

CODE OF CONDUCT

MCGRAW CENTRAL SCHOOL

Revised July 1, 2014

Revised June 2013 & approved by board 6/4/2013

Revised June 2012 & approved by board 6/18/12

Revised May 2011 & approved by board 6/16/11

Revised 4/10 & approved by board 6/3/10

Revised 9/09

Revised & Adopted 6/09

Revised & Adopted 8/7/08

Athletic/Extra-Curricular Section Revised & Adopted 8/31/06 & 6/20/07

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CODE OF CONDUCT

I. INTRODUCTION

The McGraw District Board of Education (“Board”) is committed to providing a safe and orderly learning environment where students may receive and McGraw Central School District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other McGraw Central School District personnel, parents and other visitors is essential to achieving this goal.

McGraw Central School District has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization. The Board recognizes the need to clearly define these expectations for acceptable conduct on McGraw Central School District property, identify the possible consequences of unacceptable behavior, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on McGraw Central School District property, when attending a McGraw Central School District function, or (in the case of extracurricular participants), any time or any day.

II. DEFINITIONS

For purposes of this code, the following definitions apply.

“Disruptive student” means a 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.

“Parent” means the legal guardian or person in parental relation to a student.

“McGraw Central School District property” means in or within any building, structure, play area, parking lot or land contained within the real property boundary line of a McGraw Central School District facility, or in or on a school bus, as defined in Vehicle and Traffic Law 142.5

“McGraw Central School District function” means any McGraw-sponsored extra-curricular event or activity.

“Violent student” means a student under the age of 21 who may be described by any of the clauses below.

1. Commits an act of violence upon a McGraw Central School District employee.
2. Commits, while on McGraw Central School District property or at a McGraw Central School District function, an act of violence upon another student or any other person lawfully on McGraw Central School District property or at a McGraw Central School District function.
3. Possesses while on McGraw Central School District property or at a McGraw Central School District function a weapon.
4. Displays, while on McGraw Central School District property or at a McGraw Central School District function, what appears to be a weapon.
5. Threatens, while on McGraw Central School District property or at a McGraw Central School District function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any McGraw Central School District employee or of any person lawfully on McGraw Central School District property or at a McGraw Central School District function.
7. Knowingly and intentionally damages or destroys McGraw Central School District property.

“Hazing or Coercion” means any action taken or situation created, intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.”

“Weapon” means a firearm as defined in 18 USC 921 for purposes of the Gun Free Schools Act. It also means any other 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 cutters, 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 serious physical injury or death when used as a weapon.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. RIGHTS

1. Students have the right to pursue an education in an atmosphere that is safe and conducive to learning.
2. Students have the right to enroll in any available program of study which best meets their needs and abilities as per the established criteria.
3. Students have the right to be respected on the merits of their attributes as individuals.
4. Students have the right to procedural due process guaranteed by the United States Constitution and New York Education Law prior to disciplinary action taken against them.
5. Students have the right to freedom of speech and expression, which does not interfere with educational process or infringe upon the rights of others.
6. Students have the right to freedom from discrimination relative to participation in curriculum offerings, athletics and extra-curricular activities.

B. RESPONSIBILITIES

1. Students will conduct themselves with respect toward self, fellow students, teachers and others.
2. Students will strive to reach their potential in all areas.
3. Students will follow the directions of the faculty and administration at all times.
4. Students will fulfill all classroom obligations.
5. Students will show respect for school property and for the property of others.
6. Students will demonstrate good conduct and positive attitude at all times in all school activities.
7. Students will dress in an appropriate manner for school activities.

IV. RESPONSIBILITIES OF THE ESSENTIAL PARTNERS IN EDUCATION

A. PARENTS

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the educational community.
2. Send their children to educational programs ready to participate and learn.
3. Ensure their children attend school and class as per the attendance policy.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know McGraw Central School District rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and McGraw Central School District.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.

11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Parents and other school visitors should employ proper behavior while attending school sponsored events and hold themselves to the highest standards of conduct.

B. TEACHERS

All Teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know McGraw Central School District policies and rules and enforce them in a fair and consistent manner.
5. Communicate the following to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate regularly with students, parents, and other teachers concerning student growth and achievement.

C. SCHOOL COUNSELORS

All School Counselors are expected to:

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate teacher/student/counselor conferences and parent-teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Encourage students to benefit from the curriculum and extra-curricular programs.
4. Jr.-Sr. High School Counselors will meet with students to review their educational progress, career plans, and career path options.

D. PRINCIPALS

All Principals are expected to:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal.
3. Inform the Superintendent about educational trends relating to student discipline.
4. Implement and evaluate all instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Support the development of student participation in appropriate extra-curricular activities.
6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

E. 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 McGraw Central School District 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.

F. BOARD OF EDUCATION

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, McGraw Central School District safety personnel and other McGraw Central School District personnel to develop a code of conduct that clearly defines expectations for the conduct of students, McGraw Central School District personnel and visitors on McGraw Central School District property and at McGraw Central School District functions.
2. Adopt and review at least once each year the McGraw Central School District code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

G. INSTRUCTIONAL SUPPORT STAFF

All instructional support staff are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to support teaching.
3. Demonstrate interest and concern for student achievement.
4. Know and abide by McGraw Central School District policies, rules, and procedures, and enforce them in a fair and consistent manner.
5. Communicate regularly with teachers concerning student growth and achievement.
6. Maintain level of professionalism and confidentiality while performing duties.
7. Assist students, parents, teachers, and administrators as it pertains to individual job expectations.

H. NON-INSTRUCTIONAL SUPPORT STAFF

All non-instructional support staff are expected to:

1. Promote a safe and orderly environment.
2. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
3. Communicate regularly with immediate supervisor in regards to school climate and environment.
4. Know and abide by McGraw Central School District policies, rules, and procedures, and enforce them in a fair and consistent manner.
5. Maintain level of professionalism and confidentiality while performing duties.

6. Assist students, parents, teachers, and administrators as it pertains to individual job expectations.

V. STUDENT DRESS CODE

All students are required to give proper attention to personal cleanliness and to dress appropriately for McGraw Central School District programs and activities. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other McGraw Central School District personnel should reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

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

1. Be safe, appropriate for a healthy learning environment, modest, and not disrupt or interfere with the educational process. Pajamas and other common sleepwear are not appropriate.
2. Include pants with a waist size no more than two inches wider than the student's actual waist and a belt to keep the pants at waist height at all times.
3. Include safe footwear at all times. Heeleys with wheels are not permitted in school buildings or on school grounds.
4. Ensure that underwear is completely covered at all times.
5. Not contain offensive illustrations or promote disruptive or demoralizing values. It shall not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability.
6. Exclude extremely brief, tight, and see-through garments, such as tube tops, crop tops, muscle shirts, net tops, halter tops, narrow straps, plunging necklines (front and/or back), shirts, skirts, and shorts of a length unacceptable to school personnel. Shirts must cover the midriff at all times.
7. Also exclude extremely bulky garments to prevent concealing of any item.
8. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
9. Not include the wearing of hats or sunglasses in the school building, except for a medical or religious purpose, or where it is part of a uniform. Hats and other head coverings are to be removed upon entering the building and placed in lockers until the end of the school day.

Each building principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the academic year and at any time when revisions to the dress code are made during the academic year.

Any student who violates the student dress code shall be required to modify his or her appearance by removing the offending item and replacing it with an acceptable garment.

Repeat offenders will suffer more extreme penalties (see **VIII. DISCIPLINARY PROCEDURES AND PENALTIES**).

VI. PROHIBITED STUDENT CONDUCT

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, McGraw Central School District personnel and other members of the educational community, and for the care of McGraw Central School District facilities and equipment.

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. McGraw Central School District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

Students may be subject to disciplinary action from McGraw Central School District programs when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the McGraw Central School District community.
6. Trespassing. Students are not permitted in any McGraw Central School District building, other than the one they regularly attend, without permission from the administrator in charge of the building.

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days)
Chronic or severe infractions may result in a referral to a Superintendent's Hearing which may result in an extended Out of School Suspension.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:

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

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days)

Chronic or severe infractions may result in a referral to a Superintendent's Hearing which may result in an extended Out of School Suspension.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include but **are not limited to:**

1. Failing to comply with the lawful directions of teachers, McGraw Central School District administrators or other McGraw Central School District personnel in charge of students.
2. Being late for school or class.
3. Being unprepared for class
4. Use or display of electronic devices such as cell phone (***see exceptions below*), CD player, headset, Palm pilot, PlayStation DS, iPods, MP3 players, and hand-held games during school hours. Student possession of such items is strongly discouraged. The security of such electronic devices is the sole responsibility of the owner. (An exception to this: Students will be allowed to listen to music during the 3-minute passing between classes and/or lunch periods as long as earphones are used and the volume is at a level that does not disturb others. *When walking in the hallway—only one earphone should be used for safety reasons.*) ***Also at the discretion of the supervising staff member—music may be listened to during study halls-- the volume must not disturb others and the student must be working on academics since study hall time is considered academic time.***

***Students allowed to use cell phones during 3 minute time period of passing of classes and during lunch in the cafeteria and/ or senior area*

Students are prohibited to use phones during classes unless the teacher has incorporated cell phone use into the lesson, i.e. calculator, research, etc.

Students are not allowed to use cell phones during study halls—this is academic time and must be used as such

Offenses For Breaking Rules

1st Offense—Phone is brought to the main office by the student. Parents are required to pick up the phone in the main office. Student and parent will have a conversation with the principal.

2nd Offense-- Phone is brought to the main office by the student. Parents are required to pick up the phone in the main office. Student and parent will have a 2nd conversation with the principal and student will serve 1 day of 'In School Suspension'.

3rd Offense-- Phone is brought to the main office by the student. Parents are required to pick up the phone in the main office. Parent will be informed that they can pick up their child's phone in the main office and that the student will be required to surrender his/her phone when the building is entered for the remainder of the school year. (Phones will be kept in the safe.) The student will also serve 2 days of 'In School Suspension'.

4th Offense-- Phone is brought to the main office by the student. Parents are required to pick up the phone in the main office. Student will serve 3 days of Out of School Suspension and will be required to surrender his/her phone when entering the building for the remainder of the school year.

If the student refuses to bring his/her phone to the main office at any offense level—he/she will automatically receive one day of ‘In school Suspension’.

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days)

Chronic or severe infractions may result in a referral to a Superintendent’s Hearing which may result in an extended Out of School Suspension.

D. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:

1. Committing or **threatening to commit** an act of violence (such as hitting, kicking, punching, biting, spitting, and scratching) upon a teacher, administrator or other McGraw Central School District employee, another student, or any other person lawfully on McGraw Central School District property.
2. Possessing a weapon. It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or any item deemed to be a weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee. Any written permission shall be given to a particular individual in relation to a specified weapon. The grant of such permission shall include the serial number of the weapon and shall be for a fixed period of time, which shall not exceed a school year. Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent/designee. Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law and is a violation of School District policy. (Penal Law Sections 265.01-265.06)
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on McGraw Central School District property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

Disciplinary action will be progressive. Penalties will range from:

In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days)

Weapons, fighting or other violent infractions will follow S.A.V. E. legislation guidelines.

Chronic or severe infractions may result in a referral to a Superintendent’s Hearing which may result in an extended Out of School Suspension.

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

Examples of such conduct include but are not limited to:

1. Lying to McGraw Central School District personnel.

2. Stealing the property of other students, McGraw Central School District personnel or any other person lawfully on school property or attending a school function.
3. Acts of sexual harassment as defined in the McGraw Central School District sexual harassment policy.
4. Hazing or initiation into any teams or groups.
5. Acts of coercion, bullying and verbal or physical harassment of students, staff, and/or visitors.
6. Selling, using, or possessing obscene material.
7. The use or possession of a lighter or other incendiary devices.
8. Smoking or possession of a cigarette, cigar, pipe or using chewing or smokeless tobacco.
9. The use, possession, sale, gift or consumption of any drug, inhalant, synthetic cannabinoids (incense, herbal mixtures, potpourri, etc.), controlled substance, alcoholic beverage or any instruments for the use of such items or being under the influence of either. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
10. Inappropriate use of sharing medication (over-the-counter and/or prescription) or nutritional supplements. The nurse is prohibited by law from dispensing medicine except by a doctor's prescription and directions to the nurse. New York State Law requires all medicine must be locked in the health office. Students who need to have access to medication in school are to leave it with the school nurse. The medication must be brought to the school in the original container with the label intact and legible. The school nurse may administer the medication if the parent submits a written request accompanied by the physician's statement indicating the frequency and dosage. Students who are in the possession of medication, but have not followed the directions described above shall be warned for the first offense. For succeeding offenses s/he will be disciplined according to the Code of Conduct. Students who distribute such medication to others will be considered as distributing drugs illegally.
11. Public displays of affection while on school property that are excessive and/or found to be offensive.

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days)

Chronic or severe infractions may result in a referral to a Superintendent's Hearing which may result in an extended Out of School Suspension.

- F. Engage in misconduct while on a school bus.** It is crucial for students to behave appropriately while riding on McGraw Central School District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the McGraw Central School District code of conduct.

Since student behavior on the bus can affect the safety of all students riding and transportation is a privilege given to students, a specific progression of disciplinary action has been set:

1st Bus Referral: After School Detention

2nd Bus Referral: Three Day Bus Suspension

3rd Bus Referral: Five Day Bus Suspension

4th Bus Referral: 30 Day Bus Suspension

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

1. Plagiarism.
2. Cheating.
3. Altering a grade, or other student record, on paper or in electronic form.

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days)

Chronic or severe infractions may result in a referral to a Superintendent's Hearing which may result in an extended Out of School Suspension.

H. Engage in illegal or reckless vehicular practices. Examples include but are not limited to:

1. Speeding.
2. Reckless behavior while driving or riding.
3. Passing a stopped school bus with red lights flashing.

Disciplinary action will be progressive. Penalties will range from:

Verbal warning, Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension—(detentions/suspensions may vary from 1-5 days). Loss of driving privileges on school grounds may occur at any time. Local police authorities will be contacted for situations requiring their assistance.

Chronic or severe infractions may result in a referral to a Superintendent's Hearing which may result in an extended Out of School Suspension.

VII. REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student observing or having knowledge of a student possessing a weapon, alcohol or illegal substance or potential violent act on McGraw Central School District property or at a McGraw Central School District function shall report this information immediately. This shall be reported to a teacher, a McGraw Central School administrator, or a McGraw Central School District employee. Students withholding this information or providing misinformation will be held accountable for their actions. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved. Appropriate disciplinary action will be taken and referral made for prosecution.

The building principal or program supervisor must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal 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 must identify the student(s) and explain the conduct that violated the code of conduct and constituted a crime.

Referrals are made by the school counseling office for students needing assistance of community human service agencies is either done by phone or paper referral.

Referrals are made by school counseling office for students needing PINS diversion services, PINS petitions and juvenile delinquency services to Cortland County Probation. School counselors work with probation officers regarding students' needs and services. The principal and/or school counselors attend family court for PINS/juvenile delinquency matters.

VIII. DISCIPLINARY PROCEDURES AND PENALTIES

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. McGraw Central School 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.

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

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. PENALTIES

Students who are found to have violated the McGraw Central School District code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning – any member of the McGraw Central School District staff
2. Written notification to parent – bus driver, teacher, teacher aide, administrator, McGraw Central School District staff
3. Detention – teachers, principal, superintendent
4. Suspension from transportation – principal, superintendent
5. Short-term or long-term suspension or removal from social or extra-curricular activities – principal, superintendent

6. Suspension of other privileges – principal, superintendent
7. Supervised instruction – principal, superintendent
8. Removal from classroom – teachers, principal, superintendent
9. Short-term (five days or less) suspension from school – principal, superintendent, board of education
10. Long-term (more than five days) suspension from school--superintendent, board of education
11. Permanent suspension from school – superintendent, board of education

B. PROCEDURES

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the McGraw Central School District personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the McGraw Central School District personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

1. Detention

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the students' parent has been notified of the penalty and the student has appropriate transportation home following detention.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's or designated administrator's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or designated administrator. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, McGraw Central School District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or designated administrator to discuss the conduct and the penalty involved.

3. Suspension from extra-curricular and athletic activities and other privileges

A student subjected to a suspension from extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent or guardian will be provided with a reasonable opportunity for an informal conference with the McGraw Central School District official to discuss the conduct and the penalty involved.

4. In-School Suspension

The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals, program supervisors, and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." "In-school suspension" is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will be provided with comparable educational materials.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with a district official to discuss the conduct and the penalty involved. Students on in-school suspension will not be allowed to participate in school activities occurring during the regular school day, such as assemblies, pep rallies and field trips, or any after school activities until 8:00 a.m. of the following school day. When a student is on in-school suspension, parental phone contact will be made by a school district employee in a timely manner.

5. Teacher Removal of Disruptive Students

A disruptive student is defined as a student who, despite previous intervention strategies, has failed to comply with classroom expectations and interferes with classroom instruction and/or learning. Grounds for removal include but are not limited to the following:

1. Refusal to comply with teacher's direction
2. Arguing with teacher
3. Consistent talking
4. Poses a danger e.g. physical and/or verbal behavior which in any way threatens staff or students.

Students will be removed for a minimum of two class periods (maximum of 5) from that class only. The student will be permitted to attend all other classes. For the duration of the removal, the following conditions apply:

If the student poses an immediate danger, the teacher will:

1. Remove the student, explain the reason and allow an opportunity for the student to be heard within 24 hours or next school day
2. Supply class work for the student

3. Inform the principal of reasons for removal and demonstrate previous intervention strategies applied.

If the student does not pose an immediate danger, the teacher will:

1. Before removing, explain basis for removal and allow student to informally present his/her version of relevant events
2. Inform principal of reasons for removal.

Principal's responsibilities triggered by teacher removal are:

1. Notification of the parents within 24 hours of the reasons for the removal
2. On request, student/parent must be given an opportunity to discuss reasons with principal. Teacher will be asked to attend for clarification or meet with principal regarding incident
3. If student denies the charges, student/parent 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
4. Principal must 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 only set aside discipline if:
 - The charges against the student are not supported by substantial evidence
 - The student's removal is in violation of the law
 - The conduct warrants suspension and the suspension will be imposed.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Building Principals.

All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. Referrals shall be made in writing unless the conditions underlying the incident warrant immediate attention. In such cases, a written notification is to be prepared as soon as possible by the administrator.

The Superintendent or Principal, while processing a case of suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

- a. Short term (five days or less) Suspension from School

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law 3214(3).

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent of the right to request an informal conference with the principal.

- b. Long term (more than five days) Suspension from School – will be referred to Superintendent

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations, as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

C. MINIMUM PERIODS OF SUSPENSION

Students who bring or possess a weapon to McGraw Central School District property or functions unless used for educational purposes.

Articles brought to school which are hazards to the safety of others or interfere in some way with school procedure are prohibited. Weapons such as knives or guns are strictly prohibited and if brought to school, will result in immediate suspension from school and possible police action.

In accordance with the Gun Free Schools Act of 1994 (20 U.S.C. 8001 et. seq.), the punishment for violation of Section 2 subsection (7) shall be suspension from attendance upon instruction for a period of not less than one year, unless the superintendent shall determine to modify such punishment. The superintendent's determination shall be on a case-by-case basis.

The term "firearm" as used in Section 2 subsection (7) shall mean any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm

silencer; or any destructive device. The term “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than one quarter ounce, mine or any device similar to any of those devices already described in this paragraph. Except that “destructive device” shall mean any device not designed or redesigned for use as a weapon.

For students who are “repeatedly substantially disruptive” can be suspended for a maximum period of five days. This can be modified on a case by case scenario and will be reviewed by the Superintendent of Schools.

IX. 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, McGraw Central School District will take immediate steps to provide alternative means of instruction for the student.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education 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 enjoy certain procedural protections whenever McGraw Central School District 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 laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

A “suspension” means a suspension pursuant to Education Law § 3214.

A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An “IAES” means a temporary educational placement for a period of up to 45 days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student’s current individualized education

program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, the Superintendent of Schools, or a building principal delegated the authority to suspend students may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
 - b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - (1) “Weapon” means the same as “dangerous weapon” under 18 U.S.C. §930(g)(w) which includes “a weapon, device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 ½“ in length.
 - (2) “Controlled substance” means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - (3) “Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act. or any other federal law.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES

setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. CHANGE OF PLACEMENT RULE

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. SPECIAL RULES REGARDING THE SUSPENSION OR REMOVAL OF STUDENTS WITH DISABILITIES

1. The district's Committee on Special Education shall:
 - a. conduct functional behavioral assessments to determine why a student engages in a particular behavior and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation to the extent the committee determines necessary.

- b. conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The Superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - (2) determined that an evaluation was not necessary and provided notice to the parents of such determination in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. McGraw Central School District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguard notice

prescribed by the Commissioner of Education shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Regulations of the Commissioner of Education incorporated into this policy.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Regulations of the Commissioner of Education incorporated into this policy.

D. EXPEDITED DUE PROCESS HEARINGS

1. An expedited due process hearing shall be conducted in the manner specified by the Regulations of the Commissioner of Education incorporated into this policy, if:
 - a. McGraw Central School District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where McGraw Central School District personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
- (1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first unless the parents and McGraw Central School District agree otherwise.

- (2) If McGraw Central School District personnel propose to change the student's placement after expiration of an IAES placement during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. REFERRAL TO LAW ENFORCEMENT AND JUDICIAL AUTHORITIES

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

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

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with commissioner's regulations.

XII. STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on McGraw Central School District property and at McGraw Central School District functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct.

Before searching a student's belongings, the authorized McGraw Central School District official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES

The rules in this code of conduct regarding searches of student belongings do not apply to student lockers, desks and other school storage places.

Students have no reasonable expectation of privacy with respect to these places and McGraw Central School District officials retain complete control over them. This means that student lockers, desks and other McGraw Central School District storage places may be subject to search at any time by McGraw Central School District officials, without prior notice to students and without their consent.

B. DOCUMENTATION OF SEARCHES

The official performing the search shall be responsible for promptly recording the information.

The administrator shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The administrator shall retain control of the items, unless the items are turned over to the police.

C. POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS

McGraw Central School District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in McGraw Central School District buildings or at McGraw Central School District functions, or to use McGraw Central School District facilities in connection with police work. Police officials may enter McGraw Central School District property or a McGraw Central School District function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant
2. Probable cause to believe a crime has been committed on McGraw Central School District property or at a school function, or
3. Been invited by McGraw Central School District officials.

Before police officials are permitted to question or search any student, the administrator shall first notify the student's parent to give the parent the opportunity to be present during the police questioning or search. The principal or supervisor will also be present during any police questioning or search of a student on McGraw Central School District property or at a McGraw Central School District function.

Students who are questioned by police officials on McGraw Central School District property or at a McGraw Central School District function will be afforded the same rights they have outside the school.

D. DRUG DETECTION DOGS

The Board of Education recognizes the deterrent effect of using detection dogs to search for contraband in school district buildings. The Board authorizes the use of such detection dog under the following circumstances:

1. Detection dogs may be used without reasonable suspicion to inspect all lockers assigned to students within the school district.
2. Detection dogs may be used to inspect any unattended parcel, such as a backpack or book bag.
3. Detection dogs shall not be used to inspect individuals without reasonable suspicion.

The Board recognizes that detection dogs are available both from law enforcement authorities such as the Cortland County Sheriff's Department and the New York State Police and from private contractors. When the Superintendent desires to use such detection dogs, the Superintendent should first try to arrange such use with law enforcement agencies which will not charge the District for the use of such animals. If such arrangements are not possible, then the Superintendent should use the District's acquisition policy to seek request for proposals from private companies who provide such detection dog services.

E. CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the district's commitment to keep students safe from harm and the obligation of McGraw Central School District officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on McGraw Central School District property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building administrator. The building administrator shall set the time and place of the interview. The building administrator shall decide if it is necessary and appropriate for a McGraw Central School District official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the nurse or other McGraw Central

School District medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or district official of the opposite sex.

A child protective services worker may not remove a student from McGraw Central School District property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from McGraw Central School District property before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

The building administrator will immediately notify the superintendent of request and subsequent events related to the incident.

XIII. BUILDING SECURITY

- A. Elementary— All doors of the elementary school will be locked at all times with the following exceptions:
 - 1. Front Doors – the front doors will be unlocked from 7:30-8:15 a.m. daily
After 8:15 a.m. anyone wishing to enter the building will be:
 - Required to buzz in
 - Upon entering, report to office
- B. Middle/ High School – All doors of the middle/high school will be locked at all times with the following exceptions:
 - 1. Bus Doors—the bus doors will be unlocked from 7:30-8:15 a.m. daily
After 8:15 a.m. anyone wishing to enter the building will be:
 - Required to buzz in
 - Upon entering, report to the office to sign in
 - 2. After school hours the building will be unlocked at times determined by the activities on that date

XIV. VISITORS TO THE SCHOOLS

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

- 1. Anyone who is not a regular staff member or student of the school or program will be considered a "visitor".
- 2. All visitors to the McGraw Central School District facility must report to the office of the building principal upon arrival at the school. There they will be required to sign the visitor's

register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.

3. Visitors attending McGraw Central School District functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents/guardians and community members must make prior arrangements to:
 - meet with a teacher
 - eat lunch with their child
 - visit a child's classroom on a special occasion
5. Parents/guardians will be allowed to enter the elementary building and escort their children to class on Wednesdays which have been designated as "Walk Your Child to Class Day" and to the gym on Fridays. Adults are posted outside to watch students enter the building.
6. Parents are expected to make appointments to discuss individual matters with teachers.
7. Any unauthorized person on school property will be reported to the building principal. Unauthorized persons will be asked to leave. The police may be called if the situation so warrants.
8. All visitors are expected to abide by the rules for public conduct on McGraw Central School District property contained in this code of conduct.

XV. PUBLIC CONDUCT ON SCHOOL PROPERTY

The McGraw Central School District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on McGraw Central School District property and at McGraw Central School District functions.

The restrictions on public conduct on McGraw Central School District property and at McGraw Central School District functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

A. PROHIBITED CONDUCT

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or remove district property.
3. Disrupt the orderly conduct of classes, McGraw Central School District programs or other McGraw Central School District activities.
4. Distribute or wear materials on McGraw Central School District grounds or at McGraw Central School District functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the educational programs.
5. Intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability.
6. Enter any portion of the McGraw Central School District premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.

8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, *use*, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on McGraw Central School District property or at a McGraw Central School District function.
10. Smoke tobacco on school grounds while any school sanctioned activity or event is taking place.
11. Possess or use firearms or other weapons except in the case of law enforcement officers or except as specifically authorized by McGraw Central School District.
12. Loiter on or about McGraw Central School District property.
13. Gamble on McGraw Central School District property or at McGraw Central School District functions.
14. Refuse to comply with any lawful order of identifiable McGraw Central School District officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or board policy while on McGraw Central School District property or while at a McGraw Central School District function.

B. PENALTIES

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

1. Visitors: Their authorization, if any, to remain on McGraw Central School District grounds or at the McGraw Central School District function shall be withdrawn and they shall be directed to leave the premises. If necessary, law enforcement officials may be called to assist in this ejection.
2. Students: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in the “Penalties” section of this code of conduct, in accordance with the due process of law requirements.
3. Tenured faculty members: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Education Law section 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law section 75: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5: They shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. ENFORCEMENT

The Superintendent shall be responsible for enforcing the conduct required by this code. The superintendent may designate the other McGraw Central School District staff who is authorized to take action consistent with the code.

When the Superintendent or his/her designee(s) sees an individual engaged in prohibited conduct, which in his or her judgement does not pose any immediate threat of injury to persons or property, the designated school official shall tell the individual that the conduct is prohibited, and attempt to persuade the individual 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 designated school official shall have the individual removed immediately from McGraw Central School District property or the McGraw Central School District function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The McGraw Central School District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XVII. Dignity for All Students Act—Effective July 1, 2012

Intent: *The Dignity for All Students Act* amends Education Law to put in place procedures for the creation of school environments free of discrimination and harassment. This law is effective July 1, 2012.

Under the Dignity Act, there are currently 11 protected classes, groups, or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Individuals in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived:

- Race
- Color
- Weight
- National Origin
- Ethnic Group
- Religion
- Religious Practice
- Sex
- Gender
- Sexual Orientation
- Disability

Protection is not limited to the groups or characteristics listed above. For example, individuals are protected if they are harassed because of their socioeconomic status even though

“socioeconomic” is not explicitly listed. An individual harassed for their height in either direction or their accent or speech style would be considered protected even though “height” and “accent” are not explicitly listed. The intent of the Dignity Act is to protect ALL individuals in schools.

Definition:

Harassment—The creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being. It also includes conduct, verbal threats, intimidation or abuse that reasonably cause or would reasonably be expected to cause a student to fear for his or her physical safety.

Prohibitions: On school property and at school functions, the prohibits:

1. Student Harassment by school employees or students on school property or at a school function. This prohibition extends to cyberbullying: verbal or written threats through an internet service such as e-mail, chat room, discussion group, instant messaging, or social networking sites on or off school property.
2. Student Discrimination by school employees or students based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Reporting Discrimination or Harassment:

- Any person having reasonable cause to suspect that a student has been subjected to discrimination or harassment, who acts reasonably and in good faith in reporting such information or initiates informal or formal proceedings, has immunity from any civil liability that may arise. No school district, or employee may take, request or cause retaliatory action against a person who, acting reasonably and in good faith makes a report or initiates informal or formal proceedings.

Requirements Set for School District:

1. Develop policies intended to create a school environment that is free from discrimination and harassment.
2. Include in the school district’s code of conduct an age-appropriate version of the policy, written in plain language.
3. Develop guidelines to be used in school training programs to discourage discrimination or harassment. The guidelines must be designed to:
 - a. Raise the awareness and sensitivity of school employees to potential discrimination or harassment.
 - b. Enable employees to prevent and respond to discrimination or harassment.
 - c. Support the development of nondiscriminatory instructional and counseling methods.
4. At least one member of each school’s staff must be trained to handle human relations in the areas in which discrimination and harassment are prohibited.

McGraw Central School Bullying Discipline Rubric For Grades 6-8

Behavior	1 st Time Earns...	2 nd Time Earns...	3 rd Time Earns...	4 th Time Earns...
Bullying May Include: Name calling Mean teasing Harassing Making fun of Mocking Irritating Annoying Pushing Grabbing Shoving Poking Tripping Kicking Taking Property Destroying Property Excluding Behaviors Spreading Rumors Gossiping Play Fighting Invading Personal Space Unwanted Flirting/Notes Hovering over each other Any other behavior deemed bullying.	Lunch Detention, *a call home and a written or verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.	After school detention, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.	In-school suspension for at least one day, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future.	Out of school suspension. Out of school suspension for each repeated offense. Continual offenses may lead to a Superintendent's Hearing and an extended suspension.
	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	
	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	
	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.
			<i>Out of school suspension if aimed at the same person as previous incidents.</i>	
BULLYING INFRINGEMENTS WILL BE DEALT WITH BY THE PRINCIPAL.				

McGraw Central School Bullying Discipline Rubric For Grades 9-12

Behavior	1 st Time Earns...	2 nd Time Earns...	3 rd Time Earns...	4 th Time Earns...
Bullying May Include: Name calling Mean teasing Harassing Making fun of Mocking Irritating Annoying Pushing Grabbing Shoving Poking Tripping Kicking Taking Property Destroying Property Excluding Behaviors Spreading Rumors Gossiping Play Fighting Invading Personal Space Unwanted Flirting/Notes Hovering over each other Any other behavior deemed bullying.	After school detention, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future	After school detention, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future. Watch a video about bullying and write a report.	In-school suspension for at least one day, *a call home and a written and verbal apology stating what the person did and how their actions hurt the other person as well as what they will do differently in the future. Watch a video about bullying and write a report.	Out of school suspension. Out of school suspension for each repeated offense. Continual offenses may lead to a Superintendent's Hearing and an extended suspension.
	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	A copy of the apology letter will be sent home with the student for parent(s) guardian(s) signatures(s) and returned to the principal the next school day.	
	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	Lunch detention will be assigned each day until the letter is returned.	
	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.	*Both parents will be notified if living in separate households.
			<i>Out of school suspension if aimed at the same person as previous incidents.</i>	
BULLYING INFRACTIONS WILL BE DEALT WITH BY THE PRINCIPAL.				

XVIII. ATHLETIC and EXTRACURRICULAR ACTIVITIES PARTICIPATION CODE

Students are encouraged to participate in Athletic and Extracurricular activities at McGraw Jr.-Sr. High School. In order to participate in these activities, a student must be registered in the district. This Participation Code includes, but is not limited to, all clubs, activities, organizations, and athletics. It applies to all students, grades 6 through 12, and remains in effect for all 12 months of the year.

Students who participate in athletic and extracurricular activities should recognize that they have an obligation to themselves, their co-participants and the school community to strive for excellence.

Five overall expectations must guide student conduct and eligibility:

1. Students will demonstrate respect and concern for the rights and feelings of others.
2. Students will behave in a manner, which reflects favorably on themselves, their family, classmates, school, and community.
3. Students will adhere to the District Code of Conduct.
4. Students will abide by the Athletic and Extracurricular Participation Code (see below)
5. Students must maintain Scholastic Eligibility (see below)

Participants will not:

- Use, possess, or distribute tobacco products, alcoholic beverages, illegal substances, or drugs;
- Host or attend events where illegal distribution of alcohol, drugs, or other illegal substances is present;
- Steal or damage school or personal property;
- Exhibit personal misconduct, during or after school hours that could lead to the involvement of law enforcement agencies.
- Enter inappropriate postings to the internet i.e. Facebook, MySpace accounts such as reference to drugs, alcohol, illicit and violent behavior, inappropriate pictures, videos, bullying, etc. This also includes the use of texting and/or all other types of social media.

Student's Rights

In order to protect student's rights, the following procedures will be followed where suspension from the team/organization for any period of time has been given.

The student will be notified by the coach/advisor of reasons for the suspension.

Parents will be notified of the suspension.

The student has the right to an informal hearing with the high school principal, athletic director (for athletics), coach or advisor and parent. The student may then present his/her side of the situation.

Disciplinary Action taken by the coach/advisor for minor problems within the team/group will be handled on an as needed basis. Often student behavior can be corrected in this manner before it becomes an issue that would require suspension. Students and parents can always discuss these issues with the coach, advisor, athletic director (for athletics) and principal. These discussions should **not** take place during or directly after a game or event when other students/spectators are around. Students and/or parents should make an appointment with the coach/advisor to discuss any disciplinary issue or problem in private.

Final decisions concerning any suspension/disciplinary action rests with the high school principal, athletic director (for athletics) and coach/advisor.

Participation Code Violations

Participants who violate the Participation Code will be subject to the following in addition to the consequences dictated by the McGraw Central School Code of Conduct:

1. Any use, possession, receiving a court appearance ticket or being in attendance where there is use by minors, on or off school grounds of illegal drugs, alcoholic beverages or tobacco will result in a suspension* of:

- 1.) First offense--30 calendar days of the school year**
- 2.) Second offense—60 calendar days of the school year**
- 3.) Any further offense—one calendar year from the date of infraction

*A suspension means to be ineligible to play in a league, non-league, or tournament game and or to participate in a club or organization activity.

****Suspensions will be continuous throughout the school year/sports seasons. Example--An athlete that has been given a 30 day suspension at the end of one season will continue to fulfill the time period during the next season even if the time period extends into the next school year. The time period in between seasons will not count toward the suspension. The principal and AD will determine beginning and ending dates for each season. Suspension time periods for other extracurricular activities that are not active throughout the school year, will be determined by when the activity is active at the discretion of the principal. All other activity suspensions will be dictated by the number of calendar days of the school year.**

First Offense and Second Offenses

- 1.) The student is expected to participate in all practices and /or meetings.
- 2.) During the suspension the student athlete is expected to attend all contests with the team, sit on the bench, but not dress in uniform. In the case of a club or organization the student is expected to attend all meetings to plan activities, but may not participate in the activity.
- 3.) Upon suspension, parents will be notified in writing outlining the offense and punishments.
- 4.) Student will be encouraged to obtain counseling.
- 5.) During the suspension period the student **will be** eligible to try out or join a new activity, but will not be able to participate (other than during the try-out period) until after the suspension period. Once the suspension is over, the count for the required number of practices/meetings will begin. The student will be required to attend practices or meetings on a watch only basis, prior to the end of suspension in order to be prepared to play/participate after the suspension is over.

Third Offense

- 1.) The student will be dismissed from all athletic/extracurricular events for an entire calendar year.
- 2.) Parents will be notified in writing outlining the offense and punishments.
- 3.) Student will be encouraged to obtain counseling.
- 4.) Student **will not** be able to try out or join a new sport/activity until the suspension period has been completed.

Section III Disciplinary Proceedings—all game/team misconduct disciplinary action will be in accordance with Section III guidelines. This includes any yellow card, red card, technical, or ejection infractions.

Students who quit a team, club or organization:

If a student chooses to quit a team or organization, it is advised that the student discuss the situation and reasons why, with the coach, advisor, and/or athletic director prior to making a final decision. It is also recommended that the decision not be made during a contest/game, practice, event, or meeting and when the student discusses the situation, it is done in a courteous manner. The coach, advisor, and/or athletic director will discuss the situation privately with the student and/or parent at a convenient time for both parties. A contest/game, event, meeting, or practice should not be interrupted for a student to quit or to discuss any such matter.

If a decision has been made to quit a team, club, or organization, the student should:

1.) Promptly notify the advisor, coach and/or athletic director to discuss the reasons why they no longer want to participate.

2.) Return all equipment and uniforms.

Any student who has not returned all uniforms, equipment and/or organization property will be unable to participate in any extracurricular activity, practice or try out for another team until everything has been returned.

Attendance and Participation

A student must be in attendance for the entire day (8:10-2:46) in order to participate in any extracurricular activity that day. Students must attend all classes including full participation in PE. For weekend activities, a student must be in attendance for the entire school day prior to the activity. This full-day of attendance requirement may be waived by the principal under extenuating circumstances, or in accordance with the following excused dismissals:

Students will be permitted to participate in extracurricular activities if a portion of a day is missed and a note is provided to excuse the absence from a doctor, dentist, orthodontist, family court clerk, etc. A note indicating the student had an appointment from a parent/guardian will not be accepted.

Students should be in attendance on time the day following a school night activity.

Scholastic Eligibility Code

Parents/legal guardians and students should be aware of the McGraw Central School District Scholastic Eligibility Code to remain eligible to participate in extracurricular activities.

1. If a student is **failing two or more subjects**, the student will be declared ineligible to participate in extracurricular activities; this includes, all sports, clubs and organizations.
2. An ineligible student who drops a failed course prior to or after the academic report card (interim report or end of marking period) is issued remains ineligible until the next eligibility list is issued.
3. Students will become eligible/ineligible effective on the Monday immediately following the mailing or distribution of report cards/interim reports. If the Monday falls on a holiday or during a vacation, the student becomes eligible/ineligible on the first school day following that Monday.
4. To determine fall eligibility, the final course grades in June will be used, **not the fourth quarter average**. Students who retake failed courses in summer school and pass will have their eligibility for the fall re-evaluated.
5. Ineligible students will be permitted to try out, but not practice until they become eligible.

Athletic and Organization Information

Schedules, contest sites, Section III regulations and NCAA eligibility are all available on the McGraw Central School website: www.mcgrawschools.org and/or in the Athletic Office, Guidance Office or Main Office at McGraw High School.

The Following Forms Are Required for Participation in Extracurricular Activities and/or Sports

- **Participation Agreement in Extracurricular Activities**—required for all students each school year

Students and their parents/guardians are required to sign the Participation Agreement before students are allowed to participate in any athletic or extracurricular activity.

A new form is distributed each year to all students and kept on file for that calendar year.

- **Participation on Athletic Teams and Medical Treatment**—required for each sports season
- **McGraw Extracurricular Uniform Obligation**—required for each sports season
- **Student Health History**—required with each sports physical
- **Health Certificate/Appraisal Form**—required for each sports physical

Matters Pertaining to Students (i)

Participation Agreement in Extracurricular Activities

A Copy of the Complete Athletic Extracurricular Code is Available Upon Request in the High School Main Office.

Participation in athletic and extracurricular activities at McGraw Central School is a privilege, not a right. In order to participate in extracurricular activities or athletics, you must be a registered student of the district. This Participation Code includes, but is not limited to, all clubs, activities, organizations, athletics and class events. It applies to all students, grades 6-12 and remains in effect for all 12 months of the year.

Five overall expectations must guide student conduct and eligibility:

1. Students will demonstrate respect and concern for the rights and feelings of others.
2. Students will behave in a manner, which reflects favorably on themselves, their family, classmates, school and community.
3. Students will adhere to the District Code of Conduct.
4. Students will abide by the Athletic and Extracurricular Participation Code
5. Students must maintain Scholastic Eligibility

Participants will not:

- Use, possess, or distribute tobacco products, alcoholic beverages, illegal substances, or drugs;
- Host or attend events where illegal distribution of alcohol, drugs, or other illegal substances is present;
- Steal or damage school or personal property;
- Exhibit personal misconduct, during or after school hours that could lead to the involvement of law enforcement agencies.
- Enter inappropriate postings to the internet i.e. Facebook, MySpace accounts such as reference to drugs, alcohol, illicit and violent behavior, inappropriate pictures, videos, bullying, etc. This also includes the use of texting and/or all other types of social media.

Acknowledgement of Injury Risks

Parent(s)/Guardian(s) acknowledge that participation in athletic/extracurricular programs expose one's self to the risk of injury, including but not limited to, the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete impairment in the use of limbs, brain damage, paralysis or even death. Having been so

cautioned and warned, participation indicates your full knowledge and understanding of the risk of injury.

Participants who violate the Participation Code and/or violate the Code of Conduct of McGraw Central School District will be punished according to the guidelines outlined in the Codes.

Required Signatures

Your signature below, and that of your parent or guardian, indicate that you both have read and understand the participation code, and that you both agree to abide by it.

Student_____

Date_____

Parent/Guardian_____

Date_____

REGULATIONS GOVERNING ELIGIBILITY
PARTICIPATION ON ATHLETIC TEAMS AND MEDICAL TREATMENT

I, the Student, have read the student handbook and participation code regulations governing eligibility and participation on athletic teams at McGraw High School. I understand the provisions while a member of any team.

_____	_____
Sport	Student's Signature

I, the Parent/Legal Guardian, have read the student handbook and participation code regulations governing eligibility and participation of students on the athletic teams at McGraw High School. I have reviewed it with my son/daughter. I agree to cooperate with school personnel in enforcing it as it applies to him/her.

I give my permission for him/her to participate in the stated sport, subject to the standards and provisions stated, both at home and away, recognizing that the required activities involved in sports participation hold a potential for physical injury even to fatality.

I have been advised that in the event of injury, my personal accident/health insurance carrier, if any, shall provide primary insurance coverage with the school's Pupil Benefits Plan Insurance providing secondary and limited coverage.

Parent/Guardians Legal Signature: _____

.....(Below-- For use by coach in case of emergency).....

Student Name: _____ Grade: _____

Address: _____ DOB: _____

Home Phone: _____ Parent Name/ Cell Phone: _____

Emergency Contact Name: _____ Relationship: _____

Phone: _____

I give permission for my child _____ to receive any first aid and medical treatment if needed while participating in sports activities.

Parents, please list any medical conditions, allergies, or medications that would be important to relay to medical professionals in the case of an emergency:

Parents Name (please print): _____

Work Phone: _____ **Home Phone:** _____

Parent's/Legal Guardian's Signature: _____

McGraw Extra-Curricular Uniform Obligation

It is the policy of McGraw Central School to hold the student participant and his/her parents/guardians responsible for the use, care and return of their uniform during the activity season. Therefore, it is the responsibility of the student to return their uniform, in good condition, within one week of their final event. Until this obligation is met with the returned uniform or replacement charge, the student will not be allowed to participate in their next extra-curricular season.

Replacing individual uniforms with specific numbers is a very costly procedure. As an example, the replacement charge for ordering a single basketball uniform (1 jersey, 1 pair of shorts) may be as much as \$200 depending upon its availability.

Please fill out the form below and return to your coach/advisor.

I _____ (student participant) agree to the above responsibilities with regard to my extra-curricular uniform.

Student's Signature _____ Date _____

Activity _____ Level: V JV MOD JH

Parent/Guardian Signature _____

Coach's/Advisor's Signature _____

Date Uniform Returned _____

