

**CORNING-PAINTED POST  
HIGH SCHOOL**



**HAWKS**

**POLICIES AND PROCEDURES**

**2021-2022**

HANDBOOK FOR STUDENTS AND PARENTS

**COMPLIANCE STATEMENT**

*TITLE VI, CIVIL RIGHTS ACT OF 1964; TITLE IX, EDUCATION AMENDMENT OF 1972, SECTION 504, REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AGE DISCRIMINATION ACT OF 1975.*

*It is the policy of the Corning-Painted Post Area School District to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicapping condition, or age (except where age, sex, or handicapping condition constitute a bona fide occupational qualification necessary to proper and efficient administration). The Corning-Painted Post Area School District makes positive efforts to employ and advance in employment all protected groups.*

*Inquires should be directed to:  
Mr. Jeffrey Delorme, Compliance Officer  
Corning-Painted Post Area School District  
165 Charles Street  
Painted Post, NY 14870  
(607) 936-3704*

**WHO DO I CONTACT**

Athletics	Mr. Pierce 936-3704 ext. 2742
Bus Schedule	Bus Garage 962-2493
Discipline	
9th Grade	Mrs. Wilson
10th - 12th Grade	
A - G	Mr. Burch
H - P	Mr. Kapral
Q - Z	Mr. Harrington
Dean of Students	Mr. Fesetch and Mr. Hurd
Health Concerns	Mrs. Thompson
Lockers	Mrs. Kittleson
Lost and Found	Mrs. Serrano Brucie
Personal Problems	Guidance Counselor
Use of Building	Mr. Kapral
Schedule Concerns	Guidance Counselor
IB Coordinator	Mrs. Radford

## TRANSPORTATION POLICIES & PROCEDURES

### SCHOOL BUS

The school bus is designed first and foremost for the safety of its passengers. It is obvious that some students use the school bus more often than others, but at one time or another, all CPP High students will be transported via the school bus. Therefore, the following rules are established for the safety of everyone:

1. Enter the bus one at a time.
2. Find a seat immediately and stay in it.
3. Do not bother the driver and do as your are told.
4. There is no smoking.
5. Inappropriate language will not be tolerated.
6. Keep the aisles clear.
7. There is no eating or drinking.
8. Students who do not adhere to school bus rules may have their bus privileges suspended for a period of time.

There will be **NO Late Bus Run**

**\*\* Any questions please contact the Bus Garage at (607) 962-2493.**

### STUDENT DRIVERS

The standard rules of proper use of an automobile will apply at all times. Students who endanger others by improper use of their vehicles will be reported to their parents/guardians and the authorities. A student may be denied the privilege of driving on school property or face disciplinary action.

### STUDENT PARKING

Students who drive a vehicle to school during the regular school day area allowed to park in the designated student parking areas **only if** they have registered their vehicle and driver's license in the Assistant Principal's office.

The form for this procedure is available in the Assistant Principal's offices and must be signed by both student and parents/guardians. Upon return of the completed form and approval of the Assistant Principal, the student will be issued a parking sticker that must be displayed at all times.

**Non-registered vehicles parking on campus and cars parked in areas designed as "No Parking" will be subjected to towing at owner's expense.**

The school Administrator reserves the right to regulate all vehicle parking, and enforce driving rules on school property, as well as prohibit the use of vehicles by students.

*The permission to drive to school is a privilege that may be revoked.*

<u>Table of Contents</u>	
<b>Students Are the Center Of All We Do</b>	<b>4</b>
• Parent Conferences	4
• School Schedule	4
<b>Academic Policies, Procedures &amp; Programs</b>	<b>4</b>
• Academic Help	4
• Learning Lab	5
• Homework Policy	5
• Honor Roll	5
• National Honor Society	6
• Report Cards	6
• Senior Privilege Program (Open Campus)	7
• Fifth Year Seniors	8
<b>Attendance Policies &amp; Procedures</b>	<b>9</b>
• Tardy to School & Class	10
• Extra Curricular Activities	11
• Early Dismissal	11
• Entering & Leaving the Building	12
<b>Code of Conduct</b>	<b>13</b>
<b>Disciplinary Policies &amp; Procedures</b>	<b>19</b>
• Aggressive Behavior Towards Staff	20
• Electronic Communication Devices	21
• Academic Dishonesty	21
• Classroom Management	22
• Hazing	23
• Possession of Weapons	23
• Public Display of Affection	23
• Sexual Harassment	23
• Student Use of Drugs & Alcohol	24
• Student Use of Tobacco	24
• Dignity For All Act: Harassment, Intimidation or Bullying	25
<b>Emergency Drills</b>	<b>28</b>
• Fire Drills	28
• Intruder Drills	28
• NYS Police Dog Search	28
<b>Guidance Office Policies &amp; Procedures</b>	<b>29</b>
• Changes to Student Schedules	31
• Grade Promotion	32
• Graduation Requirements	32
• Summer School Requirements	35
<b>Health Office Policies &amp; Procedures</b>	<b>36</b>
• Accidents	36
• Student Update Sheet	36
• Medication	36
• Physicals	36
• Working Papers	37
• Lost & Found	37
<b>School Building Policies &amp; Procedures</b>	<b>38</b>
• Cafeteria, Food and Drink	38
• Computer and Internet Services	39
• Athletics Eligibility Policy	40
• Gym Lockers	40
• Hall Lockers	41
• Hall Passes	41
• Media Center	41
• Signs & Posters	41
• Textbooks	41
<b>Transportation Policies &amp; Procedures</b>	<b>42</b>
• School Bus	42
• Student Drivers	42
• Student Parking	42
<b>Other/Who Do I Contact?</b>	<b>43</b>
• Activities/Clubs/Sports	43

## Students Are the Center Of All We Do

### PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. The following half days have been set aside for parent-teacher conferences.

Wednesday , October 20th 5:00 pm - 8:00 pm  
Tuesday, October 26th 11:45 am - 3:15 pm  
Friday, November 5th 11:45 am - 3:15 pm

Parents may initiate a conference at any time by calling the guidance office (654-2988) and making an appointment with the teacher, counselor or administrator. It is recommended that a phone call be made directly to the teacher to discuss questions and problem-solve concerns. If this does not remedy the problem, conferences with guidance counselors and/or administration can be arranged.

### SCHOOL SCHEDULE

Bus Arrival	7:30– 7:45
Period 1	7:55- 8:39
Period 2	8:43 - 9:27
Period 3	9:31 - 10:15
Period 4	10:19 - 11:03
Period 5	11:07- 11:51
Period 6	11:55 - 12:39
Period 7	12:43 - 1:27
Period 8	1:31- 2:15
Period 9	2:19 - 3:03

### ACADEMIC POLICIES, PROCEDURES & PROGRAMS

Academic achievement is important for all students. Employers routinely request academic records, not only for achievement but also for attendance, as a measure of dependability. No employer will consider full-time employment for an undependable individual. In addition, college-bound students have found it difficult to attend the school of their choice because of poor academic achievement and/or a lack of school service activities.

### HALL LOCKERS

For reasons of security, students should not disable the locking mechanism or divulge their combination with others. Students will be fined for unusual or excessive damage to their locker. See Code of Conduct.

### HALL PASSES

A Hall Pass must be carried by all student each time they leave their assigned class. Students will not be allowed to leave their class without this pass. Students found in the halls without a pass will be instructed to return to their class to obtain a hall pass. Students found to be in the halls without the appropriate pass may receive disciplinary consequences.

### MEDIA CENTER

Students are encouraged to use the media center for doing independent research or homework that requires the use of library materials. In addition, the library provides students the opportunity to obtain leisure-reading material.

Students must be passing all classes to enter the Media Center. Students who are failing a class or classes must obtain a pass from a teacher to be permitted into the Media Center.

Behavior in the library is a matter of self-discipline and thoughtfulness. Any actions which distract others from quiet purposeful study or reading are not acceptable and may result in the loss of library privileges.

### SIGNS AND POSTERS

Any sign or poster must be approved by an Administrator before being posted.

### TEXTBOOKS

Textbooks are provided by the school for students. Books are a student's responsibility and must be returned following completion of the course. Students who lose or misuse textbooks will be fined the amount necessary to replace them. Students are expected to cover their textbooks.

### BUILDING HOURS

Students should plan to arrive at school no earlier than 7:15 AM. The cafeteria will be open at 7:30 AM for students who must arrive early. Students will remain in the lobby/cafeteria until 7:40 AM unless escorted by staff. Students are not permitted in the building during non-school hours without scheduled arrangements and without supervision. All students dismissal unless under the supervision of a coach, advisor, or a faculty member. Only those students staying for after school help, athletics, or a school meeting should be in the building after 3:20 PM.

The following are not permitted:

- Using the network to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, offensive;
- Use of obscene or vulgar language;
- Harassing, insulting or attacking others; including flaming and spamming;
- Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means;
- Using unauthorized software on the network;  
Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the network administrator/designee;
- Violating copyright law;
- Employing the network for commercial purposes;
- Disclosing an individual password to others or using others' passwords;
- Assisting or encouraging others in violating network standards.

### **INTERNET RULES**

#### **Sanctions**

1. Violations may result in a loss of access at Administrations discretion.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved. The superintendent is authorized to establish regulations and procedures as necessary to implement the terms of this policy. Enforcement of these procedures shall be conducted in accordance with established disciplinary practices.

### **ATHLETICS ELIGIBILITY POLICY**

All student-athletes are expected to perform to the best of their ability academically. Academic performance should include regular class attendance, participation in class, being prepared, completing the expected assignments in a timely fashion, taking all assessments, and behaving appropriately. The academic expectation for student-athletes shall be adhered to by all student-athletes. Every progress report and every report card, teachers will be asked to give each student-athlete an academic grade. If a student athlete receives more than one (1) grade below (65), the student-athlete will be placed on academic probation for a one week period. The student-athlete may participate in practices during the indicated week following the issuance of the report. The student athlete is academically ineligible to compete in contests during that specified week (Monday-Saturday). The student-athlete will be assigned and expected to complete (5) academic study hours in no less than 3 days following the report.

### **GYM LOCKERS**

**Valuables should be left locked at all times, teacher/coach are not responsible for missing items. Again, do not give your combination to anyone.**

### **LEARNING LAB**

The Learning Lab is an additional academic support for ALL students. Teachers from the Math, Language & Literature and Individuals & Societies departments (depending on teacher availability) are in the Learning Lab to provide academic support to students. There is also a teaching assistant that coordinates the lab throughout the day and helps to identify students that may benefit from the resource. Students are encouraged to go to the Learning Lab from their study hall if they feel they need additional help or just a quiet place to work.

During the school year, the Learning Lab has the following online resources:

<http://www.symbaloo.com/mix/cpphslearninglab>

<http://cpphslearninglab.weebly.com>

### **HOMEWORK POLICY**

Each academic subject requires daily preparation time outside the class period. This preparation may be achieved in assigned resource areas during school hours, after school, in the media center, at home or in various other places where learning takes place. Research has shown that students who regularly do their homework assignments achieve higher grades than students who do not do homework.

The Guidance Office will gladly assist parents in getting homework assignments from teachers when their student is absent. We always try to give teachers a 24-hour notice before you pick up the assignments. We ask that if your student is going to be absent from school for only 1 or 2 days, that you have them call a classmate to get the assignments. If your student will miss 3 or more days of school, please contact the Guidance Office and they will contact the teachers and collect the assignments for you to pick up.

### **HONOR ROLL**

The Honor Roll for any given marking period will be determined by the average of all subjects taken during each marking period. No student will be placed on the Honor Roll if there is a grade of "Incomplete". The Honor Roll is published approximately two weeks after the report cards are issued to students. Students obtaining an "Incomplete" must make up the "Incomplete" during this two-week period. Only full-time students will be considered for Honor Roll status. Honor Roll average requirements are as follows:

*Honor—84.5 to 89.4*

*High Honor—89.5 and above*

## **NATIONAL HONOR SOCIETY PROGRAM**

1. During their junior year, students' academic records are reviewed to determine eligibility based on a minimum of an 88.0% average.
2. Students who are eligible scholastically are notified that for further consideration, they must complete in writing the required form. Students are asked to submit evidence of their character, leadership, and service.
3. All faculty members are asked to make comments on the prospective candidate's character, leadership, and service.
4. All verifiable information available pertaining to each candidate is reviewed by a five-member faculty council. Candidates who receive a majority vote this faculty council will be invited to be inducted into the chapter.
5. Seniors who were not accepted into the National Honor Society as a junior may re-submit their requests for consideration at the beginning of their senior year, providing they still meet the academic requirements.
6. Seniors who did not meet the academic requirements for the National Honor Society as juniors will be notified of their scholastic eligibility at the same time juniors are notified. For further consideration for selection, they must complete in writing the required form providing evidence of character, leadership, and service.

### **Removal from the Society:**

A student may be dismissed for flagrant violation of school rules or civic codes after review by faculty council. A student may also be dismissed for failing to maintain an 88.0% average.

### **REPORT CARDS**

There will be four report cards issued during the school year. These will be issued by the Home base teacher and students are expected to hand deliver them to their homes.

Marking Period	End of Marking Period	Report Card Issued
1	November 9, 2021	November 16, 2021
2	January 28, 2022	February 8, 2022
3	April 19, 2022	April 26, 2022
4	June 23, 2022	June 28, 2022(mailed home)

Report cards will be given to students one (1) week after the close of the marking period. Parents/Guardians are urged to examine report cards closely and call the Guidance Office if there are any concerns about your student's grades.

Two marks are given for each subject: Achievement and effort.

A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, written notice will be provided by the Building Principal or his/her designee to the parent informing the parent that if the child continues to abuse the policy, the child will lose the privilege of charging meals.

### **Fundraising with Food During the Regular School Day**

1. A request must be made to the principal and be approved by the principal.
2. After the approval of the principal the food service director must be contacted, either written or oral, and approval must be received.

### **Free & Reduced Lunch**

Students may be eligible for free or reduced lunch. You must re-apply each school year starting in September. Applications are available any time of year at [www.corningareaschools.com/foodservice.cfm](http://www.corningareaschools.com/foodservice.cfm) or by calling the food service office @ 607-654-2720. Anyone can apply, eligibility will be determined by stated income. There is no negative affect on your local school district. This program is made possible through the USDA.

### **COMPUTER AND INTERNET SERVICES**

All students and parents/guardians must sign an acceptable use policy form in order to use the computer network within the school. Failure to abide by this policy will result in loss of this privilege.

### **INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users are expected to comply with district standards and to honor the agreements they have signed.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right, and entails responsibility.

Network storage areas will be treated like school lockers. Network administrators or designees may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

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

## SCHOOL BUILDING POLICIES & PROCEDURES

### CAFETERIA

#### **Food and Drink Policy**

To provide a healthy and safe environment, food and beverages, excluding clear bottles with water, should only be consumed during breakfast, lunch, or study hall in the cafeteria or other designated space. Seniors with open campus are not permitted to bring food into the building for other students. Food may not be delivered to the school without prior approval by the principal. Students may not bring food purchased at restaurants into the cafeteria due to Health Department restrictions.

#### **Depositing Money for School Breakfast and Lunch**

We promote the prepayment of meals whenever possible. This helps eliminate lost money and speeds up the serving lines during mealtime. Deposits can be made by cash or check at any school and The Board of Education building or by mailing checks to 165 Charles St. Painted Post NY 14870 for more information contact our office at 607-654-2720.

### CAFETERIA CHARGES

#### **Per Board Policy 8500**

[http://www.corningareaschools.com/board/policies/ CPP-8505.pdf](http://www.corningareaschools.com/board/policies/_CPP-8505.pdf)

The Board of Education recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden to the District, the Board will allow students who forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms of this Policy and Regulation. This policy applies to all paying students whether they are paying full-price or reduced price.

### CAFETERIA CHARGES

*Non students (Adults) are not permitted to incur a negative balance by charging.*

- Only regular meals may be charges. No snacks or other “extras” may be charged.
- A student’s charge balance may not exceed the cost of five lunch meals.
- If a student exceeds the charge limit, the school will allow the student to charge a modified meal consisting of Breakfast - menu that is served for the day or Lunch - cheese sandwich (or alternative for medical reasons), fruit or vegetable, and white milk, except in the event written notice has been provided as set forth below related to abuse of the policy.
- A computer database will be maintained using the point of sale system for identifying and recording all charged meals, as well as for collecting repayments.

Notification and collection of negative balances will be made by automated phone call at least once per week throughout the year. If no effort is made to pay off negative balance the district may withhold student privileges and pursue other legal means of collecting payment.

**Achievement Marks** both on report cards and permanent record cards will be recorded in numerals. The marking key is as follows:

90 - 100	A - Superior
80 - 89	B - Good
70 - 79	C - Satisfactory
65 - 69	D - Passing
Below 65%	F - Failing

**Effort Marks** are given to each student as follows: Excellent, Satisfactory, or Unsatisfactory.

The teacher also has an option of adding further comments relating to effort.

**Course Credit.** The grading procedure is as follows: A student's final mark in all classes will be calculated by taking an average of the marking period grades and the final examination grade. The marking period grades will count 80% of the student's total mark, while the final examination will equal 20%. The combination of these two factors will then equal the final mark.

### SENIOR PRIVILEGE PROGRAM/OPEN CAMPUS

#### **Privileges**

1. Students must sign in and out at the Attendance Office.
2. Students with Senior Privileges/Open Campus may go to the Cafeteria or Media Center during a Study Hall period and must report on time.
3. Students should not be loitering in the halls or lobby.
4. Students may leave school grounds during Study Hall or Lunch Periods. This privilege is subject to the eligibility and poor citizenship guidelines listed below.
5. Students must not bring back food into the building upon returning.
6. Students must uphold good citizenship.

#### **Eligibility**

Senior students must meet all of the following qualifications:

1. Maintain a scholastic average of 75%.
2. Have NO failing grades.
3. Have NO unsatisfactory effort marks.
4. If you lose Open Campus at the 10 week review for academic reasons, you may earn it back at the 5 week review.
5. Must maintain class load of 5 1/2 credits per semester; Individual students can be added at the discretion of the building administrator.
5. Labs are not considered a class, unless enrolled in two science classes.
6. BOCES - 1st year BOCES - 3 Credits / 2nd year BOCES - 4 Credits.
7. Must have a signed parental permission form for Senior Privileges/Open Campus that will be verified by telephone.
8. Students with “Incomplete” marks are INELIGIBLE until they are removed.
9. Parents/Guardians may request that their child not receive Senior Privileges/Open Campus.
10. Senior privilege, for qualifying students, is good only during unscheduled times and may not be used to miss or arrive late to any class, study hall or other scheduled periods.

11. An underclassman demonstrating poor citizenship may not be eligible for Senior Privileges/Open Campus until the end of the first marking period (10 weeks), subject to approval by the building principal.

**A building administrator may suspend or revoke a Senior's Open Campus privileges at any time due to poor citizenship or as a disciplinary consequence.**

### **FIFTH YEAR SENIORS**

Students attending school as a fifth year senior and beyond who are taking a **limited number of credits** are required to be present only during their scheduled class periods. The designation of fifth year seniors will be at the discretion of a building administrator.

### **WORKING PAPERS**

Working Papers can be obtained in the Nurse's Office, and can be processed at any time. All students who are working part-time and are between 14 and 18 years of age must have working papers.

### **LOST AND FOUND**

The lost and found office is located in the Dean's Office. Any personal or school property found in or near the immediate area of the school should be taken there. Inquiries about lost articles may be made at the Dean's Office.

## HEALTH OFFICE POLICIES & PROCEDURES

The Health Office is available to students who are physically or emotionally ill, have been involved in a school-related accident, or who need health services. Otherwise, students should not be in the Health Office due to the confidentiality of the services provided.

A student wishing to see the nurse must follow the following procedures:

Have a hall pass signed by the teacher before going to the health office. (In an emergency or extended care situations, the nurse will notify the attendance office). Sign-in as soon as you enter the Health Office. Sign-out when you leave.

The school nurse and/or the attendance office will make all phone calls and arrangements for release or return to class. Students will not be released to go home without parental approval confirmed by school personnel. Students released to go home must sign out at the Attendance Office.

### ACCIDENTS

All accidents on school property must be reported to the School Nurse at once. Special report forms are available in the health office.

### STUDENT UPDATE SHEET

Emergency cards will be distributed to students in home base the first week of school or upon enrollment. Information needs to be updated every school year.

**Return Student Update Sheets to your home base teacher by Friday, September 17, 2021**

### MEDICATION

**Medicine of any kind can only be dispensed when a physician's order requires that medication be given in school. Orders for medications must be patient specific for the individual student.**

The student must be sure that the proper form has been filed with the school nurse. All approved medications must be kept in the health office. Signed parental permission to dispense the medication must be on file in the health office. **Medication Forms** may be picked up in the Health Office.

### PHYSICALS

All new students to the district and all 10th graders will be scheduled for a physical with the School Doctor unless the Health Office receives a physical by 10/04/21. Sports physicals and working paper physicals will be scheduled throughout the school year. See the School Nurse for an appointment.

## ATTENDANCE POLICIES & PROCEDURES

1. **Compulsory Education Law.** The Compulsory Education Law requires regular attendance of all children between ages 6 and 16 years of age.

Every effort should be made by parents/guardians and students to see that absences from school are limited to reason of personal illness. Protracted absences or irregular attendance are often the first cause of student failure.

A good attendance record will benefit the student, school, and parents/guardians. It is a part of permanent school records, and is often investigated by schools and businesses.

2. A student must be reported as present or have an excused absence for a minimum of 80% of a course's scheduled classes in order to earn course credit. Alternatively, a student must have advanced written permission of a building principal to be absent for more than 20% to earn course credit. For purposes of the minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than half the class period. Students suspended from school will not be marked absent during the period of suspension.
3. Parents/persons in parental relation to the parents must provide, in writing, the reason for each occasion of a student's absence, tardiness or early departure.
4. Absences more than 6 consecutive days would require a medical note or consult with the school physician/building nurse.
5. Absences, tardiness and early departures will be considered excused or unexcused according to the following standards:
  - a. **Excused:** an absence, tardiness, or early departure shall be excused if due to personal illness, illness or death of an immediate or close family member, impassable roads due to extreme inclement weather, religious observance, quarantine, required court appearance, medical or dental appointments that cannot be scheduled outside of the school day, approved college visitations, military obligations, approved cooperative work programs, or other reasons that are approved by the Board of Education.
  - b. Students participating in a school-sponsored field trip, music lesson, music trip, sports competition, or a district-administered examination etc. shall be considered present at school but with an excused absence from any particular class session which may be missed. Students attending grade-level trips shall be considered present in school and present in class.
  - c. **Unexcused:** if the reason for an absence, tardiness, or early departure does not fall into one of the above categories, it is an unexcused absence. Examples of unexcused absences include, but are not limited to the following, family vacations, hunting, babysitting, taking a driver's test, oversleeping, birthday, etc.

6. **Physical Education.** Credit in Physical Education will be based on the student's attendance and participation in the class. Students who do not change and do not participate will receive a grade of '0' for the day and will not be able to make-up the class.

A student who loses credit in Physical Education will have to "double up" in Physical Education the following semester or take Physical Education in summer school.

The Physical Education grade will be used in calculating student overall averages.

7. **Notification.** Parents/Guardians are asked to notify the school Attendance Office at (607) 654-2988, by 9:00 a.m. whenever your student will be absent.
8. **Late To School.** All students will be in class by 7:55 a.m. If a student arrives to school after the bell, they are required to sign in at the Attendance Office or Main Office.

**Parents/Guardians must provide an accepted written excuse stating the reason for the tardiness.**

In each respective marking period, accumulations of tardiness to school will result in the following disciplinary actions:

<b>*TARDY TO SCHOOL</b>	<b>CONSEQUENCE</b>
Unexcused	Warning
1st set of 10 tardies	1/2 Day ISS
2nd set of 10 tardies	1 Day of ISS
Additional tardiness	Progressive

**\*Per Marking Period**

9. **Late to class.** In each respective marking period, accumulations of three tardies to school will result in the following disciplinary actions:

<b>*TARDY TO CLASS</b>	<b>CONSEQUENCE</b>
1st set of 5 tardies	.5 Day ISS
2nd set of 5 tardies	1 Day ISS
3rd set of 5 tardies	2 Days ISS

**\* Per Marking Period**

### Graduation With Honors

Students from CPP High School will graduate "with honors" according to the following criteria:

- BLACK & GOLD CORD** - "with highest honors"  
4 years cumulative average of 94.50 or above
- GOLD CORD** - "with high honors"  
4 years cumulative average of 89.50 - 94.49
- BLACK or WHITE CORD** - "with honors"  
4 years cumulative average of 84.50 - 89.49

### CLASS RANKING

During the summer following the Junior year a preliminary class ranking is developed. Parents/Guardians and students wishing to know their rank may contact the school to receive it. The preliminary ranking may be helpful to students as they apply to institutions of higher learning during the first semester of their senior year.

A final class ranking will be completed at the conclusion of the third marking period of the Senior Year.

Letter grades received from other institutions will be converted to numerical grades, according to Board Policy.

### VALEDICTORIAN AND SALUTATORIAN

The valedictorian shall be that student who has attained the highest scholastic average of the graduation class. The salutatorian shall be that student who has attained the second highest average of the graduating class. Each average shall be computed at the end of the third marking period for the Senior year. Average will be calculated using the Weighted Class ranking list. In order to be eligible for this recognition, the student must have attended high school in Corning-Painted Post Area School District for a minimum of two years prior to graduation.

### ELIGIBILITY FOR SUMMER SCHOOL

In order to attend summer school to repeat a course, a student must meet the following requirements:

1. A student must be noted as present for 80% of a course's scheduled classes in order to be eligible for summer school for that course.
  - a. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 1/2 of the class, whether through tardiness or early departure.
  - b. Students suspended from school will not be marked absent.
  - c. Students who are not in class due to a school related activity will not be marked absent.
2. A student must earn a final class average of at least 50%.
3. The student must have the registration form signed by the Principal or a guidance counselor.

**For Students Entering Grade 9 in September 2014 and after, specific graduation requirements are as follows:**

To Receive an **International Baccalaureate Diploma**, a student must receive

- At least 3 HL Courses completed
- At least 3 SL Courses completed
- Successful completion of Theory of Knowledge
- Successful completion of the Extended Essay requirement
- Completion of 150 hours of community action service
- Meet minimum test scores as required by IB

To Receive a **Local Diploma (for specified students ONLY)**, a student must receive

- At least 55 on the Comprehensive English Exam
- At least 55 on the Math A exam or Integrated Algebra
- At least 55 on the Global History exam
- At least 55 on the U.S. History and Government exam
- At least 55 on one Regents Science exam
- A passing grade on a Foreign Language Proficiency exam or a passing grade in a high school level Foreign Language course.

To Receive a **Regents Diploma**, a student must receive

- At least 65 on the Comprehensive English Exam
- At least 65 on the Math A exam or Integrated Algebra exam
- At least 65 on the Global History exam
- At least 65 on the U.S. History and Government exam
- At least 65 on one Regents Science exam
- A passing grade on a Foreign Language Proficiency exam or a passing grade in a high school level Foreign Language course.

To Receive an **Regents Diploma with Advanced Designation**, a student must receive

- At least 65 on the Comprehensive English Exam
- At least 65 on the Math A exam & Math B OR Integrated Algebra, Geometry & Algebra II/Trigonometry
- At least 65 on the Global History exam
- At least 65 on the U.S. History and Government exam
- At least 65 on two Regents Science exams (including Biology)
- At least 65 on Foreign Language Regents exam (or a 5-unit sequence in Art, Music, or Occupational Education) .

10. **Truancy.** Truancy is being absent without consent of parents/guardians. A student that is truant will be assigned In-School Planning. If there are further occurrences, progressive discipline will be used at the discretion of the administrator. After every third offense a parent conference will be required. These consequences may include additional days of In-School Planning and/or Out of School Suspension.

11. **Attendance and Extra Curricular Activities.** Students who are absent from school for more than half a day (4.5 periods) or truant from classes during the day are prohibited from participation in extracurricular activities after school that day. This does not apply to participation in athletics. Please refer to the Athletic code of Conduct for information regarding eligibility requirements for athletics. Students are not permitted to attend any school functions or participate in any school activity (including athletics) during the day they are assigned out of school suspension or full day in-school planning (ISP). Students who are on Administrative or Medical Home Teaching are not allowed to attend Extra Curricular activities without the permission of the Principal.

12. For the full Comprehensive Attendance Policy adopted by the Board of Education, please visit our district website. <http://www.corningareaschools.com>

**EARLY DISMISSAL DURING THE SCHOOL DAY**

Students can be released from school before the regular dismissal time by presenting a written request from a parent or guardian before the start of school in the morning. Legal reasons for early dismissal are illness, court appearance, medical appointments and emergencies (i.e., death in the family).

All early dismissals will be verified by a phone call through the Attendance Office. **A release that can not be verified by the Attendance Office will not be granted.** Any early release request made by phone instead of a written note will need to be confirmed by an administrator prior to the student being released.

Routine medical or dental appointments should be made outside school hours and/or during vacation periods if possible.

When early dismissals are necessary please follow the following procedure:

1. **Early Excuses** - Student must present a written parental request to the Attendance Office prior to the start of school to be dismissed early. Students must sign out at the Attendance Office.
2. **Illness** - Any student who becomes ill during the school day should request permission from the instructor to see the nurse. The nurse will notify an emergency contact to pick up their child. If the nurse is not in the building, the student is to report to the appropriate Assistant Principal. **Any student who excuses him/herself for illness and leaves the building will be considered having left school grounds without permission and will be treated accordingly.**
3. **Sign-Out Sheet** - The sign-out sheet at the Attendance Office is to be used by students only after the student has received permission to leave. Normally this permission is granted as detailed above. If a student has reasons to leave the building for reasons other than illness, he/she should see the appropriate Assistant Principal.

### **ENTERING AND LEAVING THE BUILDING**

**Students are not allowed to leave the building during the school day without an Administrator's permission.**

All students are required to enter and leave the building during the school day from the entrance in the Attendance Office or Main Office. Students should sign in and out at the Attendance Office. It is against the security procedures of the school to leave and enter by a side door during the school day. Students are not allowed to prop the doors open. Any student who violates this policy will receive disciplinary action.

A diploma will be granted to students who complete 22 units of credit and meet the requirements of the Regents Testing program. Included in the 22 units of credit are the following general requirements:

English 9, 10, 11, 12	4 units
Social Studies (Global Studies, 9, 10, U.S. History and Government, Economics, and Participation in Government)	4 units
Mathematics	3 units
Science	3 units
Art and/or Music	1 unit
Health	1/2 unit
Physical Education (4 years)	2 units
Foreign Language	1 unit

All students will be required to carry a course load of at least 6 1/2 credits per year.

All courses will be offered only if there is sufficient student interest **and** approval from the Board of Education for staffing. There is also the possibility that some courses could be combined or that different levels of a course could be combined.

### **Independent Study**

A student wishing to pursue a course of study not available in the regular curriculum should see a counselor for specific information. Required paper work must be completed no later than **October 10th** for the first semester and **March 6th** for the second semester. Independent Study is for elective coursework only.

### **Virtual Learning**

The Virtual Learning/ Credit Recovery Program offers students the opportunity to earn course credit through a computer based, online curriculum. The Corning-Painted Post School District, in collaboration with GST BOCES, offers a variety of courses that are aligned with New York State standards. All course content is delivered online with students having access to New York State certified teachers and curriculum 24 hours a day, 7 days a week. Available for 85 or better on Math and/or Science Regents exams.

The Grades that a student earns in a course will follow the student to a new course once the grades have been posted. Any exception to this will be made only by the building principal. Grades posted may be used in computing a final grade point average.

### GRADE PROMOTION POLICY

Sophomore Home base	A student must have earned 5.5 units of credit by the beginning of the school year
Junior Home base the	A student must have earned 11 units of credit by beginning of the school year
Senior Home base the	A student must have earned 16.5 units of credits by beginning of the school year

### GRADUATION REQUIREMENTS

1. Corning Painted Post students will be eligible for the following types of diplomas:
  - a. Regents Diploma - Students must complete 22 units of credit and the required Regents Exams. Honors Option for 90% or higher on required exams.
  - b. Regents Diploma with Advanced Designation - Students must complete 24 units of credit and the required Honors Option for 90% or higher on required exams. Mastery in Math and/or Science
  - c. Local Diploma - The Corning Painted Post School District will continue to award local diplomas to those students earning 22 credits and meeting the local and state requirements, aligned with New York State Policy.
  - d. International Baccalaureate Diploma - This Diploma will be awarded to IB candidates upon successful completion of the International Baccalaureate Organization requirements.
2. Any student meeting the listed qualifications will be allowed to participate in Commencement Exercises according to Board Policy. Students who do not meet the qualifications for graduation, but could meet the graduation requirements by completing their last course in the Summer School program for that year, may participate in the graduation with their class wearing a graduation cap and gown at the ceremony.
3. The District will attempt to send notices concerning this policy to parents or guardians of students under 18 years of age who are not meeting the graduation requirements. Such notices will be sent in writing during the students' junior and senior year, once in November and again in January. The Superintendent will develop administrative regulations to assure that parents and guardian are notified.

(Updated July, 2012)

## **Corning-Painted Post Area School District** **CODE OF CONDUCT** **SUMMARY**

### INTRODUCTION

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

### DEFINITIONS

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

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

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits, or attempts to commit, an act of violence upon another student, or any other person, lawfully on school property or at a school function.
- 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 District property.

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

### STUDENT RIGHTS

**All students have the right to:**

1. Seek participation in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or disability.
2. Schools that are safe, orderly, and free of tobacco, alcohol and drugs.
3. Clearly-stated and challenging academic curriculum.
4. Courtesy and respect from each other and from staff.
5. An explicit and consistently administered discipline code.
6. Present their version, at an appropriate time, of the relevant events to school personnel authorized to impose a disciplinary penalty.

## STUDENT RESPONSIBILITIES

### **All students have the responsibility to:**

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and showing respect to other persons and to property.
2. Obey all school codes and local state and federal laws, including those pertaining to illegal substances and weapons.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuit and strive toward their highest level of achievement possible.
5. Accept consequences for individual actions, whether alone or in a group.
6. Dress appropriately for school and school functions.
7. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## STUDENT DRESS CODE

### **A student's dress, grooming, and appearance shall:**

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Ensure that undergarments are completely covered with outer clothing.
3. Include footwear at all times. Footwear that presents a safety hazard will not be allowed (including but not limited to shoes, sneakers, or other footwear which have wheels).
4. Not include the wearing of hats, scarves, bandanas, hoods, or head coverings in the building except for a medical or religious purpose.
5. Not include items that are vulgar, obscene, libelous or denigrating to others on account of race, color, religion, creed, age, national origin, gender, sexual orientation or disability.
6. Each building principal, or designee, shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.
7. 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 in school suspension.
8. 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.
9. Not promote and/or endorse the use of alcohol, tobacco, or other drugs and/or encourage other illegal or violent activities, including use of weapons.
10. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriff and see-through garments are not appropriate. Stomach, back, buttocks, and chest must be completely covered.
11. Student attire at after-school and evening activities, including dances, should be appropriate and display good taste in accordance with this policy.

**Students who are out of compliance with the dress code will be asked to change into appropriate attire and/or may be sent home at the discretion of the administrator.**

## CHANGES TO STUDENT SCHEDULE

During the first weeks of school, **ONLY** the following reasons will be accepted to change a student's schedule:

### **Dropping/adding a course**

- Course omitted due to scheduling conflict or scheduling error.
- Student scheduled into a course without the necessary prerequisite (e.g.: Geometry but failed Algebra).
- Completion of a course in the summer that would necessitate a change of schedule (e.g. completing a course in summer school that the student failed previously).
- Student not scheduled into a course required for graduation or college plans.
- Medical reasons.
- Employment/Cooperative Education
- Student not scheduled for minimum course load of 6.5 credits.
- Teacher recommendation/Counselor recommendation.

After the first three weeks and prior to the end of the first/third marking periods, students may request a change in their schedule by completing a REQUEST FOR PROGRAM CHANGE FORM.

### **Course Credit Recovery**

For courses with a locally-developed final exam: Students must have a passing class average for the first semester, have fewer than 15 absences for the first semester, pass the final exam which covers the content of the entire course.

For courses with a New York State Regents final exam: Students will be allowed to take the final exam as long as they have met the required seat time and, in the case of science courses, have met the mandated lab requirements.

*It is the student's responsibility to inform the instructor of his/her desire to take the final exam in January.*

## DROPPED COURSES REFLECTED ON TRANSCRIPT

All semester and full year courses dropped prior to grades being posted will not be reflected on the transcript.

Any semester and full year courses dropped after Marking Period 1 grades have been posted will be reflected on the transcript with the course grade and "WITHDRAWN / FAILURE" to indicate the student has dropped the course.

## 11th Grade

Counselors visit classes to talk about senior year courses, testing programs, and opportunities beyond high school. The PSAT is administered in the fall. The results are discussed by the counselor and the student. The PSAT results are used to determine National Merit Scholars. Students may choose to take one or more career interest tests to assist in their career planning process.

In the junior interview, held in the spring semester, students meet with their counselor to plan their schedule for their senior year and also to begin the college selection process.

## 12th Grade

Senior interviews are held to discuss with seniors their academic transcripts and future plans.

A financial aid meeting for students and parents gives information of sources of college financial aid and making an application for aid.

A computer information service called Choices is available to help students and parents with information about careers and colleges.

### Definitions of terms used:

1. One half of a school year is called a **semester**.
2. As a rule a **unit of credit** is granted for successful completion of a subject studied one period per day for one school year.
3. **One-half unit of credit** is granted for successful completion of a subject studied one period per day for one semester, or 1 period every other day for the school year.
4. **Required subjects** are those subjects which all students must take.
5. **Electives** are subjects which are not required but are chosen by the student to fulfill the diploma requirements.
6. **Prerequisites** are the requirements which must be met before a student may be scheduled for a given subject.
7. **Full-Time Students** are students enrolled in at least 6.5 courses each semester. Any exceptions to this rule must be granted by the Principal.
8. A “**Senior**” shall be defined as a student who, at the end of the first full week of the school year: declares his/her intention to graduate; is enrolled in the appropriate courses needed to graduate; and has successfully completed 16.5 units of credit.

## PROHIBITED STUDENT CONDUCT

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

### **A. Engage in conduct that is disruptive or disorderly.**

Examples of these behaviors include but are not limited to the following:

1. Using language or gestures that are profane, lewd, vulgar, threatening or abusive.
2. Obstructing vehicular or pedestrian traffic.
3. Engaging in any willful act which disrupts the normal operation of the school.
4. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
5. Misuse of computer/electronic communications, including any unauthorized use of computers, software, or Internet account; accessing inappropriate websites; or any other violation of the District’s Acceptable Use Policy.

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

Examples of insubordinate conduct include but are not limited to the following:

1. Failing to comply with the responsible directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving, class or school without permission.
3. Skipping detention.

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

Examples of disruptive behaviors are failing to comply with reasonable directions of teachers, school administrators or other school personnel in charge of students.

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

Examples of violent conduct include but are not limited to the following:

1. Committing or attempting to commit an act of violence
2. Possessing a weapon.
3. Displaying what appears to be a weapon or any object that could cause bodily injury.
4. Threatening to use a weapon.
5. Intentionally damaging or destroying personal or school property

### **E. Engage in any conduct that endangers the safety, morals, health or welfare or others.**

1. Lying to school personnel.
2. Stealing.
3. Discrimination, which includes the use of race, color, creed, national origin, religion, gender or disability as a basis for treating another in a negative manner.
4. Harassment, which includes a pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be threatening or which a reasonable person would perceive as ridiculing or demeaning.

5. Intimidation or bullying, which includes engaging in actions or statements written or verbal that put an individual in fear.
6. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club or team.
7. Selling, using, producing or possessing obscene material.
8. Using vulgar or abusive language or gestures.
9. Student use of tobacco is prohibited.
10. Violating Board policy on alcohol and drug use by students.
11. Indecent exposure, that is, exposure to the sight of the private parts of the body.
12. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
13. Engaging in misconduct while on a school bus.
14. Gambling.

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

Examples of such conduct include but are not limited to:

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

**PENALTIES**

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

1. Verbal warning.
2. Written warning.
3. Written notification to parent.
4. Detention (*Lunch and After-School*)
5. Suspension from transportation.
6. Suspension from athletic participation.
7. Suspension from social or extracurricular activities.
8. Suspension of other privileges.
9. In-School Planning.
10. Removal from classroom by teacher.
11. Short-term (five days or less) suspension from school.
12. Long-term (more than five days) suspension from school.
13. Permanent suspension from school.

*Students who are involved in a physical fight will be suspended, may be referred to a Superintendent’s Hearing and may be removed from all after school events for the remainder of the year. This includes sporting events and dances.*

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

The full Code of Conduct contains provisions regarding the discipline of students with disabilities.

**GUIDANCE OFFICE POLICIES & PROCEDURES**

<b>GUIDANCE COUNSELOR</b>	<b>LAST NAMES START WITH:</b>
Mandy Freeman	9th Grade - A-L
Julie Pusateri	9th Grade - M-Z
Brian Ross	10th - 12th Grade - A-C
Jill McLaughlin	10th - 12th Grade - D-G
Maggie Busch	10th - 12th Grade - H-L
Pat Clark	10th - 12th Grade - M-P
Kaleen Muldoon	10th - 12th Grade - Q-S
Linda Jankowski	10th - 12th Grade - T-Z

The goal of the Guidance Department is to help each student become aware of his/her interests and abilities and to assist in planning a program which will help to attain the student’s goal whether it is higher education or work after graduation.

The course offered through a comprehensive secondary school must be numerous and varied to meet the needs of the diverse school population. Parents and students must understand these offerings to make their selection wisely; since the plan made by the student is an important factor in determining his or her future.

Early in the year a program of studies book will be published. Each student receives a copy of the handbook and a course selection sheet. The student also has time to meet with teachers in other elective areas to discuss course content.

The counselor meets with each student to go over the course selections taking into account the student’s achievement and long term goals. Parents are welcomed and encouraged to participate in all phases of this planning.

**9th Grade**

The student’s 9th grade schedule is made by the student and the middle school counselor. Any questions concerning course selection should be directed to the middle school counselor. Ninth graders will meet with their counselor to plan their schedule for 10th grade.

**10th Grade**

10th grade students will meet with their counselor to discuss course selections for the 11th grade. Counselors visit classes to discuss planning the high school programs. The PSAT test is offered in the fall for any 10th graders who wish to explore careers and also experience a practice college entrance exam.

## EMERGENCY DRILL PROCEDURES

### FIRE DRILLS

To comply with the law, fire drills are held at regular intervals. Pupils are required to follow the directions posted in each classroom.

### EMERGENCY INTRUDER DRILLS

The following is a list of emergency drills that will be conducted during the course of the school year:

- Annual Lockdown
- Hold in place with medical response
- Annual Lockout
- Contaminant Sheltering
- Evacuation

### NEW YORK STATE POLICE DOG SEARCH POLICY

The Corning-Painted Post Board of Education passed a policy that allows the New York State Police to come into schools with trained dogs to search for drugs or weapons. These searches will not be announced in advance. The searches will be directed at student lockers but it is also possible that some classrooms and the parking lot may also be included in the search. We would like to remind you of the following:

- The purpose of these searches is to provide a safer environment for children to attend school to engage in the intended purpose of education.
- That any activity that engages in potential illegal acts will be dealt within the appropriate legal manner

If any students are found to be in possession of illegal substances or weapons, they will be charged and dealt with in accordance with existing laws and the School Code of Conduct.

A **Lockout** is conducted when there is a potential threat in the community, open campus is temporarily discontinued and the building is secured. Inside the building, instruction continues and students can move freely throughout the building as usual.

A **Hold-In Place** is conducted when we have a medical emergency or other potentially volatile situations where it is necessary for all staff and students to remain in their current location. All classroom activities continue normal. Staff and students disregard all bells and remain in their current location.

A **Lockdown** is a security procedure used when there is an imminent danger present in the building (intruder, student with a weapon etc.). Instruction stops, rooms are secured and all students find immediate shelter. Staff and students disregard all bells.

## CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

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

## STUDENT SEARCHES

### **Student Lockers, Desks and Other School Storage Places**

Students may be assigned lockers in which they are allowed to store their personal property. These lockers are school property and can be inspected or searched at anytime. While students are assigned a lock or combination, this lock is for the purpose of protecting the student's belongings and does not create an expectation of privacy. Lockers, like all parts of a school building, including desks and other areas in which students are allowed to store their personal belongings, remain school district property and are subject to inspection and search at any time. This also applies to desks, computer files, and any other school storage.

## VISITORS TO THE SCHOOLS

**The following rules apply to visitors to the schools.**

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal or designated area. There they will be required to sign the visitor's register and will be required to wear a visitor's identification badge which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building. All visitors must have approval by an Administrators 24 hrs. in advance.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police will be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

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

The Board of Education will review this Code of Conduct every year and update it as necessary.

For a complete copy of the Code of Conduct, you may call the Board Office at 936-3704

Revised: 7/12

## **Reprisal or Retaliation**

The District prohibits Reprisal or Retaliation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the school administrator after consideration of the nature, severity, and circumstances of the act.

## **Dignity for All Students School Employee Training**

The District shall implement school employee training programs to promote a positive school environment that is free from discrimination and harassment, and to discourage and respond to incidents of harassment, intimidation or bullying on school property or at a school function. At least one(1) employee in every school building shall be designated as a Dignity Act Coordinator and thoroughly trained in methods to respond to human relations.

**DIGNITY FOR ALL ACT: HARASSMENT, INTIMIDTION OR BULLYING**

**Behavioral Expectations**

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment, consistent with the Code of Conduct. The Board believes that standards for student behavior must be set cooperatively through interaction among the parents, school administrators, school employees, school volunteers, and students, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property.

**Consequences and Remedial Action**

School administrators shall implement both appropriate consequences (consistent with the District’s Code of Conduct” and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, and the consequences and remedial responses for staff members (consistent with legal and contractual requirements) who commit one or more acts of harassment, intimidation or bullying.

- a. Factors to be considered in determining consequences and
- b. Remedial measures

The consequences and remedial measures shall be determined on a case-by-case basis, taking into account the above factors. Examples of potential consequences and remedial responses include, but are not limited to:

**Reporting & Investigation Procedures**

Please refer to CPP board Policy 0115 for in depth detail  
<http://www.comingareaschools.com/board/policies/ CPP-0115.pdf>

**Examples of Consequences**

- Temporary removal from the classroom
- Detention
- Deprivation of privileges
- In-school or out-of-school suspension
- Expulsion

**Examples of Remedial Measures**

- Peer support group
- Alternative placements
- Student therapy/counseling
- Parent conferences
- Schedule modifications
- Supervision of student before and after school

**Reporting Procedure**

Any student, parent, teacher, staff member or visitor may report an incident of harassment, intimidation or bullying. Such reports may be made to any staff member. Such staff member shall immediately inform the principal or the principal’s designee of the report. Allegations of harassment, intimidation or bullying will be treated as confidential and private to the extent possible.

**Investigation of Reports**

The District requires a thorough and complete investigation to be conducted by the principal or the principal’s designee for each report of an alleged incident of harassment, intimidation or bullying. Conducted as soon as possible and finding reported within 10 days.

**DISCIPLINARY POLICIES & PROCEDURES**

Students at CPP High are given the opportunity to learn in a safe, positive environment. With that opportunity comes the expectation that students are responsible for their conduct during school hours, and at all school-related activities on or off school property.

Good discipline is necessary for good instruction. It is our desire that all students, with the help of the school staff, will develop self-discipline in a school environment that will be conducive to learning and free from distraction or disruption. Disciplinary action will be taken by the teacher and/or administrator through a referral process when conduct is in violation of acceptable expectations.

School discipline can include, but is not limited to, the following:

- Lunch Detention
- Restitution
- Teacher Detention
- Parent Conference
- After School Detention
- In School Suspension
- Out-of-School Suspension
- Police Contact
- Principal’s Hearing
- Superintendent’s Hearing

**Lunch Detention—Student Lunch Period**

Students assigned lunch detention must report to the assigned room on time. Coming late to detention or failure to attend will result in an after school detention.

**Working Lunch**

Students within the Freshman Academy who do not complete classwork/homework will be assigned a lunch detention with a supervising teaching assistant or teacher until that work is completed.

**Teacher Detention**

This is served at the discretion of the teacher. Failure to attend will result in a referral to the Assistant Principal.

**After School Detention**

Students assigned to after school detention must report to designated classroom.

**In-School-Planning**

Students will be assigned to an In-School Planning room for a variety of violations, including, but not limited to; insubordination, homework violations, tardies, etc. Students will be expected to complete their normal school work under the supervision of the in-school planning staff. Failure to attend or comply with in-school planning expectations will result in additional In-School Planning and/or Out-of-School Suspension. Students will not be permitted to attend after-school events until notified by Administration.

### **Out-of-School Suspension**

This is given by the principal for up to (5) five days for major offenses such as fighting, threats, drugs, alcohol, and weapon violations. The parent will be called and must attend a principal's hearing before the student's return to school.

### **Principal's Hearing**

A meeting that is conducted by the building principal or a designee to discuss the behavior in question, reiterate expectations and to establish a plan to modify the behavior.

### **Superintendent's Hearing**

A formal proceeding conducted by the Superintendent or a designee in which the student could receive an additional consequence. The consequence could include, but is not limited to, additional days of out of school suspension.

### **MAJOR INFRACTIONS**

Out-of-School Suspension and/or In-School Suspension will be assigned for major offenses to school policies and rules which may include, but are not limited to:

1. Leaving School Grounds without Permission
2. Smoking/Chewing/Vaping
3. Flagrant Disrespect for Authority
4. Fighting
5. Vandalism, Stealing, weapons, Fire Alarms, Bomb Threats
6. Use and/or Possession of drugs, Alcohol
7. Bullying
8. Life Threats
9. Possession of or discharging fireworks and explosives (See Code of Conduct)

Although the school may utilize a courtesy reminder system, **it is the responsibility of the student to remember and attend their assigned detention and/or suspension.** Willful skipping of an assigned detention/suspension will result in additional disciplinary measures. Requests to change the date of an assigned disciplinary consequence for a legitimate reasons (i.e. illness, medical or legal appointments, etc.) must come at the request of the parent and be approved by an assistant principal. Conflicts with work, sports, or social engagements are examples for which detentions will not be rescheduled. Refusal to comply with the rules of detention, whether after school, or in-school will result in additional disciplinary consequences. **Students may not be on any school property and cannot participate in any school-related activities on the day of an assigned Suspension or In-School Planning.** Administrators may consider alternative disciplinary measures.

### **AGGRESSIVE BEHAVIOR TOWARD STAFF**

Physical and verbal aggression directed toward school personnel undermines the mission of the Corning-Painted Post School District to provide a supportive and orderly school environment. Aggressive behavior, which includes physical attack and/or threatening conduct which results in injury, or reasonable fear of injury, also constitutes legal violations or criminal offenses. Violation of this nature may result in Out of School Suspension, police involvement, and a possible Superintendent's Hearing. Please refer to the Corning-Painted Post Area School District's Code of Conduct.

A student found to be in violation of this policy will have items confiscated and will be subject to an appropriate school consequence which may include In-School Suspension and/or Out-of-School Suspension.

**The Tobacco Infraction Policy is in accordance with the New York State Clean Air Act inclusive to State and Board Of Education Policy.**

### **DIGNITY FOR ALL ACT: HARASSMENT, INTIMIDATION OR BULLYING** **CPP Board Policy 0115**

<http://www.comingareaschools.com/board/policies/ CPP-0115.pdf>

The District prohibits acts of harassment, intimidation or bullying of a student. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and school's ability to educate its students in a safe and disciplined environment. Because students learn by example, school administrators, faculty, staff and volunteers must demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

#### **Definition of "Harassment, Intimidation or Bullying"**

The Board of Education defines "harassment, intimidation or bullying" as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single egregious incident or a series of incidents that is:

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

## **SEXUAL/OTHER TYPES OF HARRASSMENT**

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading rumors, gestures, jokes, pictures, blocking a student's movement, rape, or attempted rape.

Any student who feels that she or he has been a victim of harassment should report the incident to a trusted adult in the school. Any student found guilty of harassing another student will face strong disciplinary action from the school administration.

## **STUDENT USE OF DRUGS OR ALCOHOL**

The Corning -Painted Post Area School District has adopted a policy on drug and alcohol use. The following excerpts from this policy are provided for your information. If you wish to read the entire policy, it is available in the office.

Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, e-liquids, including propylene glycol (liquid nicotine), cannabinoids (marijuana), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike or "counterfeit" drugs, and any substances commonly referred to as "designer drugs".

Further, when a student creates a look-alike situation by presenting a substance as an alcoholic beverage, illegal, or controlled substance or other drug the school reaction will be the same as if the actual substance were present. This shall include Smoking and/or possessing a lighted or unlighted cigarette, electronic cigarette ("e-cigarette" or "e-cig"), cigar, pipe, or similar devices, including but not limited to e-hookahs, hookah pens, vape pens; or using chewing or smokeless tobacco, including dip, chew, and/or snuff, in any form or any other paraphernalia.

A student found to be in violation of this policy will be removed from the school property for a period of time and will face severe disciplinary action that may include In-School Planning and/or Out of School Suspension.

## **STUDENT USE OF TOBACCO (including Smokeless Tobacco)**

No student use of tobacco will be permitted in any part of the building or school grounds, or on a bus going to and from school or a school sponsored activity.

Smoking and/or possessing a lighted or unlighted cigarette, electronic cigarette ("e-cigarette" or "e-cig"), cigar, pipe, or similar devices, including but not limited to e-hookahs, hookah pens, vape pens; or using chewing or smokeless tobacco, including dip, chew and/or snuff, in any form.

## **ELECTRONIC COMMUNICATION DEVICES**

Personal electronic communication devices serve as both communication tools as well as instruments of learning. Electronic communication devices may be used for approved educational purposes and/or at district events subject to the standards in this policy as well as guidelines established at the building level.

While the board recognizes the proper, appropriate use of electronic devices by District students, it seeks to prevent their use in ways that disrupt the educational environment of the school or jeopardizes the safety, health and well-being of students.

- Students may not use electronic devices in the classroom setting or during the class period unless specifically authorized by the instructor.
- Students may not use electronic communication devices during any test, examination, or in any situation with the potential for plagiarism or cheating.
- Such devices may not be used in any bathroom, locker room or other areas (both private and public) where individuals have expectation of privacy.

If there is an emergency and parents need to speak to their child during the school day, please contact the Main Office and we will make the necessary arrangements for you to speak with them.

Violations of these rules will result in the confiscation of the cell phone or other electronic device by a staff member (to be picked up by a parent/guardian at the end of the school day). Students who refuse a reasonable request by a staff member to turn over their cell phone or electronic device will be considered insubordinate and referred to building administration who will confiscate the electronic device (to be returned to a parent/guardian at the end of the day) in addition to one day of ISP. Students that continually violate this policy will receive more progressive discipline consequences.

## **ACADEMIC DISHONESTY**

### **Examples:**

- Use of unauthorized materials (notes, books, electronic devices including, but not limited to, cell phones, pages, hand-held computers) during an exam or quiz.
- Discussion of an exam's contents during its administration.
- Copying answers or homework from another student.
- Obtaining an examination or answers to an exam or quiz prior to its administration.

### **Participation in Collusion:**

- Intentionally or knowingly aiding another student to commit a violation of academic dishonesty.
- Copying or allowing another student to copy from one's examination paper or assignments during its administration.

## ACADEMIC DISHONESTY

### **Collaboration vs. Collusion**

Some teachers assign homework or projects with the intention that the students will work in pairs or groups. In these cases, all collaborating partners should be noted on a submitted assignment. In general, it is important to remember the distinction between copying and collaborating. Collusion is when two or more students work together on an assignment, which is meant to be done individually, then combine the work together and hand it in as if they had worked independently. To copy someone else's work or allowing someone to copy your own work is considered to be collusion, while collaborating involves working together and promotes interactive learning.

### **Plagiarism**

To plagiarize is to take the ideas or words of another person and to represent them as one's own.

Students are expected to acknowledge the sources of ideas and expressions they use in their written work: whether quoted directly or paraphrased. This applies to diagrams, statistical tables and graphs, as well as written material, and materials or information from internet sources.

To provide adequate documentation is not only an indication of academic honesty but also a courtesy that enables the reader to consult these sources with ease. Failure to do so constitutes plagiarism.

It will also be considered plagiarism and/or cheating if a student submits a written paper in whole or in part by someone else other than him/herself, or copies the answer or answers of another student in any test, examination or homework assignment.

Students who participate in academic dishonesty and are caught will receive a zero for the grade related to the incident; the teacher will communicate with the parent regarding the incident. A discipline referral will also be filled out to provide written documentation. Students may also fail a course depending upon the extent and type of academic dishonesty. These more severe incidents will involve consultation by the teacher with the Building Principal.

**\*\* The administration and faculty reserve the right to use computer-based resources to assist in detecting plagiarized material.**

### CLASSROOM MANAGEMENT PROCESS

Each teacher will develop a plan for dealing with discipline problems in the classroom. It is recommended that this plan be shared with students, parents, and administrators. Discussions with the student will be held to focus on correcting the behavior in order to improve the learning environment. Additional help may be sought involving guidance, parents, and other professionals.

As part of the plan the teacher may require the student to stay after school (with 24-hour notice) for after school detention.

If repeated problems occur, the student will be referred to an Assistant Principal. Consequences will be determined after conferring with the student and teacher. Parents will be involved to assist in the correction process.

A Principal's Hearing will be called when repeated infractions continue or in the event of a major offense. The student who refuses to follow classroom rules will be removed from the class.

### HAZING

Hazing activities within any student organization or athletic team are prohibited. This also applies to hazing activities of non-school related organizations when these take place during the school day or during school-related activities. Hazing includes any action or situation which recklessly or intentionally causes embarrassment to a student, endangers the student's mental or physical health, or involves the forced consumption of food or other matter, alcohol, or drugs by a student. *Students participating in hazing activities may be suspended up to (5) five days and may be removed from the team or school organization.*

### POSSESSION OF WEAPON ON SCHOOL PROPERTY

The possession of any type of firearm, real or otherwise, knife, explosive, or any deadly weapon (as defined in Section 10.00 (12) of the Penal Law) on school property or while attending a school sponsored event is prohibited. School property, owned or rented, includes buildings, grounds, parking lots, vehicles, athletic fields and the stadium. Any such weapon will be confiscated, and if a potential violation of law exists, the appropriate law enforcement agency will be contacted. A student who possesses a weapon is subject to suspension and possible expulsion from school. Any person possessing a weapon for educational purposes must first have the authorization of the Superintendent, building principal or their designee.

Possession, or use, of a laser pointer, lighter, or other potentially dangerous device will result in severe disciplinary consequences including, but not limited to, In-School Planning and/or Out of School Suspension.

### PUBLIC DISPLAYS OF AFFECTION

Displays of affection other than holding hands does not have a place at anytime in our school. The following steps will be taken:

1. Warning
2. Parents notified of behavior
3. Lunch Detention

### SEXUAL/OTHER TYPES OF HARRASSMENT

The Corning-Painted Post Area School District is committed to safeguarding the rights of all students within the district to a school environment that is free from all forms of harassment. Harassment is defined as any unwelcome and unwanted behavior that makes a student feel uncomfortable and unsafe. Such behavior, which is designed to extort sexual favors, or which has the purpose or effect of creating an intimidating, hostile, or offensive school environment, will not be tolerated.