules, as well as consequences for violation of such rules, are contained in this Code as well as [Board Policy 3410](https://www.lafayetteschools.org/teacherpage.cfm?teacher=650), “Code of Conduct on School Property” and related Administrative Regulations.

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### Prohibited Conduct​

No Person, either alone or with others shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school District property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs, or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, overly revealing, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school environment.
5. Threaten, intimidate, harass or discriminate against any school staff member or other person(s) on the basis of a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, gender expression, and/or any other legally protected status are prohibited.
6. Enter any portion of the school premises, playing field (home or away) or other related school location without authorization, or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use firearms or 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 Board of Education (or its designee).
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school District officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

### Consequences​

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

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn, and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and/or arrest.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with [Education Law §3020-A](https://www.nysenate.gov/legislation/laws/EDN/3020-A) or any other legal rights that they may have.
4. Staff members in the classified service of the civil service who are entitled to the protection of [Civil Service Law §75](https://www.nysenate.gov/legislation/laws/CVS/75): They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5: Shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they 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 designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person’s conduct poses an immediate threat of injury to persons or property, the Principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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

## In-Service Education

The District will sponsor in-service education programs for all District staff members to ensure the effective implementation of the Code of Conduct, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, harassment, bullying and discrimination against students by students and/or school employees and to including safe and supportive school climate concepts in the curriculum and classroom management.

In-service education programs shall also include training on the social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex, the identification and mitigation of harassment, bullying and discrimination, and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

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# LaFayette Jr./Sr. High School

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The following information is specific to the LaFayette Jr./Sr. High School. For your reference, this portion of the handbook has been broken up into four sections:

1. Student Rules and Expectations
2. High School Procedures
3. Attendance
4. Co-Curriculars and Athletics
5. **Student Rules and Expectations:**

## 

## Bottles and Food In School

Students are not allowed to bring glass bottles to school. Drinking fountains are located throughout the building.

Student Responsibilities

* Use metal/plastic bottles preferably with a resealable lid
* Keep caps/lids on bottles when not in use
* Students clean up their own spills
* Food and drink in the classroom is allowed at the **teacher’s discretion**

## Bus Expectations

The bus driver is in complete charge of the bus and its occupants at all times. Bus rules are posted in each bus and it is our expectation that each student is familiar with the rules and complies with them at all times. Failure to do so will result in disciplinary action and possible removal from bus transportation.

Upon arrival at school, the student is to enter the building immediately. There can be no loitering outside of the building.

Any student wishing to be transported on a bus other than the one to which they are assigned must submit a **written** request, signed by a parent/guardian to the Main Office immediately upon arrival at school. The request must be specific and contain a phone number for verification purposes.

## Cafeteria Etiquette

We strive to maintain a cafeteria atmosphere that is clean and respectful of the cafeteria staff as well as fellow students.

Student Responsibilities

* Clean up after yourself
* Conversations should be at a respectable volume
* All students must report to the cafeteria at their designated lunch time
  + If students are going to see a teacher/faculty member, they must have a pre-signed pass
  + If students need to use the restroom or visit the nurse, they must follow smart pass procedures.

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## Cell Phone Use

Between the hours of 7:55 am and 2:42 pm:

Students are allowed to use their cell phones in the following locations:

* Passing time in hallways (between academic periods)
* Lunch periods
* Study Halls (teachers have the right to restrict cell phone usage)

Students are **not** allowed to use their cell phones in the following locations:

* Hallways during an academic period (All periods 1-8 are considered academic regardless of the student’s individual schedule)
* Bathrooms
* Locker rooms
* Auditorium during WIN Time

Students may use their cell phone with teacher/administrator permission in the following areas:

* Academic classroom
* Large group gathering space
* Main office
* Counseling/ Native American Liaison office
* WIN

If parents need to contact their child at any point throughout the school day, they can call the main office at 315-677-3131. Additionally, if a student needs to be in possession of their cell phone for medical reasons, prior arrangements should be made with administration.

**Violations**

If a violation of the cell phone policy occurs, the teacher will write a disciplinary referral and confiscate the students phone which will be turned into the main office.

* 1st offense: cell phone is returned at the end of the day
* 2nd offense: parent will be contacted and given the expectation to pick up the cell phone
* 3rd offense: parent contact/meeting will be scheduled, student will need to turn in their cell phone to the main office upon arriving to school for one week

## Driving To School

Driving to school is a **PRIVILEGE**, not a right. We afford this option to responsible students who demonstrate respect for the school community and whose parents provide their consent.

By signing the driving permission slip, both students and parents accept the following conditions:

1. All vehicles must be registered with the school’s Resource Officer.
   1. A driver’s license/permit must be provided. (We will copy and return the original.)
   2. Registration, insurance, and license plate information must be provided.
   3. A deposit of $10 will be required. When students return their parking pass at the end of the school year, their deposit of $10 will be returned.
2. All student vehicles must park in the **South Parking Lot ONLY** and display parking permits hung on the rearview mirror.
3. **Driving to and from BOCES** or any off campus program or event which occurs during the school day is **prohibited**, unless given prior approval by the building administrator.
4. Upon arrival or when departing school, students may not linger in their cars but must immediately enter the building or exit the school grounds.
5. The parking lot is **OFF LIMITS** throughout the school day.
6. Students are expected to drive **WITH CAUTION** at all times, mindful of school buses and pedestrians. Reckless endangerment of any kind will immediately result in the revocation of driving privileges.
7. Excessive tardiness indicates a lack of student responsibility and, after fair warning, driving privileges will be suspended.
8. We reserve the right to have cars not registered with the school or driven by a student with suspended driving privileges towed from school property. The car owner/operator is responsible for the associated cost.

## Hall Passes

All passes are issued at the teacher's discretion. Through the use of the Smartpass application, students are able to create passes to various locations throughout the building. [Click here](https://docs.google.com/document/d/1jMLt8GMJilI_DdvOQUU9YWZbQwGgbXcVYmDpPJxLL1Y/edit?usp=sharing) to view the guidelines for using the Smartpass application. Students are NOT allowed transit through the halls without a valid pass. Excessive requests for passes will be investigated and pending findings, may be restricted.

**Hats/Hood Policy**

As a general rule, students are allowed to wear hats and hoods in school.. With that being said, each teacher has the discretion to determine their own classroom policy around hoods and hats. If a teacher has a policy prohibiting hoods/hats or a student is asked to remove their hood/hat they must do so in accordance with the teacher's request. The principal reserves the right to prohibit the wearing of any headwear that is deemed inappropriate or a disruption to the educational environment.

## Personal Property at School

Items intended for the sole purpose of your entertainment and amusement do not belong in school. Such personal property tends to interfere with your primary reason for being here and tends to disrupt the learning atmosphere of the school. If you bring them to school, they may be confiscated and may be returned only to your parent(s) or guardian(s).

## Tardy to Class

## Students are expected to be in their scheduled class prior to the second passing bell. Students are considered tardy to class if they arrive at their scheduled class after the second bell has passed. If students arrive after the second bell they should have a pass or the following consequences will be issued: *consequences reset with each semester (semester 1 and semester 2)*

**1st offense:** Verbal Warning

**2nd offense:** Verbal Warning

**3rd offense:** Parent Contact By Classroom Teacher

**4th offense:** Disciplinary Referral (consequences may include but are not limited to teacher detention, Administrative detention, principals conference, and/or lunch detention)

**5th offense:** Disciplinary Referral (mediation, parent meeting, late night detention, loss of privileges)

## Textbooks & School Equipment

Students are responsible for all books, calculators, locks, chromebooks and other equipment assigned to them. If these items are damaged or lost, you will be required to pay for the damage or replacement. Assigned locks are to be kept on your assigned locker at the conclusion of the school year. You are required to pay to replace any missing/damaged locks, calculators, chromebooks or other equipment. A check is to be made out to the school for the amount and given to the Main Office. Report cards may be held at mid-year and end of the year if monetary obligations are not met.

1. **High School Procedures**

## Anonymous Reporting

The [S.A.V.E. Legislation](http://schoolcrisisresponse.com/projectsave.pdf#:~:text=Project%20SAVE%20was%20developed%20by%20New%20York%20State,safety%20plan%20at%20the%20district%20and%20building%20levels.) stipulates that schools provide all students with a method to report potentially dangerous situations to appropriate authorities. Anonymous Reporting Forms can be found in the Main Office or Counseling Office. Families, students, faculty and staff can also utilize the district’s [‘Tip Line’](https://www.lafayetteschools.org/stopbullying.cfm) on the district website to report bullying offenses. Please note the digital “Tip Line” is sent to building administration, counseling staff, and the district Superintendent, When reporting an incident, please include the following information to assist staff in responding:

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* Date, Time, and Location
* Name of student(s) involved
* Detailed description of the event
* Please include as much information as possible

**Breakfast Procedures**

Breakfast is available on a regular basis to all students and will be served 7:30 am to 7:55 am. Students that arrive late to school, will be given a breakfast pass which will allow them to get breakfast upon their arrival to school. Breakfast will only be served after 7:55 am to students that have a breakfast pass or have a scheduled study hall in the cafeteria during periods 1,2 and or 3.

## Disclosure of Information to The Military

Pursuant to the [Federal No Child Left Behind Act (NCLB)](https://www2.ed.gov/nclb/landing.jhtml) signed into law in January 2002, the District must disclose to [military recruiters](https://www.lafayetteschools.org/tfiles/folder650/7242.pdf) and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the District must also notify parents of their rights and the rights of their children to request, in writing, that the District **not** release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise **their option to withhold** their consent to the release of the above information to military recruiters and institutions of higher learning must indicate and sign the Student Verification Form (which families update annually) sent home at the beginning of the school year.

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## Dissemination of The Code of Conduct

Each year the district will:

1. Post the complete Code of Conduct on the District’s website, including any annual updates or amendments to the code.
2. Make paper copies of the Code of Conduct available in the main office and review expectations at a school assembly to be held at the beginning of each school year.
3. Provide each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the code as soon as practicable following initial adoption or amendment of the code, and providing new teachers with a complete copy of the current code upon their employment.
4. Make complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

## Family Responsibilities

All families are expected to teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which all strengthen the child’s confidence and promote learning in accordance with the Dignity for All Students Act.

## Field Trips

All school-sponsored field trips are to follow these procedures:

1. Written permission must be obtained from parent(s) or guardian(s)
2. Students are to ride to and from the destination on school provided transportation
3. Students are governed by the district’s code of conduct
4. Respect for chaperones is expected

## Fire/ Lock Down Drills

A total of 12 emergency drills are required each year. Eight of these drills will be evacuation drills while the other four will focus on our lockdown procedures. During an evacuation drill, students should leave the building quietly and calmly in accordance with the exit plan posted in each classroom. In the event of a lockdown drill, students should follow the steps outlined on the NYS Safe Schools Emergency Response Card.

## Health Issues

Physicals are required by New York State Education Law for grades Pre-K, K,1,3,5,7,9 & 11. In the event of an accident while in school, students should go to the nurse immediately. If pertinent, she will ask you to fill out an accident report.

If you are to receive medication during school, you must have a **physician’s written authorization and a written authorization from your parents**. The medication is to be given to the school nurse and kept in her office for dispensation, not in your locker. **This includes aspirin, and ALL non-prescription drugs.**

## Lockers

All students will be issued lockers at the beginning of the school year. It is the responsibility of each student to see that his/her locker is kept in order and locked. DO NOT keep valuables in your locker, and do not give out your combination. The school is not responsible for items lost or taken from lockers. If your locker is not working properly, report it to the Main Office immediately. Locks will remain on your assigned locker at the conclusion of the school year, and will be checked to verify that the assigned lock matches the assigned locker. You will be responsible for any lost or damaged locks. **You may not use a personal lock. You will be issued a lock by the LaFayette Junior-Senior High School.**

**No Fly Time**

The first and last 10 minutes of each period is considered to be “No Fly Time.” This means that no passes will be issued to students from an academic course for the first and last 10 minutes of each period unless the situation is deemed to be an emergency. Students should be aware of this procedure and plan accordingly.

As part of the “No Fly” procedures, students are prohibited from extending their transitional time by arriving at their scheduled class before the second bell and requesting additional time to use the facilities “before class starts.”

## Parent Conferences

Parent conferences will be scheduled at the request of families, teachers or students to discuss a student’s academic and/or behavioral concerns. The school counselor will establish the time and notify all teachers of the conference. Where possible, the student will be encouraged to participate in the conference. If you would like to set up a parent conference, please contact your child’s grade level counselor.

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## School Closings & Delays

In the event that emergencies, such as winter storms, make it necessary to close the school, announcements to this effect will be made via the district website/social media and local television stations. The District also sends a phone message via Parent Square to families.

## School Searches

Both the United States Supreme Court and NY Court of Appeals have held that the Fourth Amendment’s protection against unreasonable searches and seizures is applicable to students in public schools. There are two different standards the courts use to determine whether a school search is reasonable under the Fourth Amendment. The courts will consider some school searches to be reasonable upon a showing that the search was **reasonable under the circumstances** (similar to the standard of reasonable suspicion) while other school searches will only be reasonable if there is **probable cause**. Both police and school officials are government actors. The standard applicable to a given search depends on who is conducting the search and the reason for the search.Traditionally the cases fall into two categories as follows:

* Searches by school officials will be lawful as long as the search is reasonable under the circumstances.
* Searches by police officers must be supported by the higher standard of probable cause.

In order to be reasonable under the circumstances a search by school officials must be:

1. **Justified at its inception**, and
2. **Reasonably related in scope** to the circumstances which initially justified the interference.

* Under ordinary circumstances, a search of a student by a school official will be justified at its inception where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the law or a school rule.
* The search will be **reasonably related in scope** when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age of the student and the nature of the infraction.

### Locker Searches

You may use your locker to store school-related materials and authorized personal items. You may NOT use your locker to store illegal or unauthorized items, items in violation of school policy or rules, or any other items that are determined by authorized school personnel to be a potential threat to the health, safety or welfare of you or others.

It is important to distinguish between the search of a student and the search of a locker, desk or other item which, while assigned to the student, belongs to the school.

**Please know that:**

* the school owns and controls all the lockers.
* lockers are provided for the storage of school related material ONLY.
* students should not expect privacy in anything they place in the locker.
* lockers are secured only to maintain privacy between students.
* the school has the authority to access the lockers at any time and to inspect the contents.

**Lockers may be opened and searched at any time.** This may be done without prior notice, without a search warrant, and without consent by the student, parent or guardian. Inspections may be conducted by authorized school personnel and/or law enforcement officials. At times, they may be conducted with the assistance of drug-detecting dogs.

### Random or Blanket Searches

Random or blanket searches of school lockers and their contents help deter violations of school rules, ensure proper maintenance of school property, and provide greater security for students and personnel. Therefore, the school may search lockers and their contents at any time on a blanket or random basis. (This means a search of either all of the lockers or randomly selected lockers in the entire school building or part of it.) A search may be conducted without warning, and without the need for suspicion that prohibited items are present in a particular student’s locker.

The school may search a **particular locker or lockers** when there is reasonable suspicion that the locker(s) being searched contains prohibited items. School officials may seize any prohibited items that are found. Such items may be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

## Senior Privilege

Seniors in **good academic standing** will be allowed to sign themselves out of nonacademic classes (study halls) using the Smart Pass system. Seniors will be allowed to go to one of the following location during this time:

* Cafeteria Lobby
* Auditorium lobby
* Main office lobby

While in these areas, Seniors must have an active pass in the Smart Pass system for the entire duration (40 minutes). Please note that the above listed areas are **only to be used** when a senior is scheduled for a nonacademic course. Students should not be allowed to leave any academic course to work in any of the above listed locations without prior administrative approval.

## Visitors to The Schools

We welcome families and community members to visit our buildings. Our expectation is that all visitors are mindful of our schools as places of learning and that the policies and procedures for each building are respected. Administrators are responsible for all visitors and the following expectations apply:

1. A visitor is anyone who is not a student or regular staff member.
2. Alumni are welcome to visit **after the normal school day hours** of scheduled classes, with at least 24 hours notice.
3. Visitors must report to the Main Office upon arrival, register, and display name tags for the duration of the visit.
4. Unauthorized visitors will be reported to administration and will be asked to leave. Law enforcement may be notified, if necessary.

All visitors must abide by the rules for public conduct contained in the Code of Conduct.

## Visit by Non-District Students

No student visitors will be allowed during the school day unless approved by administration for educational purposes such as student exchange programs, a student moving to the District, etc. Even these arrangements are to be made at least two days prior to the scheduled visitation.

1. **Attendance**

It is the belief of the faculty and administration of LaFayette Central Junior/Senior High School that there is a direct correlation between academic success and school attendance. We feel it is the responsibility of parents and students to ensure that students attend school and classes on a regular basis. Our philosophy for attendance insists that regular class attendance and participation is needed for optimal mastery of each and every course. Also regular attendance is essential in preparation for the “real world” where promptness and responsibility are important ingredients for career success. We believe that the school and the home must work together to promote these essential values.

The Attendance Policy of LaFayette Junior/Senior High School is designed to not only encourage all students to attend school on a regular basis but also to encourage their diligence in making up work missed during an absence. This policy is one, which hopefully will cause students to prioritize and to be selective in choosing activities, which take them out of their classes. The teacher, regardless of the reason, legal or illegal, will record a class absence. When a student is absent a student is expected to contact the teacher(s) of the class(es) missed in order that the work can be made up as quickly as possible.

[New York State Education Law](http://www.p12.nysed.gov/sss/pps/attendance/) requires students to be in attendance each day, except for the following legal reasons:

* Personal Illness
* Illness/Death in Family
* Religious Observance
* Quarantine
* Court Appearance
* Attendance at health clinics
* Approved College Visit
* Approved Cooperative Work Programs
* Military Obligations
* Other such reasons approved by building principal

## Procedure for Absences

The parent or guardian is asked to call the Health Office in the morning of each absence. If a phone call has not been made, a written excuse for the absence(s) is required upon the student’s return. This excuse should state the date(s) of the absence(s), and be signed by the parent or guardian. In the Junior/Senior High School, this excuse is sent to the Health Office. Failure to submit an excuse via telephone or written note will be regarded as an illegal absence.

## Chronic Absenteeism

Any student who misses more than 10% of a school year (2 days per month or 18 days per year) will be considered chronically absent from school. As a district, the state mandates that we report any student that falls into the category of chronic absenteeism. For the purposes of this report, the state does not distinguish between excused and unexcused absences.

## Procedure for Early Dismissal

If it is necessary to be excused before the end of the school day, the parent or guardian is expected to provide the Health Office with either a phone call or a written note on the morning of each early dismissal day. A parent/guardian must sign the student out in the Health Office.

Co-curricular activities are also impacted by absences. Please refer to the [Co-Curricular Eligibility Policy](https://docs.google.com/document/d/1fWbLTk0_yr3d0vJh792WyVcQwmbYAGmxx_cNS6eUnNM/edit#heading=h.omlz2w7trj9x).

*Please Note: LAFAYETTE JUNIOR-SENIOR HIGH SCHOOL IN THE ENFORCEMENT OF THE 7-12 ATTENDANCE POLICY* ***DOES NOT*** *DISCRIMINATE BETWEEN EXCUSED AND UNEXCUSED ABSENCES.*

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## Class Absences

Attendance and academic success are inextricably linked. There are 20 weeks of school per semester, 40 weeks per year, comprising approximately 180 days of expected attendance. Incomplete grades impact co-curricular participation as well.

**In order to be regarded as present for a class, a student must be in attendance for a minimum of 20 minutes.**

## Making Up Class Work

Whether absences are regarded as excused or unexcused, all missed school work must be completed in a timely manner. The student must meet with the respective teacher(s) to make these arrangements. Failure to meet the teacher’s established deadline, commonly one day afforded for each day of absence, will result in loss of credit for the missing assignments. If the absence occurs at the end of a marking period, the student will receive an “incomplete.” The expectation is that the student will work with the classroom teacher to remove the incomplete within one week of the end of the marking period. **Accommodations will be made for students classified under** [**Individuals with Disabilities Education Act (IDEA)**](https://sites.ed.gov/idea/) **or** [**Section 504**](http://www.acces.nysed.gov/aepp/section-504-rehabilitation-act-1973)**.**

### Lines of Responsibility

* Student: responsible to arrange a meeting with the teacher to make up work and to complete it in a timely manner.
* Teacher: responsible to keep accurate, daily class attendance and to verbally notify each student when absenteeism becomes excessive.
* Parent: responsible to see that students attend school on a regular basis and not to schedule appointments or vacations in such a manner that a student’s regular class attendance is jeopardized. Parental support in supervising a student’s make-up work is desired.
* Parents are strongly encouraged to utilize the [SchoolTool Parent Portal](https://lafayette.schooltool.cnyric.org/schooltoolweb/) when questioning whether or not make-up work has been completed.

Please Note: **In the event a student is to be absent from school in excess of 5 consecutive days due to serious illness or injury, it is the parents’ responsibility to notify the Guidance Department to arrange for make-up or homebound instruction as soon as the student is able to do so. The nature of the make-up will be left to the discretion of the building administrator who will work closely with the parent and teacher. A student absent from school in excess of 5 consecutive days for reasons other than health are not eligible for homebound instruction.**

## Vacation While School Is In Session

If a student is going to be absent from school in order to go on vacation, please do not expect those specific assignments for the period missed to be provided by the teacher prior to the students leaving school for vacation. It is the student’s responsibility to make up specific assignments upon his/her return to school.

Please note, we DO NOT advocate taking a student out of school in May and June when review and final exams are given. This puts students in jeopardy of passing final exams and Regents Exams. In the event a student misses a school exam while vacationing, the student will receive a zero for the exam. In the case of a Regents Exam, the student will receive no grade or credit for the Regents or course credit and will have to take the exam the next time it is scheduled (August, January or June).

## Seniors and Attendance

Please note that there are NO sanctioned “Senior Skip Days.” We expect all students to be at school on time everyday attending all scheduled classes. Unauthorized/illegal absences will result in consequences as per truancy violations. Should a substantial number of Seniors, or members of any class, be absent on a given day, failure to provide an acceptable and verifiable medical excuse will result in loss of Senior Privileges and/or in-school suspension for Subsequent two days.

1. **Co-Curriculars and Athletics**

It is the intention of the District Athletic Director, Coaches and Advisors to provide a positive experience for all students in the district’s co-curricular programs. These guidelines have been developed to enhance that experience and to clearly define District Athletic Coordinator, Coach and Advisor expectations for such participation. The Athletic Coordinator, Coach, Advisor and Building Principal shall have the general administrative authority to implement these guidelines, and to address those situations which may not be specifically set forth in this document. The District Athletic Coordinator and Building Principal further reserve the right to amend these guidelines and to provide notice of such amendments to all parents and students participating in the district’s co-curricular programs.

## [Interscholastic Sports](https://www.lafayetteschools.org/teacherpage.cfm?teacher=1338)

| **Men’s** | **Women’s** |
| --- | --- |
| **Baseball** (Spring)  **Basketball** (Winter)  **Cross-Country** (Fall)  **Football** (Fall)  **Golf** (Fall)  **Lacrosse** (Spring)  **Soccer** (Fall)  **Tennis** (Spring) | **Basketball** (Winter)  **Cheerleading** (Fall- Football; Winter- Basketball)  **Cross-Country** (Fall)  **Lacrosse** (Spring)  **Soccer** (Fall)  **Softball** (Spring)  **Volleyball** (Fall & Winter) |

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## [Clubs and Activities](https://www.lafayetteschools.org/teacherpage.cfm?teacher=542)

| **Club/Activity** | **Grade 7** | **Grade 8** | **Grade 9** | **Grade 10** | **Grade 11** | **Grade 12** |
| --- | --- | --- | --- | --- | --- | --- |
| Class Cabinet | X | X | X | X | X | X |
| Environmentally Concerned Organization of Students (ECOS) | X | X | X | X | X | X |
| International Club- Spanish |  | X | X | X | X | X |
| Jazz Ensemble | X | X | X | X | X | X |
| Junior High Math League | X | X |  | | | |
| Junior High Science Olympiad | X | X | X |  | | |
| Mock Trial |  | | X | X | X | X |
| Musical/Drama Club | X | X | X | X | X | X |
| Native American Club | X | X | X | X | X | X |
| Outdoor Education Club | X | X | X | X | X | X |
| Pit Orchestra | X | X | X | X | X | X |
| Robotics Club |  | | X | X | X | X |
| Senior High Math League |  | | X | X | X | X |
| Senior High Science Olympiad |  | | X | X | X | X |
| Student Council/Government | X | X | X | X | X | X |
| Teen Institute |  | | X | X | X | X |
| Vocal Ensemble |  | | X | X | X | X |
| Yearbook | X | X | X | X | X | X |

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**Clubs and Activities Descriptions**

| **Club/Activity** | **Descriptions** |
| --- | --- |
| **Class Cabinet**  *Grades 7-12* | Student officers serve in many different capacities throughout the year. Student officers are automatically involved in Student Council meetings. |
| **Environmentally Concerned Organization of Students (ECOS)**  *Grades 7-12* | Club members will participate in hands-on projects, have guest speakers (outdoor careers), and field trips. Meetings on Tuesday/Thursday afternoons, and occasional Saturday meetings |
| **International Club- Spanish**  *Grades 8-12*  *Spanish Students only* | Members of this club will dance, participate in the Day of the Dead activities, have a carnival, have a piñata, and participate in the Cultural Fair. |
| **Jazz Ensemble**  *Grades 7-12* | Students must be an active member of the High School’s Instrumental Music program. Students will be invited to be a member of the Jazz Ensemble if they meet the requirements of the standard instrumentation of a Jazz Ensemble. The selection and invitation to students will be at the discretion of the Jazz Ensemble Director. All students must meet the eligibility requirements established by the Instrumental Music Director as well as the [Academic Eligibility](https://docs.google.com/document/d/1fWbLTk0_yr3d0vJh792WyVcQwmbYAGmxx_cNS6eUnNM/edit#heading=h.omlz2w7trj9x) requirements established by the school. |
| **Junior High Math League**  *Grades 7 & 8* | Students need not be accelerated, just love to solve non-traditional math problems. We meet weekly to practice and have 3 meets after school, competing against other schools in Onondaga County. Students can participate in a sport and be on the math team. |
| **Junior High Science Olympiad**  *Grades 7-9*  *15 student limit* | Students participate and compete in a number of events related to science and technology. Some events test knowledge while others involve construction. Information on joining will be announced in September. The competition is in February. Meetings will be held in between. |
| **Mock Trial**  *Grades 9-12* | Each year the participating schools are given a court case. The team must thoroughly study and learn the facts of the case, study and learn the associated law, and be able to present both the prosecution and defense sides of the case. Local schools compete against each other in a very rigorous tournament. |
| **Musical/Drama Club**  *Grades 7-12* | Auditions are held in November and practices will be held at the discretion of the director (public performances in March). |
| **Native American Club** | Our club is a student organization that works to provide a social outlet, acting as a source of friendship and support for everyone involved. It is open to all students of LaFayette Jr Sr High and Big Picture. The club plans to share Haudenosaunee and other Native cultures and heritage with all that are willing to learn. To provide a social space for students to feel supported mentally and physically. As well as to inspire and enable all students to realize their full potential as productive, responsible and caring citizens. |
| **Outdoor Education Club**  *Grades 7-12* | The club's vision is to provide outdoor enthusiast students with an after school activity geared to their interests, such as hunting, fishing, and agriculture. The club has "business" meetings once a month, where fundraisers, volunteer activities, educational workshops, and recreational activities are planned. |
| **Pit Orchestra**  *Grades 7-12* | Students must be an active member of the High School’s Instrumental Music program. Students will be invited to be a member of the Pit Orchestra for the Drama Production if they meet the requirements of the standard instrumentation of a Pit Orchestra. The selection and invitation to students will be at the discretion of the Pit Orchestra Director. All students must meet the eligibility requirements established by the Instrumental Music Director as well as the [Academic Eligibility](https://docs.google.com/document/d/1fWbLTk0_yr3d0vJh792WyVcQwmbYAGmxx_cNS6eUnNM/edit#heading=h.omlz2w7trj9x) requirements established by the school. |
| **Robotics Club**  *Grades 9-12* | Students who join the Robotics Club will design and build robots to compete in the VEX Robotic competitions. Competitions are held either on Friday nights or Saturday morning/afternoon. You will work with a team of 3-4 students to create your robot. Programming or building experience is helpful, but not needed! Any students in grades 9-12 are encouraged to join. |
| **Senior High Math League**  *Grades 9-12* | There are four meets in the regular season on the first Tuesdays of the following months: October, November, December and January. We compete against Fabius-Pompey and East Syracuse (in our division) during these four meets. In February, there is the All-County Math Meet with all the county's high schools. All students are eligible to participate. The major requirement is that they be willing to try their hand at math problems. If they score in the top thirty in the county, they are invited to join Team Onondaga to compete at the state level in March. |
| **Senior High Science Olympiad**  *Grades 9-12* | Students must be in good academic standing to join. Preparation starts in November while the main event takes place in February. Our school competes with other schools in a variety of science related activities. |
| **Student Council/Government**  *Grades 7-12* | This group plans activities for our students, staff, and community. We perform community service acts as well as raise money for charities. Student Council promotes school spirit as well as fosters the leadership of the student body. Students who hold a class officer position are automatically involved in the Student Council. |
| **Teen Institute**  *Grades 9-12* | Teen Institute holds a prevention conference each Fall that focuses on leadership development, while enhancing self-esteem and group interaction skills. The main focus of the retreat is alcohol and other drug prevention. Students that attend Teen Institute then return to their school community with an action plan that focuses on alcohol and drug prevention. |
| **Vocal Ensemble**  *Grades 9-12*  *Active Choral Participants only* | The selection and invitation to students will be at the discretion of the Vocal Ensemble Director. All students must meet the eligibility requirements established by the Vocal Music Director as well as the [Academic Eligibility](https://docs.google.com/document/d/1fWbLTk0_yr3d0vJh792WyVcQwmbYAGmxx_cNS6eUnNM/edit#heading=h.omlz2w7trj9x) requirements established by the school. |
| **Yearbook**  *Grades 7-12* | Interested students participate in Photography and design layouts on the computer. Our main fundraisers are selling Caramel Apples at the LaFayette Apple Festival and soliciting yearbook ads from businesses/communities. We utilize the skills and interests of students. We decide in September a meeting time that is convenient for the majority of the group. |

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**National Honor Society**

The Senior High National Honor Society is an organization for students in 11th and 12th grade. Admission to the society is based on the following criteria: service, character, leadership, and citizenship. In order to qualify for consideration, students must have a weighted average of **90% or above with no quarter or final grade lower than a 70 during the previous year**, and no loss of course credit due to non-compliance with the attendance policy. Throughout the school year the membership, under the direction of the faculty advisor, provides a variety of services to the school and community, the most notable being sponsorship of the American Red Cross Blood Drive.

Membership in the society is one of the highest forms of recognition available for high school students. We encourage all students to work toward membership qualification.

### National Honor Society Application & Selection Process

The LaFayette chapter uses the following selection process:

* Applications are mailed to all eligible students. Students who do not receive an application, but wish to be considered must see the chapter advisor.
* Each eligible and interested student must return the Student Activity Information Form by the stated deadline. Late applications will NOT be accepted. This form documents the student’s co-curricular activities, leadership positions, community involvement awards and work experience. An essay is required as part of the application process. Applications will NOT be considered without a written essay.
* Every faculty member is given written criteria and asked to assess each candidate on the qualities of character and leadership, using a rating scale of 1-5. Faculty will be provided with access to student applications.
* A confidential faculty council, consisting of five volunteers is chosen. The members of this council are given copies of the Student’s Activity Information Forms in order to rate the students on the quality of service.
* All rating forms are then tallied by the advisors and the results are given to the faculty council. The council meets to discuss each candidate’s credentials. After due consideration, the council votes on each candidate. A simple majority qualifies a student for membership.
* Candidates are then notified by mail as to whether their application has been accepted or rejected for the current school year. Those students who are not selected for admission are encouraged to apply again for the following school year.

## National Junior Honor Society

The National Junior Honor Society is sponsored by the National Association of Secondary School Principals for 7th and 8th grade students. Students are chosen for membership in the National Junior Honor Society on the basis of scholarship, leadership, and character. All students have a fair and equal opportunity to be considered for membership. In order to qualify for consideration, students must have a cumulative grade point average of **88 or above with no quarter or final grade lower than a 70 during the previous year**, and no loss of course credit due to non-compliance with the attendance policy.

### National Junior Honor Society Application & Selection Process

The LaFayette chapter uses the following selection process:

* Applications are mailed to all eligible students. Students who do not receive an application, but wish to be considered must see the chapter advisor.
* Each eligible and interested student must return the application by the stated deadline. Late applications will NOT be accepted.
* Each student will deliver a Recommendation Form to three current or past teachers. Faculty may be asked for an assessment of the student, using a 1-5 point scale.
* A confidential faculty council, consisting of five volunteers, is chosen. The members of this council are given copies of the student’s activity information, applications, and teacher recommendations in order to rate the students on the qualities of service, leadership and character.
* All rating forms are then tallied by the advisors and the results are given to the faculty council. The council meets to discuss each candidate’s credentials. After due consideration, the council votes on each candidate. A simple majority qualifies a student for membership.
* Candidates and families are notified as to whether the application was accepted or rejected for the current semester. Those students not selected for admission are encouraged to apply again the following semester.

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### Team/Club Standards

* All students must receive a Sports Physical (if playing a sport) before participating in any practice or contest. Sports physicals may be provided by the District Physician. Physicals provided by the student’s personal physician must be accepted and approved by the District Physician. A sport physical will be valid for one school year, subject to review if there is a significant injury or illness as determined by the district representatives. A sports physical update by the District Nurse must occur prior to participation in the student athlete’s next sports season.
* All students must attend all practices, meetings and performances unless excused by the Coach/Advisor.
* All students must demonstrate respect for all people involved at any event. This includes the avoidance of physical or verbal abuse, including taunting.
* Students must demonstrate control over emotions and language.
* Students must follow any specific rules provided by the team Coach or Advisor.
* All students must ride the district bus to and from all contests and performances requiring travel. Any student may receive permission from his or her Coach/Advisor/Athletic Coordinator to ride from a contest with his or her parent/guardian, and only with written permission as specified in the District Policy.

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### Student Responsibilities For Co-Curricular Activities

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##### Late Policy

We expect our students to be present and on time (7:55 am) to school. We understand that there are extenuating circumstances that may result in a student being late to school. Students will be granted two unexcused ‘late to school’ per season. If the student is late (unexcused) to school three or more days during a season, they will not be allowed to practice on the day(s) that they are late.

##### Attendance Policy

Attendance at school is a critical factor for students' overall academic success. We expect our students to be in attendance for the full day and to be on time. All students must be on time and in attendance for the entire school day before and the day of a contest or activity.

Tardiness and/or absences from school for medical, religious, bereavement and/or educational reasons (i.e. field trip, college visit, etc.) will be recognized with appropriate documentation and no penalty will be administered.

### Equipment/Uniforms

It is the responsibility of the student to return all issued equipment/uniforms to the Team Coach/Advisor. Failure to comply with this guideline will result in the student not being allowed to participate in another sport/activity until equipment is either returned or paid for. The Athletic Coordinator and/or School Principal will notify families and students of the missing equipment and the amount of payment due to the District for replacement.

### Hazing

Hazing, in any form, is forbidden by New York State Law. Hazing is “any action or situation which intentionally or recklessly endangers the mental or physical health of a student” for the purpose of initiation or association with a team/club/organization. Persons in violation shall be subject to district discipline.

### Injuries and Insurance

Families will be advised that there are inherent risks associated with participation in [Interscholastic Athletics](#_w25c21wbmvm8). Even with proper instruction and all available safety precautions, it is possible for injuries to occur. Students shall report any injury to his/her Coach/Advisor immediately. Parent’s insurance will apply first for any accident or injury. The District will maintain an insurance policy to supplement the parent’s insurance and to assist those who do not have any health and accident insurance coverage. Questions regarding this coverage should be referred to the District Office.

### Outside Team Rule *(Athletes ONLY)*

The New York State Public High School Athletic Association (NYSPHSAA) permits outside (non-school sponsored) competition. Student-athletes must recognize that commitment to the school team is the first priority and outside participation should not be detrimental to the student-athlete or the school team. Any outside participation should only occur following notification to and approval from the Coach of the school team. In circumstances where the outside activity conflicts with the school team schedule, the school team schedule shall be followed. Failure to comply with this provision will result in discipline to the student athlete, including suspension from practices, contests or dis-continuation participation with the sports program as determined by the Coach and Athletic Coordinator.

### Practices/Meetings

All students need to be in attendance at all scheduled practices/meetings unless excused by the Coach/Advisor. The student may NOT participate in a contest/activity if he/she missed the practice/meeting the day before the contest. Any student missing two or more consecutive days of practices/meetings will not be allowed to participate in one contest/activity. Exceptions may be made for documented medical excuses.

### School Discipline

Any student who is assigned In-School Suspension for two or more consecutive days is NOT eligible to participate in any practice/meeting/contest during the suspension time frame. Any student that is assigned to Out-of-School Suspension is NOT eligible to participate in any practice/meeting/contest during the suspension time frame.

### Selective Classification *(Athletes ONLY)*

Students in 8th Grade, who are exceptional athletes, are provided an opportunity to try out for a Freshman, Junior Varsity and/or Varsity team if they meet the requirements of the selective classification process. This is NOT an open tryout. It is a recommendation by past Coaches. Students must meet the requirements of the [New York State Selection/Classification Program for Inter School Athletic Programs.](https://www.stcswalsh.org/documents/Selective_Classification_Paperwork.pdf) These requirements may be obtained from the Athletic Coordinator.

### Sportsmanship

Sportsmanship is the demonstration of generosity and genuine concern for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. It is expected that LaFayette students show good sportsmanship at all times. Students should show respect for Officials, Coaches, Fans, Teammates, Opponents and one’s self. The district may take disciplinary action in instances of unsportsmanlike behavior, even if an Official or event host of the event does not act upon such behavior.

### Transportation

Each student will be transported to all away events by school-authorized vehicles only. Exceptions may be made with the Athletic Director or Principal’s permission. If a student is to leave any away activity or contest with a parent/guardian, they must first be signed out with the coach by a legal guardian before the student will be allowed to leave the activity or contest site. Failure to do this may result in the student losing this privilege in the future. If a student is to go home with a designee, they must have a signed note that has been authorized by the Athletic Coordinator or Principal, prior to the day of the event.

**Co-Curricular Eligibility Policy**

*Extra-curricular activities are an integral part of the school’s culture. Participation in extracurricular activities is a privilege, not a right. This policy outlines the minimum academic criteria that must be met in order for a student to be considered eligible for participation.*

### Academic Eligibility

Requirements for Academic Eligibility are:

* Each student must have a full academic schedule of six or more units of credit or have administrative permission to participate with a reduced schedule.
* At the completion of each 6-week marking period, students must be passing **all but one** of their scheduled courses.
* Starting with the second semester (end of the 3rd marking period), each student must also maintain a passing cumulative average (65 or greater) in **all but one** of their scheduled courses.

### Definition of Ineligibility

Students that are found to be ineligible are NOT allowed to participate in any competitions, scrimmages, performances, clubs and/or class activities during the period of ineligibility. Students may attend these events, however they should NOT be dressed for participation.

It is expected that students continue to attend practice sessions if applicable. Failure to regularly attend practice sessions will jeopardize the students' involvement in that activity.

### Implementation Guidelines for Marking Period Eligibility

1. At the conclusion of each 6-week marking period, a “Marking Period Eligibility List” will be drafted. This list will consist of students that failed two or more of their scheduled classes for that marking period. If a student is found to be ineligible, a letter will be sent home prior to the start of the ineligibility period.
2. Any student that is found on the “Marking Period Eligibility List” is deemed **ineligible from participation** for the duration of the 6-week marking period (see [Figure 1](#_ybb4x61lfozk)). Eligibility status checks will only occur at the completion of each marking period, unless an appeal is requested.

### Implementation Guidelines for Cumulative Eligibility

1. Starting with the completion of the 2nd marking period, a “Cumulative Eligibility List” will be drafted. This list is composed of students that have a cumulative failing average in two or more of their scheduled classes. Only full year courses will be used to generate this list.
2. Any student that is found on the “Cumulative Eligibility List” is deemed **ineligible from participation** until such time that the student is maintaining an overall cumulative average of 65 or higher in all but one of their scheduled classes. Students can appeal, using the criteria outlined in the [Appeal Process](#_3m7dcu73y76s).
3. Cumulative course averages will be calculated using previous marking period averages combined with the students’ current marking period average. Each grade will be calculated in equal proportion to one another. Current marking period averages will be obtained from the students’ most recent report card within the current marking period. In the event of an appeal, the current marking period average will be obtained from the gradebook section of SchoolTool.

### Appeal Process

1. Using the Eligibility Status Form, students are given an option to appeal their ineligibility. The purpose of this form is to allow teachers to communicate the students’ updated status. The Eligibility Status Form is included in this handbook but also can be obtained from the Main Office or Athletic Office.
2. In the event of an appeal, it is the sole responsibility of the student requesting the appeal to complete the following criteria:
   1. Obtain a copy of the [Eligibility Status Form](#_vb00wvo8jyqd).
   2. Complete the form with all necessary information.
   3. Meet with each of their teachers to obtain an updated grade and the teachers’ signature.
   4. Turn in the completed form to the Main Office on the appeal date no later than 12:00 pm. (see [Figure 1](#_ybb4x61lfozk)). Once an appeal form is received, the athletic director will contact the classroom teachers to verify the accuracy of the form.
3. Eligibility Status Forms that are incomplete or turned in after 12:00 pm on the Appeal Deadline Date (see [Figure 1](#_ybb4x61lfozk)) will be denied.
4. If a student is able to meet the criteria listed above and the Eligibility Status Form reflects the fact that the student is passing all but one of their classes, an appeal will be granted on the appeal deadline date.
5. If a student goes through one appeal deadline and one status review within the same season/activity and isn’t successful in obtaining eligibility, they are NO longer considered to be part of the team and should stop attending practices following the unsuccessful review.

###### (Figure 1)

| **2024-2025 Co Curricular Important Dates** | | | | |
| --- | --- | --- | --- | --- |
|  | | **Period of Ineligibility** | | |
| **Marking Period** | **Marking period End Date** | **Start Date** | **Appeal Deadline** | **Status Review** |
| 1 | 10/11/24 | 10/21/2024 | 11/08/2024 | 12/03/2024 |
| 2 | 11/26/24 | 12/09/2024 | 01/08/2025 | 01/28/2025 |
| 3 | 1/24/25 | 02/03/2025 | 02/28/2025 | 03/18/2025 |
| 4 | 3/14/25 | 03/24/2025 | 04/09/2025 | 05/06/2025 |
| 5 | 5/2/25 | 05/12/2025 | 05/30/2025 | N/A |
| 6 | 6/16/25 | N/A | N/A | N/A |

*Eligibility Status Forms must be turned in by noon of the appeal deadline date. Students deemed eligible may resume play on the afternoon/evening of the appeal deadline date.*

## 

## Eligibility Status Form

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_/\_\_\_\_\_\_ Grade: \_\_\_\_\_\_

Fill out the chart below for each of your scheduled classes.

| Course Name | Teacher | Current Grade | Teacher Signature |
| --- | --- | --- | --- |
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Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| *For administrative use:* |
| --- |
| ⃞ Approved (Re-entry date: \_\_\_/\_\_\_\_/\_\_\_\_\_\_) ⃞ Denied  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_/\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

## 

## Co-Curricular Code of Conduct

### Policy

Since participation in co-curricular activities is a privilege and students are representatives of the LaFayette School District, student members are held to higher behavioral expectations. The purpose of this policy is to encourage students to always be the best representative of our school, and to discourage poor choices, especially illegal activities. This policy shall be in effect 24 hours a day, seven days a week from the first day of Fall sports to the last day of Spring sports. This policy extends to any and all events both on and off school grounds.

Students are NOT allowed to participate until all appropriate paperwork is completed and turned in to the respective coach/advisor of the group.

### Co-Curricular Activities Subject to The Code of Conduct

Any student that is participating in a club or activity that is sponsored by the LaFayette Central School District is under the regulations set forth in the Co-Curricular Code of Conduct. These clubs/activities include, but are not limited to: All sports (Modified, JV, Varsity and Cheerleading), Class Cabinets, Class Officers, ECOS, Homecoming Court, International Clubs, Math League, Mock Trial, Musical/Drama Club, Native American Club, Outdoor Education Club, Prom Court, Science Olympiad, Stage Band/Jazz Band, Student Council, Teen Institute, Vocal Ensemble, and Yearbook

In addition, students that are selected to participate in postseason competitions are governed by the Co-Curricular Code of Conduct. This includes but is not limited to exceptional senior games, culminating all-star games, and/or any activity whose participation is based upon the performance of the student while acting in the capacity of the LaFayette Central School District.

### Behavioral Expectations

Infractions that will result in administration of the aforementioned penalty include, but are not limited to:

* Infractions as per LaFayette Junior-Senior High School Code of Conduct
* Possession of a dangerous weapon
* Possession/distribution/consumption or facilitation of use of drugs or alcohol
* Assault
* Arson
* Bomb Threats
* Theft
* Cybercrime
* Arrest
* Threats of Violence
* Harassment
* Hazing

### Reporting Violations

Alleged violations should be reported directly to the Athletic Coordinator or Building Principal. Following the report, the Athletic Coordinator and/or Building Principal will conduct an investigation into the validity of the allegations. It is important to note, pictures from social media or otherwise do not solely constitute a violation. A comprehensive investigation will occur to ascertain the facts surrounding the situation.

### Process

The Athletic Coordinator, Building Principal or designee will:

1. Notify the student(s) and their parents/guardians of the alleged violation(s) of this policy and the procedures that will be followed.
2. Will conduct an investigation which may include: the questioning of student(s) alleged to be in violation, interview witnesses and other necessary steps to obtain pertinent facts related to the event(s) in question.
3. Will review all the facts discovered during the investigation and make a determination if there was a violation of this policy.
4. Will notify the student charged and the parents/guardians regarding the building administrator’s decision.

All violations are subject to the [District Code of Conduct](#_1fej2nc8bbe3) when applicable.

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### Penalty For Breaking The Co-Curricular Code of Conduct

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#### First Violation

The student or athlete will be suspended for 35% of the scheduled contests/events. The regular season scheduled contests will be used to determine the duration of suspension; however, the suspension may extend into sectional play.

* If the student admits to the violation of the code before an investigation is started, the suspension will be reduced to 25% of the regular season scheduled contests.
* Student-athletes will be allowed/expected to continue practicing with the team during the duration of their suspension.
* In the event of a substance abuse violation, the student may enroll in a counseling program for a length of time determined by the [Alcohol & Drug Abuse Prevention Education Program (ADPEP)](https://www.nyconnects.ny.gov/services/alcohol-and-drug-prevention-program-1923) Counselor and/or Building Principal, the suspension will be reduced by 10% of the regular season scheduled contests.
* In the event of a non-substance abuse violation, the student may complete ten hours of approved community service in collaboration with the student and administrator.

#### Second Violation *(Within A School Year)*

Students found in violation of the Co-Curricular Code of Conduct will be immediately removed from participation in all Co-Curricular Activities for the remainder of the school year (July 1st to June 30th).

### Appeal Process

The student(s) or parent(s) may appeal the decision with the Superintendent. Written notification of the appeal must be submitted within three student school days of the Building Administrator’s decision. The Superintendent’s decision may be appealed to the Board of Education. Written notification of the appeal must be submitted within three student school days of the Superintendent’s decision. The Board of Education’s Decision may be appealed to the Commissioner of Education.

## 

## LaFayette Co-Curricular Code of Conduct Form

This form must be completed, signed, and returned to the coach   
prior to participation in co-curricular activities.

**Policy**

Since participation in co-curricular activities is a privilege and students are representatives of the LaFayette School District, student members are held to higher behavioral expectations. The purpose of this policy is to encourage students to always be the best representative of our school, and to discourage poor choices, especially illegal activities. This policy shall be in effect 24 hours a day, seven days a week from the first day of Fall sports to the last day of Spring sports. This policy extends to any and all events both on and off school grounds.

Students are NOT allowed to participate until all appropriate paperwork is completed and turned in to the respective coach/advisor of the group.

**Penalty for breaking the Co-Curricular Code of Conduct**

**First Violation**

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* If the student admits to the violation of the code before an investigation is started, the suspension will be reduced to 25% of the regular season scheduled contests.
* Student-athletes will be allowed/expected to continue practicing with the team during the duration of their suspension.
* In the event of a substance abuse violation, the student may enroll in a counseling program for a length of time determined by the Alcohol & Drug Abuse Prevention Education Program (ADA PEP) Counselor and/or Building Principal, the suspension will be reduced by 10% of the regular season scheduled contests.
* In the event of a non-substance abuse violation, the student may complete ten hours of approved community service in collaboration with the student and administrator.

**Second Violation *(within a school year)***

Students found in violation of the Co-Curricular Code of Conduct will be immediately removed from participation in all Co-Curricular Activities for the remainder of the school year (July 1st to June 30th).

**I hereby acknowledge and certify that I have read this document and I am aware of the expectations above. As parent(s) and student(s) we have read the foregoing Co-Curricular Code rules and regulations. We recognize that mutual agreement and cooperation to these rules is essential to the order and decorum of the school and the Co-Curricular program. We also agree to cooperate with school authorities in their enforcement.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_\_

Student Name (printed) Date

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# TECHNOLOGY USE

## 

## Acceptable Computer Use Policy *(Students and Staff)*

The LaFayette Central School District offers computers and internet access for educational purposes.

The Acceptable Computer Use Policy and Information Network Access Ethics Policy as follows:

* The LaFayette Central School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.
* The LaFayette Central School District declares that when accessing or using school computers, networks or the internet, unethical or unacceptable behaviors just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:
  + Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities shall be defined as those which violate local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
  + Personal use of the LaFayette Central School District’s computer equipment will be allowed as long as the equipment/hardware does not have to be in service for educational/instructional purposes at that time. (Exception being: personal use of internet access not being used for school/educational purposes.)
  + Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright license agreements and other contracts.
  + Intentionally disrupts information network traffic or crashes the network and connected systems.
  + Degrades or disrupts equipment or system performance.
  + Uses LaFayette Central School District computing resources for commercial or financial gain or fraud.
  + Steals data, equipment or intellectual property.
  + Gains unauthorized access to the files of others, or vandalizes the data/files of another user.
  + Gains or seeks to gain unauthorized access to resources or entities.
  + Forges electronic mail messages or uses an account owned by another user.
  + Invades the privacy of individuals.

\*\*\* We respect the right of staff and students to be notified if they will be videotaped, audiotaped, recorded, photographed, transmitted, and/or imaged in any manner. Any UNAUTHORIZED videotaping, audiotaping, photographing, recording, transmitting and/or imaging of a student or staff member with the intent of distributing, broadcasting, and/or posting for public access will be regarded as a deliberate violation of this right to privacy and will result in one or more of the following consequences dependent upon the situation, implications and scope of the offense. Please be aware that criminal prosecution may be mandated as civil and criminal law broadly protects an individual’s right to privacy. Victims are well within their right to levy charges beyond the scope of school authority.

### Consequences

* In-school suspension
* Out-of-school suspension
* Notification of law enforcement
* Superintendent’s hearing

Parents/guardians who DO NOT wish their child to use the Internet must inform the district in writing.

Parents/guardians and students must read the [Acceptable Computer Policy](https://www.lafayetteschools.org/tfiles/folder241/Tech%20and%20Email.pdf) which states unacceptable/unethical behaviors is just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any infraction of the stated rules.

Students are NOT allowed to play computer games while using computers in the classroom, lab or library (non-educational games). Nothing should be downloaded to district owned computers without permission from the Network Administrator or District Technology Coordinator. This includes, but is not limited to, the use of disks and CD’s.

If a student violates the rules, consequences of violations include, but are not limited to:

* Suspension of information network access
* Revocation of information network access
* Suspension of network privileges
* Revocation of network privileges
* Suspension of computer access
* Revocation of computer access
* School suspension
* School expulsion
* Legal action and prosecution by the authorities

### Remedies and Recourse

Anyone accused of any of the violations has all the rights that would normally apply if such a person were accused of school vandalism or any other illegal activity.

The District has the right to restrict or terminate network access at any time for any reason.

The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

## Consequences For Misuse

* + - 1. The following is the schedule of consequences for misuse of the internet:

1. Inappropriate Use: as defined in [Board Policy #7315](https://www.lafayetteschools.org/tfiles/folder650/7315.pdf) as a violation of intended use, will result in denied access for a minimum of two weeks for the first offense. Subsequent offense(s) will be regarded as flagrant disregard of Board policy and will result in up to 20 weeks of denied access.
2. Use for Purpose(s) of Obscenity: as defined by [Board Policy #7315](https://www.lafayetteschools.org/tfiles/folder650/7315.pdf) as material that is sexually explicit, indecent or vulgar, and a violation of generally accepted social standards, will result in immediate revocation of internet access from the date of the offense to the end of the school year with possible extension into the next school year.
3. Illegal Use: as defined in [Board Policy #7315](https://www.lafayetteschools.org/tfiles/folder650/7315.pdf) as the use of another person’s account, violation of copyrights, license agreements, contracts forging electronic mail, use of computer resources for commercial purposes or fraud, invasion of privacy, and personal threats, will result in the revocation of internet access for one year with possible extension, and additionally, in school suspension, out of school suspension, initiating legal action, and/or a Superintendent’s Hearing.
4. Damage to Equipment or System: as defined in [Board Policy #7315](https://www.lafayetteschools.org/tfiles/folder650/7315.pdf) as the degrading/disrupting/destroying of equipment or system performance, stealing data, equipment or intellectual property etc., will result in revocation of internet access/equipment for one year with a possible extension, and additionally, in school suspension, out of school suspension, initiating legal action, and/or a Superintendent’s Hearing.
5. The LaFayette Central School District is using X-Stop as its Internet Filtering System to meet [Federal E-Rate Guidelines](https://www.fcc.gov/general/universal-service-program-schools-and-libraries-e-rate) and the [Child Internet Protection Act (CIPA)](https://www.fcc.gov/consumers/guides/childrens-internet-protection-act). Any intentional efforts to circumvent the use of this filtration software will result in the revocation of all network access to any student/staff of the LaFayette Central School District.

## Student Email Rules

LaFayette students will each be provided with an email account. **LaFayette District student email is to be used ONLY for educational purposes and school related business.**

Rules and Regulations for Student Email Use:

1. I will keep my message short and to the point.
2. My messages will be polite and friendly and contain no offensive language.
3. I will have a reason to send a message.
4. I will put a subject in the subject box.
5. I will use a proper greeting and sign my name.
   * Name of the receiver of the message
   * Message
   * Sign my first name only
6. I will double-check my message before sending.
7. I will double-check the email address before sending.
8. I will delete unnecessary messages in my Inbox.
9. I will notify my teacher if I receive junk mail or offensive messages.
10. I will not send any software (games, programs, etc.) through email.
11. I will get permission from my teacher before sending any pictures through email.
12. I will not allow anyone else to use my account.

## 

## Family Educational Rights and Privacy Act (FERPA)*- Directory Information*

The [Family Educational Rights and Privacy Act (FERPA)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), a Federal Law, requires that LaFayette Central School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the LaFayette Central School District may disclose appropriately designated Directory Information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of Directory Information is to all the LaFayette Central School District to include this type of information from your child’s education records in certain school publications. Examples include:

* A playbill, showing your student’s role in a drama production
* The annual yearbook
* Honor roll or other recognition lists
* Graduation programs
* Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two Federal Laws require Local Educational Agencies (LEAs) receiving assistance under the [Elementary and Secondary Education Act of 1965 (ESEA)](https://www2.ed.gov/documents/essa-act-of-1965.pdf) to provide [military recruiters](https://www.lafayetteschools.org/tfiles/folder650/7242.pdf), upon request, with three Directory Information categories (names, addresses and telephone listings) unless parents have advised the LEA that they DO NOT want their student’s information disclosed without their prior written consent.

IF you do not want the LaFayette Central School District to disclose directory information from your child’s education records without your prior written consent, you must **notify the District in writing by September 20, 2024.** The LaFayette Central School District has designated the following information as Directory Information: [NOTE: an LEA may, but does not have to, include all the information listed below.]

* Student’s Name
* Address
* E-Mail Address
* Photograph
* Date and place of birth
* Dates of attendance
* Telephone listing
* Participation in officially recognized activities/sports
* Most recent educational/institution attended
* Weight/Height for athletic teams
* Degrees, honors, and awards received
* Major field of study
* Grade level

### Notification of Rights Under FERPA For Elementary and Secondary Schools

The [Family Educational Rights and Privacy Act (FERPA)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

* Parents or eligible students should submit to the Building Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

* Parents or eligible students who wish to ask the school to amend a record should write to the Building Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an Administrator, Supervisor, Instructor, or Support Staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
* A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
* [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a School District to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of [FERPA](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html). The name and address of the Office that administers FERPA is:

Family Policy Compliance Office (FPCO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

1. [↑](#footnote-ref-0)