

SKANEATELES MIDDLE SCHOOL

35 EAST STREET
SKANEATELES, NEW YORK 13152
WWW.SKANSCHOOLS.ORG

STUDENT HANDBOOK 2020-2021

NAME _____

Mission Statement

The mission of the Skaneateles Middle School is to make the transition from childhood to adolescence a positive experience within a safe environment. Opportunities are provided for exploring and applying learning to develop a strong knowledge base where responsibility, respect, integrity, teamwork and work ethic are valued. In turn, students will demonstrate respect for themselves, others and their school, community and world environments. The development of these qualities is shared by the staff, students, parents and community.

School Phone Numbers

Main Office	Mr. Michael Caraccio, Principal	291-2241
Counseling	Mr. Viggiano, Counselor	291-2244
	Ms. Powers, Psychologist	291-2239
	Ms. Rogala, Social Worker	291-2328
Health Office	Mrs. Wolfanger	291-2245
Attendance	Main Office	291-2284
Transportation	Ms. Mitchell	291-2270

Welcome to the 2020-2021 school year! A student's learning and achievement are significantly impacted by their ability to effectively manage their time. Recording daily and long-term assignments helps to organize, plan and prioritize tasks. This enables a student to schedule their time more efficiently according to their specific goals. When students use a planner they remember more, increase productivity and feel more control over their daily activities. This planner is a critical tool to the success of our students. Make it a great school year!

Please utilize this Student Planner and review included Student Handbook. The handbook will answer many of your questions about the operation of our school. Should it be lost there are replacements available for purchase.

The School Day

Arrival – The Middle School is open to students at 7:35 a.m. **At 7:48 a.m. there will be a Warning Bell.** At **7:50 a.m.** there will be a bell that signals the official beginning of the day. Entering 1st period after the bell at 7:50 a.m. **is considered tardy.**

Departure – The first bus is right after dismissal (2:21 p.m.) and departs at 2:30 p.m. Activity period ends at 3:00 p.m. and buses depart at 3:10 p.m.

Activity Period – Activity period begins at 2:25 p.m. It is available for students to:

- Receive academic assistance mandated by achievement scores
- Meet with a teacher for support
- Make-up homework, class work, quizzes and/or tests when required by a teacher
- Utilize the resources available in our library to complete course related tasks
- Participate in an activity or a club

When Activity Period is cancelled, only the students participating in interscholastic athletics or fine arts programs may remain and those students must report to our ***Fine Arts/Sports Study Hall in the cafeteria (unless they go home in between).*** A student who plans to stay for activity period should sign up with the teacher they need to see before the end of 9th period. **Do not leave** an assigned area without a pass for the duration of Activity Period. Student athletes will have time to change from 3:00-3:15 p.m. in the middle school locker rooms. Only when there is an away game, with an early bus departure, will athletes be allowed to change earlier than 3:00 p.m. in the gym locker rooms.

In addition, students who are staying for Activity Period are not to leave until 3:00 p.m. No students are to leave the building to go outside on the school premises unsupervised during Activity Period (includes any athletic fields, bleachers, to warm-up outside locker rooms etc.). Students cannot leave early to go to either elementary building to catch a bus, play on the playgrounds or visit teachers. The result of any of the infractions above will be a referral to the principal, which will result in a consequence.

Students who ride a bus and choose to stay for AP are able to take a "Late Bus". We have a bus that departs from the MS loop at 3:10. Students are taken to State Street where they then transfer to the bus they typically ride home. Students will receive a "Late Bus" pass from the teacher/librarian they stayed with in order to board a bus. This is to ensure the students are utilizing AP for a productive purpose. Students will not be allowed to board a "Late Bus" without a signed "Late Bus" pass.

Attendance – Students must be in attendance on the day of any school-sponsored, evening activity in order to participate.

Absences – The parent or guardian may leave a message on the voicemail at any time by calling 291-2284. Written excuses should be given to the main office upon returning. A written excuse is required by State Education Law each time a student is absent or tardy.

(See "Homework Posted Online" below for information regarding missed work)

Early dismissal – To be excused from school before the regular dismissal time you must provide the office with a note before classes begin.

Late Arrival – A student arriving after 7:50 a.m. must report to the main office, sign-in, and receive a pass to go to class. After five late-arrivals in a quarter, the student will be referred to the Principal. We will work with parents/guardians in an effort to address excessive late-arrivals. If a student is late for reasons other than doctors' appointments or other exceptional circumstances, the student may be assigned detention for each late-arrival after 10 in any given quarter. It is our expectation that students will arrive to school on time. Being late is disruptive to meaningful instruction and will interfere with student learning.

Passes – Passes are issued by the supervising teacher or staff member. Please ask for late passes whenever you expect to be late to your next class for any reason. Students who are routinely late for class without a pass may be assigned an after-school detention.

Homework – A necessary part of our curriculum and important to the learning process. You are expected to do required assignments and have projects handed in on time. Generally, homework is given daily for grades 6, 7, and 8. A period of 1-2 hours should be set aside. This of course varies with the task, and the students.

Missed Work -- If you are absent for more than one day, please call the middle school secretary at 291-2241 to make arrangements. Please do not call for homework if you are only out for one day...we want you to get better☺

School Tool – You will receive a letter on how to keep track of your grades online. You will be able to access your current status throughout the year. Mid-marking progress reports will only be issued if you are struggling to make adequate progress.

Marking Periods End	
November 13	April 16
January 29	June 25

Grading Procedures – The grades for each marking period are based on the assessment of progress relative to the New York State Standards via tests, quizzes, homework, projects, reports, notebooks, lab activities and/or class participation. All courses receive numerical grades. Full year course final averages are calculated using the average of the four marking periods. For courses with a stand-alone final exam, the four marking periods and the final exam are used in the final average calculation.

You will either have a project-based assignment or a final exam for your core classes at the end of the year.

High Honor Roll and Honor Roll – If you achieve an 89.5% average or better in those areas numerically graded, you will be on the High Honor Roll. To achieve Honor Roll status you must be at an 84.5% average or better.

Library Media Center – The library provides an environment for which students and staff may acquire the skills and dispositions needed to access, evaluate, and apply information using a variety of print and digital formats. The library media center supports the school's curriculum, fosters a love for reading, and assists members of the community toward cultivating a strong knowledge base where responsibility, respect, integrity, collaboration, and ethics are valued. **Circulation policy** – Students may check out materials for a period of two weeks and renew for an additional week. For overdue books, students will receive overdue slips. If the library item is not returned, the student's family will be notified and report cards will be held until items are paid for or returned.

Band/Chorus/Orchestra – Students are expected to be enrolled in the course throughout the entire year. If a student must drop the course, he/she needs written permission from a parent/guardian. He/she must also let the teacher know of their intention to drop. A student will only be permitted to drop in the first two weeks following a concert. Extenuating circumstances must be approved by the Principal.

Physical Education – You must wear proper gym attire, including shorts, t-shirts and sneakers. Street clothes are to be locked up at all times. You will be issued padlocks in Physical Education class for your gym locker; report missing locks or clothing to your gym teacher immediately. Return your lock at the end of the school year or pay for a replacement.

School Counselors – Provide assistance to students in their personal, academic, and social development. The counselors offer support for individual and groups of students dealing with a variety of issues including school adjustments, peer pressure, separation/divorce, loss and drug abuse, if you are feeling sad or anxious etc. The counselors also schedule and facilitate parent conferences.

Health Services – A registered nurse will assist you if you are sick or injured. If you become ill while in school, please see her immediately. If you need to be taken home, she will arrange this. If you are injured, immediately report the injury to a teacher, who will issue you a pass to go to the nurse. If you need to be excused from physical education for more than two days, you must provide a written excuse from your doctor. If you don't participate in physical education on a given day, you may not participate in an interscholastic sport after school.

Medication – When it is essential that a pupil take a medication during school hours, there are certain regulations prescribed by the State Education Law and the Nurse Practice Act, for the protection of the individual pupil and the entire school. The policy for students receiving medication in school is as follows:

This policy also applies to medications needed for sports participation

- 1) No medication to include over-the-counter (i.e. cough drops, Tylenol, Motrin, etc.) will be given in school without a written doctor's order. This order must include the student's name, name of medication, dosage, time and dates to be given. The label on the medication bottle is not sufficient.
- 2) A written request signed by the parent for the school Health Office to administer the medication must be provided.
- 3) Medicine arriving in school in unmarked containers, baggies, etc., will not be given. The medication must be in its original container.
- 4) The medication must be delivered to the school by the parent/guardian or a responsible adult.
- 5) The medication will be kept in the school Health Office throughout the time it is to be administered. No student may have medications with them at school or on the sports field. Students with life-saving medication consents (inhalers and epipenes) will receive direction through the Health Office.
- 6) All medication orders must be renewed every September.

Under no circumstance is a pupil to leave any kind of medication in his locker, or classroom, or carry it with him in school or to a sporting event. If the pupil loses it, there is the potential hazard that it may be found and taken by another pupil who might suffer a severe drug reaction from it.

Hepatitis – Because of recurring hepatitis problems in Onondaga County:

- Do not share food products with your classmates
- Wash your hands frequently during the day, especially after using the restroom
- Homemade items are not permitted to be shared with other students
- Food-grade gloves will be worn when distributing food

Lunch – In addition to purchasing food with cash each day, students can use a prepay system called My School Bucks. The online payment service provides a quick and easy way to add money to a student's meal account. Every child has an account which can be accessed using their school ID. If a student forgets a lunch, they may use their ID to purchase a lunch that day. Only lunch items will be available for purchase. We do request repayment of charges within a reasonable amount of time. The cost of lunch will be announced in the fall.

Lost and Found – There is a lost and found area in room 107. Throughout the year we will display lost and found items outside the office for students to claim. Items unclaimed will be disposed of or donated.

Transportation – Students are required to bring a signed note from home to the main office for approval to ride to a different location. A bus pass will then be issued.

Extra-Curricular and Athletics

Eligibility – A student who is absent or who has been suspended (in-school or out-of school) will not participate in or attend any school activity on that day or evening. **A student, who is tardy prior to 10:00 a.m., will be allowed to participate in after school or evening school functions. Tardiness later than 10:00 a.m. precludes such participation. Repeated tardiness may result in ineligibility.** Attendance on Friday is necessary for participation in a weekend school activity. **These situations will be reviewed on an individual basis.**

Bell Choir – Look for details in the fall.

Ski Club – Look for details in the fall.

Laker Club – The LC is a student led group with a focus on community outreach. Open to all students, LC activities include baking, crafting, raising funds for local charities and rallying Laker pride throughout the school year. Always looking for new ways to help our community, join the LC and bring your creative input to our monthly meetings.

National Junior Honor Society – The National Junior Honor society is a nationwide organization, which recognizes middle school students who excel in four areas: *Scholarship, Leadership, Character, and Service*. Eighth grade students with a cumulative average of 93.00% for grades 6 and 7 will be eligible for membership. In addition, the eligible students must submit three teacher recommendations, a list of school activities, community service, and a composition on their reasons for being a qualified candidate. Students must maintain an overall 90 average to remain a member. Two consecutive 10 week averages below 90 will result in removal from the NJHS organization.

Drama Club – Auditions are held for one major performance in the winter. Workshops are available to students in the fall.

Science Club – Students explore careers in Science, taking field trips to different job placements.

Musical Opportunities – In addition to music classes, band, orchestra and chorus, the Middle School offers many extracurricular music opportunities, including Select Chorus, Jazz Workshop, NYSSMA, and All-County Band, Orchestra and Chorus.

Student Council – Each class elects representatives and officers, who plan and organize numerous activities for the school throughout the year.

Odyssey of the Mind – **Students from each grade level are** encouraged to form teams of seven. With a coach, these teams meet and prepare all year to “solve” a creative challenge. A regional competition is held in early spring.

Interscholastic Athletics – An interscholastic athletic program is offered for boys and girls in grades 7 and 8. There are tryouts and sometimes there are cuts. If you do not make a team, consider trying another sport.

Fall Sports

Football (boys)
Soccer (boys and girls)
Cross Country (boys and girls)

Winter Sports

Basketball (boys and girls)
Volleyball (girls)

Spring Sports

Softball (girls)
Baseball (boys)
Lacrosse (boys and girls)
Track (boys and girls)

Skaneateles Central School District Concussion Management Policy – School Board Policy 7607

The Board of Education of the Skaneateles Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The nurse, athletic trainer, or coach will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent/legal guardian to report the condition to the nurse, athletic trainer, or coach so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized by an appropriate health care professional. The school's chief medical officer will make the final decision to return to activity including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

Students will follow a return to play protocol. See concussion administrative procedure and guidelines on the school website and/or school nurse/athletic trainer.

Special Events

Dances – Middle School students in grades 7 & 8 enjoy a number of dances throughout the school year. The dances start at 7:00 p.m. and end at 9:00 p.m. Ticket cost will be \$5.00. * Dress Code applies.

October 16, 2020 (Student Council)

January 8, 2021 (Student Council)

April 23, 2021 (NJHS)

Kids' Night Out – Sponsored by the Parent Teacher Committee (PTC), this is an evening of multiple activities for students in grades 6-8, 7:00 p.m. – 8:30 p.m., for all grade levels. Activities may include: board games, a movie, knock hockey, gym events, ping-pong, dancing, cooking and tie dying.

November 20, 2020

February 5, 2021

May 7, 2021

Field Trips – **Good behavior is the criteria to be able to participate in a school sponsored trip.** We have a three-strike provision. If any student is suspended in-school or out-of-school for their behavior, it will count against them. On the third incident of in-school or out-of-school suspension (or combination), the privilege will be denied. Administration may deem a student ineligible for extenuating circumstances such as, repeated behavioral referrals, poor attendance (exceeding 20% absent), poor academics, and for any other warranted issues. Notification will be in writing.

Rules and Regulations for Special Events – to make dances and Kids' Night Out events comfortable, safe, and fun for all, please follow these rules:

- **Attendance in school is mandatory for attendance at evening events.**
- Arrive on time. Late admittance will only be allowed with advance notice from a parent/guardian.

- If you must leave early, a parent must sign you out and a chaperone must be informed.
- Dances end at 9:00 p.m. Parents are expected to pick their child up promptly.
- Guests are not allowed at these events (guests are not covered in our insurance).
- Behavior expectations are the same as they are during school.
- Any student involved in or encouraging a fight, damaging property, or infringing on the rights of others will be subject to all appropriate school consequences. Parents will be immediately contacted.
- Suspected use of drugs, alcohol or tobacco in any form will be dealt with according to the school district's Code of Conduct. Students will be immediately removed, and parents and or authorities will be contacted.
- Remain in the vicinity of the event. Wandering about the building or loitering in the bathrooms is not permissible.

Behavior Expectations

As a student at Skaneateles Middle School, you are expected to behave in an appropriate manner while on campus and when representing the school off campus.

- Be accepting, respectful and tolerant of fellow students, teachers, parents, bus drivers, custodians, aides and other members of the school community.
- Inappropriate or mean comments made via social media (examples: text, Instagram, XBOX, PlayStation, Facebook etc.) outside of school which impact a student when they come to school will be investigated and may result in consequences (including suspension).
- Utilize study halls for the completion of academics.
- Display the highest standard of conduct, demeanor and sportsmanship
- Complete all class and homework assignments on time.
- Show respect to all facilities, school property and the property of others.
- Use proper language at all times.
- Dress in a safe, appropriate and modest manner. Hats are not to be worn at any time unless there is a special circumstance. Coats or jackets are to be hung in lockers.
- Demonstrate proper etiquette while in the school cafeteria, on buses, at school assemblies, at large group functions, and on field trips.
- Avoid any type of sexual harassment. Sexual harassment includes unwanted or unwelcome verbal comments, visual actions or physical actions.

Appropriate Dress – A student whose dress is judged to be dangerous, indecent, unhealthy, or distracting will be asked to change, and students who fail to comply will be subject to disciplinary action. Based on these criteria, the following are examples of attire that are not acceptable: hats, non-religious headcoverings, short-shorts, halter-tops, pants or tops that reveal underwear, exposed midriffs, t-shirts or other clothing with inappropriate slogans; i.e., sexual connotations, drug or alcohol related, vulgar language, etc. *The dress code will apply for all activities, including dances.

Cafeteria – Lunch is a time to recharge and socialize. Below are student responsibilities that will keep our cafeteria clean, safe and enjoyable.

- Report directly to the cafeteria from your previous class.
- Sit at a chosen table unless otherwise directed by the cafeteria supervisors.
- Once a table is chosen you may not switch seats.
- All food must be eaten in the cafeteria during the lunch period unless arrangements have been made ahead time with a teacher/staff.
- Glass bottles are prohibited.
- Students must stay in the cafeteria during the lunch period unless they have a pre-signed pass.
- It is the responsibility of each student to clean-up after themselves.
- Food is not allowed to be delivered to the building.

When you have finished your lunch, you must remain seated and may socialize quietly with your friends and/or use the time to read or complete school work. When possible, we will take students to the Gym or outside when they are done eating.

Cell Phones and Other Electronic Devices – Cell phones and other electronic devices such as a smart watch, headphones, iPod, iPad, photo/video equipment, etc. are not to be visible or used during school hours unless a faculty member or substitute gives permission to use a device related to an instructional purpose. Otherwise, these devices **MUST** be turned off and out of sight during the school day. The school assumes no responsibility for the security of these items if brought to school. The school cannot be held responsible for their loss or damage.

If students are using electronic devices without permission or they are left on and cause a disruption, **faculty/substitutes may confiscate the device** and the student may pick it up at 2:21 p.m. in the main office. Additional consequences will be given for subsequent offenses. Students are permitted to use a cell phone/texting between 2:21-3:00 p.m. to make arrangements for after school plans. Cell phones/texting are not to be used to contact parents, friends etc. at any other time during the day.

A phone is available in main office and may be used to make contact with parents. Cell phone calls shall be made before school or after school, never during the school day. **If a parent calls or texts during the school day, do not expect your child to receive the message until the end of the day. Students who abuse this privilege will have their cell phone confiscated.** Students may bring their cell phones to the main office and call from there, if necessary. No unauthorized use of electronic devices should occur during the school day (7:50-2:21).

Evacuation/Fire and Other Emergency Drills – We are required by law to conduct a series of drills throughout the school year (a minimum of 12 are required each year). These are serious practices. Please respond quickly and quietly to the direction of staff. In the case of an evacuation/fire drill, move quickly to the nearest exit. Take nothing with you as you leave. Move far enough away (at least 100 feet) so that all will be able to leave the building easily and safely. Do not return to the building until you are directed to do so.

Lockers – Lockers are property of the school district and may be opened by the school without your permission. To retain the privilege of having and using assigned lockers please follow these rules:

- Use masking tape or magnets to hang appropriate items inside your locker. Do not use stickers or markers of any kind, inside or out. Do not deface or decorate the outside.
- Inappropriate pictures and drug or alcohol advertisements are not allowed.
- Glass objects are prohibited from school grounds at all times.
- Keep your locker combination private. Sharing lockers is not allowed. **Keep your locker locked (make sure that you turn the dial a couple of times to make sure it is locked).**
- Store any large amounts of money or valued articles such as jewelry, clothing, electronics in the safe in the office (it is better not to bring valuables to school).
- Students are encouraged to store their backpacks, bags, and coats securely in their lockers.

Snowballs – Please avoid personal injury and/or damage to material property by resisting this temptation.

Transportation – Students who ride school buses are the responsibility of the school from the time they get on the bus in the morning until the time they get off the bus at the end of the school day. Good bus conduct contributes to safety; it helps to prevent accidents, which may result from the distraction of the driver. It also reduces the number of accidents in which people injure themselves or others. An informal atmosphere, which encourages pupils to relax and enjoy the environment during the ride, is desirable but there are certain limits in which pupil activity must be confined. Generally the code of behavior expected within the school building also extends to the school bus. Particular attention should be given to the following rules regarding bus behavior.

- Conversations should be polite.
- No profanity will be permitted.
- Students should refrain from shouting and other boisterous activity, which might distract the driver.
- Students should refrain from talking with the driver while the bus is in motion.
- Students will respect the rights and property of others. Students will keep their belongings out of the aisle.
- Students should not extend arms or other parts of the body or objects through windows.
- Students are not to tamper with the emergency exit doors or windows.

Throughout the entire bus trip, students are expected to show regard for their own safety and safety of others on the bus.

CODE OF CONDUCT ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

The purpose of the Skaneateles School District Code of Conduct is to ensure that our school environment is one in which every student, staff, community member and visitor can feel safe and secure. As valued members of this educational community, we all share in the responsibility of fostering a safe and respectful environment in which teaching and learning are paramount. While encouraging a positive atmosphere that's conducive to learning, we must also enforce the safety and protection of our students and staff. We must therefore ensure that everyone in our school community is treated with dignity and respect.

The Skaneateles District has developed (and will continue to amend as needed) a written code of conduct for the maintenance of order on school property, including school functions both on and off school property. For purposes of this policy, "school property" shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line or a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law. A school function is defined as a school-sponsored activity or athletic event, whether on school property or not.

I Students' Bill of Rights and Responsibilities

1. Students of the Skaneateles Central School District have the right to a free, appropriate public education. In addition, students have all other rights afforded to students under the provisions of the Federal and State constitutions and the laws of the State of New York. Athletic and co-curricular participation is not a right but a privilege of participation. Students participating in or wanting to participate in interscholastic sports shall be subject to the athletic code.
2. Students of the Skaneateles Central School District have the responsibility to attend school as prescribed by New York State law. While in school, a student shall not act in a manner which invades the rights of others or which causes disorder and disrupts the educational process.

II Appropriate & Acceptable Conduct, Language & Dress

1. Students are expected to demonstrate respect for themselves, others, their school, their community and the law. They are also expected to demonstrate honesty, tolerance, personal responsibility, courtesy and dignity. They are expected to comply with the directives of those in authority. Language should be appropriate to the situation and designed to communicate without intimidation, vulgarity or obscenity. Students should dress in a safe, appropriate and modest manner.

III Inappropriate & Unacceptable Conduct, Language & Dress

1. The following conduct, language and dress is prohibited:
 - a. **Substance use/abuse**
 - 1) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises. "Alcoholic beverages"

shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.

- 2) The use, possession, sale or gift of any drug or controlled substance, including marijuana, or any substance that is believed by student to be a drug or controlled substance, or any instruments for the use of such substances such as a pipe, syringe or other paraphernalia, while on school premises (buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises. Excepted is any drug taken in accordance with the school's policy on medication.
- 3) Possession or use of a cigarette(s), cigar, pipe, electronic cigarette, or chewing/smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or at any school-sponsored function on or off school premises.
- 4) Use of any substance not meant for human consumption that a student ingests, smokes, inhales or injects which is known by school administration to be commonly used for the purpose of changing a person's mood and or physical feeling ("getting high or buzzed").

b. Verbal or physical violence or intimidation, including possession of instruments of violence

- 1) Possession or use of firearms or destructive devices.

The term "firearm" 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 or other propellant; 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 four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph.

A "destructive device" shall also mean any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

- 2) Possession or use of knives or other weapons.

A "weapon" shall mean any device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious injury [18 U.S.C. § 930 (g) (w)].

- 3) Fighting or causing physical harm to another.
- 4) Verbal or physical violence, threats or intimidation (including hazing and cyberbullying).

c. Disruption of a safe and orderly environment

- 1) Vandalism; misuse or destruction of property.

- 2) Littering.
- 3) Loitering.
- 4) Reckless driving, parking in a place not designated for student parking, driving at excessive speed on school property.
- 5) Gambling (except for school-sponsored lotteries, etc...).
- 6) Any willful act, which disrupts the normal operation of the school community.

d. Off campus speech

The school may take disciplinary action pursuant to this Code of Conduct against students for “off-campus speech,” which causes or threatens to cause a material or substantial disruption in the school. Speech can include traditional speech, or electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, Youtube, Xbox, Myspace, instant messages, text messages, digital pictures or images.

e. Disobedience or disrespect

- 1) Failure to comply with the directions of a teacher, administrator or other school employee.
- 2) Disrespect toward or aggressive arguing with a staff member.
- 3) Failure to comply with a class, school or district rule or regulation.
- 1) No students shall harass, bully, or discriminate against others. “Harassment” and “Bullying” shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (A) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or [conduct, verbal threats, intimidation or abuse that] (B) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (C) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (D) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not limited to, those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation, or abuse” shall include verbal and nonverbal actions. Cyberbullying shall mean harassment or bullying where such harassment or bullying occurs through any form of electronic communication. (New York Senate. *Bill –S7740*)

f. Acts of dishonesty

- 1) Lying.
- 2) Cheating, plagiarism or other acts of academic dishonesty.
- 3) Stealing.

g. Inappropriate and offensive behavior

Engaging in acts of sexual harassment as defined in the district's sexual harassment policy, including inappropriate displays of affection, and 'sexting'. "Sexting is defined as the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices. "Electronic devices" means a privately owned device that is used for voice, audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another."

- 1) Using, in either words, clothing or signs; profane, lewd, vulgar, abusive language or words, which may incite or offend another person.
- 2) Selling, using, possessing or distributing inappropriate material.
- 3) Harassment, discrimination or hate speech based on a person's actual or perceived race, color, weight, height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
 - a) "Cyberbullying", which includes, but is not limited to, the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, Youtube, MySpace, instant messages, text messages, digital pictures or images.

h. Tardiness and illegal absences

- 1) Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.

i. Inappropriate dress

- 1) Underwear or sleepwear as outerwear.
- 2) Sexually provocative clothing.
- 3) Gang related dress or accessories.
- 4) Clothing that is dangerous, indecent, unhealthy, or distracting.

IV Range of Penalties

1. The range of penalties, which may be imposed for inappropriate and unacceptable conduct, dress or language as set forth in the above section is as follows:
 - a. Verbal warning;
 - b. Written warning;
 - c. Written notification to parent;
 - d. Reprimand;
 - e. Detention;
 - f. Extended school day detention;
 - g. In-school suspension;
 - h. Suspension from transportation;
 - i. Suspension from athletic participation, social or extracurricular activities, or other privileges;

- j. Exclusion from a particular class; or
- k. Suspension from (upon) instruction (out of school)

V Policies/Procedures for Investigation

1. The administration shall be in charge of any investigation related to discipline matters.
2. Search Policies/Procedures.
 - a) **Lockers and other School Property** – It shall be the district’s policy that school lockers, desks, storage areas and other property owned by the district are the property of the school district and are used by the students as a privilege. Therefore, students have no expectation of privacy in school property, and the school reserves the right to inspect school property by any means at any time for any reason.
 - b) **Student Automobiles** – It shall be the district policy that it is a privilege for students to drive to school and park on school property. Therefore, the district reserves the right to request parents and students to sign a consent from authorizing the district to randomly inspect the interior of the student vehicle when it is on school property, before granting parking privileges.
 - c) **Use of Alcohol or other Drug Sensing Devices** – It shall be the district’s policy that alcohol-sensing devices may be used to confirm the suspicion of consumption of alcohol, especially at extracurricular activities.

VI Imposition of Penalties (see appendix I for chart of recommended penalties for specific violations)

1. The type and extent of punishment for violations of the student code of conduct beyond teacher removal shall be determined by the building principal or superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous progressive disciplinary record of the student.

VI Education of Staff, Students, Parents, Community

1. School faculty and staff
 - a) School improvement teams will determine how to present the code to faculty and staff. Each staff member will be given the district’s yellow Crisis Management folder with all appropriate materials for that building. They will also receive a handbook explaining various district and school policies and procedures.
 - b) Coaches will be informed of the athletic code component in meeting(s) with the Athletic Director. Appropriate materials will be given to them and explained.
2. Students
 - a) The code will be distributed to all students at a general assembly held at the beginning of each school year. Copies of the actual code and the plain language summary will be available in each building and at the district office throughout the year.
 - b) Student athletes will be presented with an athletic code prior to participation in sports. There will also be a preseason meeting for athletes and parents where the athletic code is explained. Parent and student signatures on the code are required prior to participation in sports.
3. Parents
 - a) Parents will be mailed a plain language summary of the code before the beginning of the school year. Copies of the actual code and the plain language summary will be available in each building and at the district office throughout the year.

- b) Parents of athletes will be invited to a preseason meeting for athletes and parents to explain the athletic code and the plain language summary will be available in each building and at the district office throughout the year.
4. Community
- a) Parents will be mailed a plain language summary of the code before the beginning of the school year. Copies of the actual code and the plain language summary will be available in each building and at the district office throughout the year.
 - b) Parents of athletes will be invited to a preseason meeting for athletes and parents to explain the athletic code and the plain language summary will be available in each building and at the district office throughout the year.

VII Review of the Code of Conduct

The Code of Conduct will be reviewed at least yearly by the Board of Education. Any changes to the Code of Conduct will be preceded by a public hearing. The Code and any amendment will be filed with the Commissioner of Education within 30 days of adoption.

Glossary and Legal Rulings

Alcoholic beverages – shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.

Cyberbullying – includes, but is not limited to, the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, Youtube, Myspace, instant messages, text messages, digital pictures or images

Destructive Device – means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph.

Destructive Device – shall also mean any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Electronic Device – means a privately owned device that is used for voice, audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Firearm – 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 or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

Harassment and Discrimination – shall mean 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; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex."

Off Campus Speech – the school may take disciplinary action pursuant to this Code of Conduct against students for off-campus speech, which causes or threatens to cause a material or substantial disruption in the school. Speech can include traditional speech, or electronic speech such as e-mail messages, blogs, website postings, social networking sites including but not limited to Facebook, Youtube, Myspace, instant messages, text messages, digital pictures or images.

School Property – shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law. School Function is defined as a school-sponsored activity or athletic event, whether on school property or not.

Sexting – defined as the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices.

Weapon – shall mean any device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death or serious injury [18 U.S.C. § 930 (g) (w)]

Appendix I SKANEATELES CENTRAL SCHOOL DISTRICT, SKANEATELES, NEW YORK 13152
Administrative Guidelines --School Code of Conduct Penalties

Conduct	First Offense		Repeated Offense	
	Minimum	Maximum	Minimum	Maximum
Alcohol Use/Abuse*	5 day out of school suspension (can be reduced if student admits defense), alcohol evaluation recommended	5 day out of school suspension, superintendent's hearing, alcohol evaluation recommended	5 day out of school suspension with possible superintendent's hearing, alcohol evaluation recommended	5 day out of school suspension with superintendent's hearing
Drug Use/Abuse/ Possession*	5 day out of school suspension with Superintendent's hearing, drug evaluation recommended			
Vaping Possession or Use	3 day out of school suspension	Superintendent's hearing	5 day out of school suspension w/ Superintendent's hearing	
Tobacco Possession or Use*	1 day in school suspension	1 day out of school suspension	2 day out of school suspension	5 day out of school suspension with parent conference
Firearms*	Any Offense	5 day out of school suspension, Superintendent's hearing with minimum year long suspension (per law and regulation)		
Knives, other weapons*	Any	5 day out of school suspension with Superintendent's hearing		
Fighting* Violence*	3 day out of school suspension, with possible superintendent hearing counseling recommended	5 day out of school suspension, with possible superintendent hearing counseling recommended	5 day out of school suspension, with possible superintendent hearing counseling recommended	5 day out of school suspension, with superintendent hearing
Harassment (verbal or physical intimidation) and Discrimination Cyberbullying	Detention	3 day out of school suspension	Detention or 1 day in school suspension, counseling recommended	5 day out of school suspension, counseling recommended
Vandalism*	1 day in school suspension	5 day out of school suspension	1 day in school suspension	5 day out of school suspension, superintendent's hearing
Littering	Verbal warning and/or detention	Detention and/or 1 day in school suspension	Detention and/or 1 day in school suspension	Detention and/or 1 day in school suspension
Acts of Dishonesty	Will follow procedures on academic dishonesty.		1 day in school suspension	5 day out of school suspension, Superintendent's hearing

*Also indicates penalties as listed in Athletic/Extracurricular Code.

If a violation is also against the law, school officials may notify appropriate law enforcement officials.

Repeated serious violations in several areas may lead to a Superintendent Hearing and possible permanent suspension.

†For additional prohibited student conduct information, please refer to online.

ADMINISTRATIVE GUIDELINES
POSSIBLE PENALTIES FOR POLICY ON SCHOOL CONDUCT AND DISCIPLINE

Conduct	First Offense		Repeated Offense	
	Minimum	Maximum	Minimum	Maximum
Stealing	Verbal warning, restitution	5 day out of school suspension, restitution	1 day in school suspension, restitution	5 day out of school suspension, restitution, superintendent hearing
Sexual Harassment (including sexting)	Written notice, conference, counseling recommended	5 day out of school suspension, counseling recommended	1 day in-school suspension of 1 day out of school suspension	5 day out of school suspension, Superintendent's hearing
Offensive or inappropriate Language, Material or Clothing*	Verbal warning	5 day out of school suspension, counseling recommended	1 day in school suspension	5 day out of school suspension, Superintendent's hearing
Illegal Tardiness*	Verbal warning/detention	In school suspension	Detentions	In school suspension
Loitering	Verbal warning	If trespassing, call police	Written notice, reprimand	If trespassing, call police
Vehicle Violations	Verbal warning and/or temporary suspension of driving privileges	Loss of driving privileges/and or 1 day in school suspension	Temporary suspension of driving privileges and/or 1 day in school suspension	Loss of driving privileges and/or 5 day school suspension
Willful Acts of Disruption	Detention and/or 1 day in school suspension	5 day out of school suspension	1 day in school suspension	5 day out of school suspension, Superintendent's hearing
Insubordination Failure to Obey	Verbal warning/detention	5 day out of school suspension	1 day in school suspension	5 day out of school suspension, Superintendent's Hearing
Disrespect	Verbal warning	5 day out of school suspension	1 day in school suspension	5 day out school suspension, Superintendent's Hearing

*Also indicates penalties as listed in Athletic/Extracurricular Code. If a violation is also against the law, school officials may notify appropriate law enforcement officials. Repeated serious violations in several areas may lead to a Superintendent Hearing and possible permanent suspension.

†For additional prohibited student conduct information, please refer to online.

Appendix I
SKANEATELES CENTRAL SCHOOL DISTRICT
SKANEATELES, NEW YORK 13152

STUDENTS INVOLVED IN ATHLETICS
Board Revised (and adopted) February 7, 2017

Students who choose to be involved in school-sponsored athletics undertake a responsibility to the school and to the other members of their team. As a member of that team they represent not only themselves and their families, but their team and their school as a whole. Their behavior directly affects others and the performance of the group as a whole. Therefore it is in the best interest of the student and the school to hold such students to a higher standard of conduct, even during after school hours. These standards are in the areas of training, sportsmanship, citizenship and academics. The goal of this policy is the protection and the well being of students.

Parents and students are to become familiar with the provisions of this code and will sign a statement that they have done so and that students will adhere to the code.

School officials are vigilant in attempting to fairly and comprehensively administer this code. However, when incidents are alleged to happen outside of school, it is necessary for school officials to have clear evidence of misconduct before they can impose penalties.

Application of this Code:

The following prohibitions and penalties deal with students involved in athletics and pertain to the entire sports season; provided, however, that a student athlete may be disciplined for out-of-season conduct that (1) is a criminal offense, or (2) causes such adverse notoriety and is of such nature that I has, in the judgment of the District, the potential to negatively impact the educational program and, unless addressed, to create the impression among other students that it is condoned by the District. In either of these events, the administration may impose such penalty as it deems appropriate under the circumstances.

1. Prohibited behaviors

a. Training Standards

- 1) Consuming an alcoholic beverage at any time on or off campus except in a religious context. Alcoholic beverages shall mean and include but not be limited to alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- 2) The use, possession, sale, or gift of any controlled substance including marijuana, or any instruments for the use of such substances such as a pipe, syringe or paraphernalia at any time. Excepted is any drug taken in accordance with the school's policy on medications.
- 3) Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco at any time.
- 4) Supplying alcohol or drugs to an individual under the age of 21, or hosting a party at the student's home or elsewhere in which alcohol or drugs are used.

- 5) *Attendance at a party or gathering where alcohol or drugs are being illegally consumed:* If a student-athlete attends a party where alcohol or drugs are being illegally dispensed, the student-athlete is expected to act responsibly by leaving immediately.

Note: *Athletes should encourage as many classmates as possible to leave with them.*

“Attendance” at such parties is a show of support for this type of behavior. If a student-athlete is found to be in “attendance” at such a gathering, the student-athlete will be subject to the “Range of Penalties” found in Part 2(a) of this Code.

The intent of the “attendance at a party” is not to deny participation with adult family members at gatherings such as weddings, anniversaries or other family events.

- 6) For those student athletes who are determined to have organized, facilitated, promoted, or hosted any gathering or social event where alcohol or drugs were known to be available or used, Administration reserves the right to impose additional consequences. The minimum consequence imposed will be a doubling of the penalty.

b. Citizenship Standards

- 1) Any act of fighting or violence, including those not covered by NYSPHSAA Section III rules.
- 2) Any act of vandalism.
- 3) Any act of criminal or illegal behavior.
- 4) Any act of hazing.

c. Sportsmanship Standards

- 1) Failure to adhere to the Universal Sportsmanship Standards, which include, but are not limited to:
 - **Showing respect for the opponent at all times.** Accept the responsibility and privilege of representing your school and community as a student athlete.
 - **Showing respect for the officials at all times.** Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
 - **Showing respect for the coaches at all times.** Sportsmanship implies the willingness to comply with the reasonable directions of the coach.
 - **Knowing, understanding and appreciating the rules of the contest.** Sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
 - **Maintaining self-control at all times.** Play fair; accept defeat without complaint and victory without boasting.
- 2) Each coach can devise additional rules governing participation in the particular sport, and penalties for failure to comply with those rules, or with the coach’s

directions. These rules may not address the same areas already addressed by the Athletic Code, but may be additional reasonable rules. The Athletic Director will approve these rules prior to distribution to students.

- 3) A student may not quit a team during a sports season for the purpose of joining another team that season. Exceptions to this rule require the agreement of the two coaches, the student, the parent and the Athletic Director.

d. Academic Standards

- 1) Failing two or more courses in a marking period.

2. Range of Penalties

- a. Training Standards (applicable throughout the student's Middle School and High School career, with prior offenses expunged at the beginning of grade 9; cumulative throughout a student's high school career. If the penalty spans more than one sports season, the length of the suspension will be prorated to the number of games in each of the sports.)

- 1) First training offense – The student will be suspended for 25% of the games in the regular season. The administrator will have the option of reducing the penalty by up to two (2) games in isolated circumstances. If the infraction occurs during school or at a school-sponsored function in which penalties from the School Code of Conduct are imposed, the Athletic Code penalties will begin after the school penalties are over. The student must complete a school-approved drug/alcohol evaluation program.
- 2) Second overall offense – The student will be suspended for the remainder of the sport season or two (2) months, whichever is longer. If the season ends during the suspension, the suspension will resume on the date of the first contest of the athlete's next sport season. He/She must complete a school-approved drug/alcohol evaluation program or other related program.
- 3) Third overall offense – The student will be suspended from any sport for one calendar year. He/She must complete a school-approved drug/alcohol evaluation program or other related program.
- 4) Fourth overall offense – The student will be suspended from participation in any high school athletic program for the remainder of his/her enrollment in Skaneateles High School or other related program.

b. Citizenship Standards, Sportsmanship Standards

Offense*	Minimum**	Maximum
First	Warning	Suspension for Calendar Year
Repeat*	One Game Suspension	Suspension from all Sports Activities

- 1) If fighting during a contest, there are NYSPHSAA Section III rules that govern minimum penalties. A student may be subject to both NYSPHSAA and school penalties. Penalties will run consecutively rather than concurrently.

*see above #2, #3, #4 regarding repeated offenses in any area. Offenses Involving notoriety or criminal activity may result in more serious consequences.

**A coach may directly impose other penalties for minor violations as stated in his/her approved rules.

c. Academic Standards

- 1) A student who is failing two courses at the end of a marking period will be placed on academic probation.
- 2) Academic Probation involves a student performing satisfactorily on the following for each class she/he is failing: arriving on time to class consistently; turn in all homework and class work; participate appropriately in class; and seeking extra help when appropriate (e.g., after school, study hall, tutoring.)
- 3) Students will be given an academic probation sheet as soon as failures have been identified at the end of each marking period. Students must return sheets weekly by the date identified on the sheet. Failure to turn in sheets will result in an automatic mark of unsatisfactory. The athletic director will notify coaches and parents if the student is not eligible to participate in athletics for the upcoming week.

3. Procedures to be used when there is a suspected violation of this section

a. Training Standards, Citizenship Standards, Sportsmanship Standards

- 1) Suspected violations will be reported to the Athletic Director, who will investigate the report and make a determination.
- 2) The student and person(s) in parental relationship to the student will be informed in writing of the violation and proposed penalty.
- 3) The students and/or person(s) in parental relationship may request a meeting with the Athletic Director, Principal and/or Coach to clarify and discuss the basis on which the violation was found and the penalty which is being considered.
- 4) If unsatisfied, the student and/or person(s) in parental relationship may appeal to the Superintendent of Schools.
- 5) If unsatisfied the student and/or person in parental relationship may appeal to the Board of Education.

b. Academic Standards

- 1) The Athletic Director will monitor athletic teams and inform coaches in writing of the status of their players each marking period.
- 2) The Athletic Director will inform students in writing of changes in their eligibility status each marking period.

Hazing Policy and Penalties

The act of hazing is forbidden in the Skaneateles School District. Hazing is any act committed by a student, whether individually or in concert with others, against any other student in connection with being initiated into or being affiliated with any organization in the Skaneateles School District, the intention or result of which is to humiliate, intimidate, demean or embarrass that student or which causes harm, goes against the student's beliefs, values or self-respect, or goes against school rules. The ban on hazing is not meant to preclude team-building activities, which are not harmful to individual students or groups of students.

Dignity for All Students Act (D.A.S.A.)

The Skaneateles School District follows the Dignity For All Students New York State legislature as indicated in the Code of Conduct and district Policies 1940: Dignity For All Students Act, Policy 1945: Civility,

Citizenship and Character/Interpersonal Violence Prevention Education, and Policy 7410A: Guidelines for the Establishment of the Code of Conduct on School Property and at School Functions. This includes New York State Senate Bill S7740. Policies in their entirety are available on the school district website.

Appendix ix

Skaneateles Central School District Skaneateles, New York 13152

Electronic Information Resources Use Policy (including the Internet)

Philosophy

Electronic information resources (such as the local area network, e-mail and the Internet) are vast, diverse and unique. The Skaneateles School District Board of Education intends to provide access to electronic information resources, including the Internet, for students and staff in order to enrich the educational experience. The goal in making this service available to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication through educationally sound activities. Therefore, these diverse resources must support and be consistent with the educational mission and goals of the district and must support students in achieving their commencement expectations.

Material Selection and Student Supervision

All resources for classroom use should be selected on the basis of an identified need for the materials and the general suitability of the materials to the needs and abilities of those who will use them. In potentially sensitive areas, materials should be selected for their strength and significance pursuant to Skaneateles Central School education policy 8301 on selection of educational materials.

District personnel will review and evaluate electronic information resources for use in an instructional setting in order to match such resources to the approved district curriculum. "Home pages" and menus of materials must comply with Board guidelines governing the selection of instructional materials. In this manner, staff members will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and pursue other studies related to their educational goals. Each student will be informed by staff of his/her responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to electronic information resources will be designed in ways that point students to resources that have been reviewed and evaluated prior to use. Some students may wish to take advantage of electronic information resources that have not been evaluated. Guidelines for such access are defined under the section of this policy entitled Terms and Conditions for Use of Electronic Information Resources. Students may pursue electronic research independent of direct supervision only if they have submitted the required forms, have been granted parental permission, and have received adequate training. Permission is not transferable and may not be shared.

Users should not consider the District's electronic information and resources to be private. The District has the technical capability and authority to track the use of its computers, including, but not limited to, the sending and receiving of e-mail, Internet access and use, and the acquisition, use, storage, or transmittal of any type of electronic files. System administrators and District officials must have access to district data at all times and may access data at any time for any reason. Inappropriate and illegal activities may be reported to proper authorities.

Training and Licensing of Students

Because some material available through electronic information resources is inappropriate for students at the Skaneateles Central School District, students must be trained in the appropriate use of these resources. Each building will develop a training manual and procedure to ensure that students are fully trained before using electronic information resources. Training will occur in those classes that require students to do research which may involve electronic information resources in an unstructured setting. However, students without such privileges will be able to rely on traditional sources of information to meet curricular objectives. Students must also agree to the terms and conditions of access and apply for a school district "Internet Driver's License" to use electronic information resources. Parents must read and sign a permission form allowing such access. The completion of these requirements will lead to a school district "Internet Driver's License" allowing students to use the electronic information resources outside of supervised classroom use. The school district "Internet Driver's License" card will allow access through libraries and other labs. Students must present the school district "Internet Driver's License" card to the staff member in charge prior to accessing the resources, and will receive it back at the end of their session. The student is responsible for all action during each session.

Terms and Conditions for Use of Electronic Information Resources

The use of electronic information resources is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. An account may be closed at any time, for inappropriate use. A staff member may suspend a student's school district "Internet Driver's License" for up to five days for a minor violation of the terms and conditions of use. A more serious violation, or a violation by a staff member, will be reported to the building administrator who will determine penalties, including the possibility of a more extended suspension of use privileges. The user is entitled to a conference with the building administrator or designee and an opportunity to be heard before any decision is made to suspend or revoke access for more than 5 days.

In exchange for the privilege of using the Skaneateles School District's electronic information system, the student and parent, or staff member, must understand and agree to the following usage rules:

1. Always use your own password and keep it private.
2. Do not add anything to computers or the network without permission.
3. The use of social networking and the sharing of personal information shall only be done under direct staff supervision.
4. No Stealing of ideas, committing plagiarism or violating copyright protections.
5. Do not attempt to access inappropriate Internet sites.
6. All technology shall be used only for its intended purpose
7. Respect people, hardware and software.
8. The District owns all equipment and files. Do not use passwords that prevent the District from accessing its equipment or files.

Consequences for violation of the usage rules may include the following:

1. Loss of use privileges
2. Additional disciplinary action determined at the building level based on the School Conduct and Discipline Policy or staff contract
3. Involvement of law enforcement officials

District Liability

Providing access to electronic information resources may open the door to materials of questionable educational value. On a global network, it is impossible to control all materials. An industrious user may discover controversial information in both written and graphic form. Skaneateles Central School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The district has an Internet filter in place to comply with the most recent Federal Legislation. However, the district can offer no guarantee that students will be unable to gain access to inappropriate materials.

The district is not responsible for the accuracy, quality and appropriateness of the information obtained through electronic information resources. In addition, the district is not responsible for damages that may arise from a user's misuse of the system.

Approved by the Board of Education

April 15, 1997

Revised August, 22, 2000

Revised June 18, 2001

Revised January 20, 2004

Revised March 21, 2006

Revised June 3, 2013

School Closing Information

When winter approaches, it brings the threat of storms and possibility of cancelled classes. Skaneateles Central School's closings, delays, and early dismissals will be carried by the following radio and television stations:

WHEN 620

WSYR 570

WAER 88

WALL 99.3 FM

WAUB 1590 AM

WSEN 1050

93Q (WAQZ)

WJPZ 89

Y 94 FM

WRVO 89.9

WTVH-TV 5

WSYR-TV 9

WSTM-TV 3

Notice of school closings, delays, and early dismissals will usually be broadcast between 6:30

**GRIEVANCE PROCEDURE FOR ANTI- HARASSMENT
AND ANTI-DISCRIMINATION**
***(TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, TITLE VI AND TITLE VII OF THE
CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT AND THE
AMERICANS WITH DISABILITIES ACT GRIEVANCE POLICY)***

The Skaneateles Central School District ("District") is committed to creating and maintaining a working and learning environment which is free of discrimination, harassment and intimidation as required by federal and state law and the District's policies. The District strictly prohibits communication (verbal, (oral/written) or graphic) and/or physical conduct that constitutes harassment or discrimination based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived), age, marital status, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression), or disability.

The District also prohibits discrimination, harassment and intimidation based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of non-discrimination and anti-harassment will be enforced on all District premises, including buildings and grounds, and at all school sponsored events, athletics, programs and activities, including those that take place at locations off school premises.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; and employees/students with vendors/contractors and other school visitors, volunteers, guests or third parties on school grounds, at school sponsored events and activities, or engaging in activities subject to the supervision and control of the District.

Claims of Harassment or Discrimination should be sent to:

Section 504/ADA Compliance Officer:
Jennifer Whipple
35 East Street
Skaneateles, NY 13152
jwhipple@skanschools.org
Ph: 315-291-2210

DASA Compliance Officer:
Eric Knuth, Superintendent of Schools
45 East Elizabeth Street
Skaneateles, NY 13152
eknuth@skanschools.org
Ph: 315-291-2221

Title IX Compliance Officer:
Rebecca York
45 East Elizabeth Street
Skaneateles, NY 13152
ryork@skanschools.org
Ph: 315-291-2268

High School Principal
Gregory Santoro
49 East Elizabeth Street
Skaneateles, NY 13152
gsantoro@skanschools.org

Middle School Principal
Michael Caraccio
35 East Street
Skaneateles, NY 13152
mcaraccio@skanschools.org

Primary/Elementary Principals

Patrick Brown
Waterman School
55 East Street
Skaneateles, NY 13152
pjbrown@skanschools.org

John Lawrence
State Street School
72 State Street
Skaneateles, NY 13152
jlawrence@skanschools.org

**Complaints may be filed with any of the administrators listed and need not be filed with ALL administrators*

**GRIEVANCE PROCEDURE FOR ANTI- HARASSMENT
AND ANTI-DISCRIMINATION
(TITLE IX, SECTION 504 GRIEVANCE POLICY)**

The District strictly prohibits all forms of harassment, intimidation and discrimination on District premises and in District buildings; including all academic, athletic and school sponsored events.

This policy should not be read to abrogate other District policies or District Code of Conduct regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, or hate crimes within this District. It is the intent of this District that all such policies and regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities.

Any person who believes that they have been subject to discrimination or harassment may file a grievance under this procedure. It is against the law for the District to retaliate against anyone who files a formal or informal grievance or complaint, or cooperates, participates or conducts the investigation of a grievance.

Any staff that observe, witness, or receive reports of acts of harassment or discrimination should intervene to address the harassment and promptly report the incident to the building administrator or to the District's Compliance officer for further action.

Anyone who is in violation of the District policy or regulation will be subject to disciplinary or corrective action, as warranted.

Complaints and Grievances by Students:

Students will be afforded the opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulations, and the District's Code of Conduct.

Complaints and Grievances by Employees:

Employees of the District shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. Should the offending individual be a District employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the District's Code of Conduct and any applicable collective bargaining agreement. Complaints or grievances not covered

under employee contracts shall be handled and resolved through proper administrative channels established by the District.

Complaints and Grievances by Third Parties:

Third parties (such as school volunteers, vendors/contractors, etc.) shall also have the opportunity to present their complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. If third parties are found to have violated District policy or regulations, they will be subject to appropriate sanctions as warranted and in compliance with law and the District's Code of Conduct.

Definitions

"Prohibited Discrimination of Employees." Prohibited discrimination of employees can take the form of any negative treatment of an employee, by either a District student, District employee or official, or a third party engaged in District sponsored activities which: a) has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as the basis for employment decisions (including terms and conditions of employment) affecting such individual, and/or creates an intimidating, hostile or offensive work environment; or otherwise negatively impacts an employee's employment opportunities, employment benefits, or results in the employee's exclusion from any program or activity; and b) is based upon the employee's race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression) or marital status. Prohibited discrimination of employees can also take the form of harassment even where there is no tangible impact upon the employee's employment opportunities or employment benefits. The phrase "prohibited discrimination" as used in this regulation includes all forms of "prohibited harassment" (defined below).

"Prohibited Discrimination of Students." Prohibited discrimination of students can take the form of any negative treatment of a student, by either a fellow student, District employee, or third party engaged in District sponsored activities which: a) has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in educational or extracurricular activity, and/or creates an intimidating, hostile or offensive learning environment; and/or results in the student's exclusion from any educational opportunity, program, or benefit; and b) is based upon the student's race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression), or marital status. Prohibited discrimination of students can also take the form of harassment even where there is no tangible impact upon the student's educational opportunities. The phrase "prohibited discrimination" as used in this regulation includes all forms of "prohibited harassment" (defined below).

"Prohibited Harassment of Employees." Harassment can constitute a form of prohibited discrimination under this regulation if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment. Such harassment of employees is prohibited if it is based upon race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression) or marital status. In this regard, individuals should be mindful that conduct or behavior that they may find acceptable, amusing or inoffensive, others may view it as unwelcome, abusive or offensive, and therefore should regulate their behavior or communications accordingly.

"Prohibited Harassment of Students." Harassment can constitute a form of prohibited discrimination if it is unwelcome and has the effect of making a student uncomfortable while at the District or otherwise creates a hostile learning environment. Such harassment of students is prohibited if it is based upon race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity or expression), or marital status. In this regard, individuals should be mindful that conduct or behavior that they may find acceptable, amusing or inoffensive, others may view it as unwelcome, abusive or offensive, and therefore should regulate their behavior or communications accordingly.

"Prohibited Behavior." While all forms of unlawful harassment and discrimination cannot be listed, the following is a list of examples of conduct that may constitute harassment, intimidation or discrimination:

- Using slurs or derogatory terms based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression) or marital status;
- Telling derogatory jokes or stories based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression) or marital status;
- Displaying graffiti or other derogatory or insulting writings based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression) or marital status;
- Making degrading comments about a person and/or his/her appearance based on race, color, creed, religion, national origin, disability, political affiliation, age,

sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression), or marital status;

- Demeaning or criticizing an individual because of his/her race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status weight, ethnic group, religious practice, gender (including identity and expression), or marital status;
- Sabotaging, damaging, or interfering with an individual's work or learning because of that individual's race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression), or marital status;
- Threatening or intimidating an individual because of his/her race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, military status, veteran status, weight, ethnic group, religious practice, gender (including identity and expression), or marital status.

This list is not all-inclusive, merely examples. While a single incident of these types of behavior may or may not create a hostile working/learning environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment/academic benefits, such conduct constitutes prohibited discrimination.

Authority and Responsibility

It is the responsibility of all District students and employees to ensure that their behavior, conduct and communication remain free of harassment and discrimination. Furthermore, each administrator and supervisor has the responsibility to maintain a positive, safe and respectful environment, which includes discussing the District policy pertaining to harassment and discrimination with all students and employees, and assuring students and employees that they are not required to endure insulting, degrading or exploitative treatment, and clearly communicating expectations and possible ramifications for violations of this policy. Administrators and supervisors must ensure that all employees who are mandated reporters under NYS Social Service Law (Article 6, Title 6, Section 413) report any incidents of harassment and discrimination. While students are encouraged to report any such incidents of harassment or discrimination, they are not required to do so nor should they be otherwise compelled to do so.

Complaint and Investigation Process

All complaints of harassment or discrimination, whether written or oral, formal or informal, will be thoroughly investigated to determine whether the totality of the alleged behavior and circumstances may constitute harassment, intimidation or discrimination in

violation of this policy and relevant federal and state law and regulation. Any individual who believes she/he has been subjected to harassment or discrimination, or has reason to know of and/or witnesses any incident of harassment or discrimination by a District student, employee, or other third party engaged in District sponsored activities, has the right to submit a complaint to the District. Complaints may be made orally, and the absence of a written complaint does not negate the District's responsibility to investigate such allegations as thoroughly as possible.

District complaint investigators must conduct a thorough investigation of a complaint, and then will generate a written report of investigation findings and identify any action taken to resolve the complaint within timeframes as established by the District, identify any interim measures or supports provided pending the completion of the investigation, and identify appeal rights and any steps or measures to be taken to prevent recurrence of discrimination or harassment or to correct its discriminatory effects, as appropriate.

First Step in Grievance Procedure

Any individual of the above-named groups who believes they have been subjected to harassment or discrimination in the District environment or at a District -sponsored activity, including those District-sponsored activities that take place off District premises, shall promptly report such occurrence to his/her building principal/supervisor, unless that building principal/supervisor is the source of the complaint, in which case the complaint would be taken directly to the appropriate Title IX, or 504 compliance officer or another building administrator, who is then responsible for forwarding the complaint to the appropriate compliance officer. The compliance officers and their contact information are listed on the front page of this policy.

In the event that a compliance officer is the alleged respondent, the investigation will be referred to another compliance officer, or an administrator at the next level of supervising authority.

All building principals and supervisors who receive an oral or written complaint based on any of the above-named groups shall contact the DASA, Title IX or Section 504 compliance officer for assistance/direction in conducting an investigation, and must promptly forward the written complaint to the compliance officer(s).

The written complaint should identify the problem or the conduct or action alleged to be discriminatory, intimidating or harassing, the date and time and location where such conduct occurred, the names of the alleged offender(s) and/or witnesses, the date the complaint is submitted, and the remedy or relief sought, if known.

The DASA Coordinator, Title IX or Section 504 Compliance officer, or other investigator, shall either personally conduct the investigation or arrange for its completion by other qualified individuals. The compliance officer or investigator shall ensure that the complainant and respondent are informed of their rights, including the

right to present information, evidence and witnesses for consideration in the investigation.

Utilization of these District complaint guidelines does not preclude an individual from pursuing other avenues of legal recourse. However, if the individual reports such occurrence to any other District employee, the individual shall be informed of the employee's obligation to report the complaint to the administration/building principal. The administrator who is made aware of the occurrence of possible harassment or discrimination, whether or not a complaint has been filed, is required to promptly report the incident(s) to the building principal and designated Title IX and/or Section 504 compliance officer.

Other agencies an individual might contact include:

New York Enforcement Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, New York 10005-2500
Phone: 646-428-3900
Fax: 646-428-3843
TDD: 877-521-2172
E-mail: OCR.NewYork@ed.gov

New York State Div. of Human Rights
333 E. Washington Street
Room 543
Syracuse, New York 13202
Phone: (315) 428-4633

Complaint Procedure

Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination or harassment is encouraged, regardless of the alleged offender's identity or position.

A student, employee or other individual who feels aggrieved because of harassment or discrimination has several ways to make his/her concerns known:

- 1.) A complainant who feels comfortable doing so should directly inform the person(s) engaging in the harassment, intimidation or discrimination that such conduct or communication is offensive and must stop. Confronting the offender is NOT required. All individuals retain the right to file a good faith complaint without first communicating with the offender;
- 2) A complainant who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending

party has been unavailing, should contact his/her building principal/supervisor, a compliance officer, or a District administrator to make a report;

3) A complainant alleging a failure to timely address a complaint, or retaliation for their involvement in a prior complaint or investigation, should contact the appropriate compliance officers and a building principal/supervisor/administrator.

Complaint

All complaints should be in writing. However, complaints may be filed orally and the absence of a written complaint does not negate the District's responsibility to investigate such allegations as thoroughly as possible. Since an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaints, however initially communicated, should be documented in writing.

To facilitate the reporting process, complaint forms can be obtained from any building principal's or guidance counselor's office or from the DASA, Title IX or Section 504 compliance officer. If a student, parent/legal guardian, and/or employee has any questions or difficulty completing the complaint form, she/he can obtain assistance from any teacher, guidance counselor, building principal or compliance officer. All complaints should include: the name of the complaining party; the name of the alleged offender(s); date of the incident(s); description of the incident(s); names of witnesses to the incident(s) or those with other pertinent information regarding the discrimination/harassment; the date the complaint is being submitted to school officials; and the signature of the complainant.

Employees, students or visitors who *knowingly* make false accusations against another individual as to allegations of discrimination, intimidation or harassment may face appropriate disciplinary action or other consequences.

Once the written complaint is generated, it should be either personally delivered, communicated electronically, or mailed to a building principal/supervisor/administrator or to the appropriate compliance officer or placed in one of their school office mailboxes. Failure to properly submit a complaint may delay the initiation of the investigation.

Where appropriate under the circumstances, complainants are encouraged to cooperate with the District's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees, vendors, other third parties, and students having relevant or related knowledge or information.

Time for Reporting a Complaint

Prompt reporting of a complaint is strongly encouraged. All students and employees should be aware that appropriate resolution of discrimination or harassment complaints, and effective remedial action, often is possible only when complaints are promptly filed. Statutes of limitations may constrain the time period for instituting legal actions as well.

Confidentiality and Privacy

To the extent possible, within the legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted; any disclosure will be provided on a “need to know” basis. The Superintendent will inform the Board of Education of investigations involving findings of discrimination or harassment.

Individuals interviewed or participating in the investigation will be instructed not to discuss the complaint, the investigation or the persons involved except as part of the investigation process.

Acknowledgment of Complaints

Upon receipt of a written complaint, the compliance officer, building principal/supervisor/administrator will confirm with the complainant the initiation of an investigation. If the complainant does not receive such confirmation promptly, she/he is encouraged to file a copy of the first complaint or a second written complaint or contact a compliance officer or building principal/supervisor or administrator. The purpose of this acknowledgment procedure is to ensure that all written complaints are received in a timely manner, properly processed and promptly investigated.

Investigation Procedures

Timing of Investigation

The District will promptly investigate all allegations of prohibited discrimination and harassment. The compliance officer will notify the complainant and the accused as to the course of action within twenty (20) working days following receipt of the written complaint. If additional time is necessary to complete the investigation, the investigator will notify the parties and the Superintendent of the basis for extension, up to an additional twenty (20) working days, and will provide an anticipated date for completion of the investigation. An extension beyond 40 working days should be requested from the Superintendent and shall be granted only upon good cause shown.

Method of Investigation

Investigations will be conducted by the District compliance officer, the District legal counsel, or other impartial persons as appropriate. The primary purposes of the investigation will be to determine:

- Did the alleged conduct or action occur?
- Did the alleged conduct or action violate District relevant policy and regulations, or any of the Title IX or Section 504 (or other additional) laws?

- What remedial or preventative steps, if any, are recommended?

Investigations may include: fact-finding interviews; document review; depositions; observations; or other reasonable methods. The District investigator should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by the District employees or agents conducting an investigation shall be deemed confidential and privileged to the extent allowed by law.

All parties, including the complainant and respondent, will be provided an opportunity to provide witnesses or other evidence for consideration during the investigation of the complaint.

Interim and Remedial Measures

The investigator or compliance officer may identify and arrange any necessary interim and remedial measures or preventive steps deemed necessary to ensure the safety of both the complainant and school community or to address the alleged discriminatory impact of the complained of behavior during and following the investigation of the complaint. Such measures may include, but are not limited to, peer support group and/or counseling, corrective instruction or other learning or service experiences, schedule or seating modification, and supportive interventions such as targeted use of supervision or additional support, evaluation, conferences/meetings, no-contact agreements and/or mediation (voluntary).

The District will offer counseling and academic support services, as necessary and appropriate, to any person found to be subjected to harassment, and where appropriate, counseling to the person who committed the harassment.

Consequences or Actions

Based upon the results of the investigation, if the investigator determines that an employee and/or student or visitor has violated the terms of this policy, employment terms and conditions, the Code of Conduct, and/or other federal and state laws, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension or removal, in accordance with applicable laws and/or regulations, the District's policy and regulation and the Code of Conduct. Should the offending individual be an employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the applicable Collective Bargaining Agreement(s) and federal and state law and regulation. Third parties, such as school volunteers, visitors or vendors, who are found to have violated this policy and/or relevant federal and state laws or regulations, or the Code of Conduct, will be subject to appropriate sanctions as warranted, in compliance with law. The application of such disciplinary or corrective

measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

Notification of the Results of the Investigation

The compliance officer, building administrator or their designee shall notify the complainant and respondent of the determination regarding the allegation within twenty (20) working days unless, for good cause, the investigation has not been concluded. If the investigation has not concluded, notification to the complainant and respondent shall be in writing, advising that the investigation is continuing, and an estimated date of completion and determination shall be given.

If the investigation has concluded, notification to the complainant and respondent shall be in writing, including a brief summary of the factual findings to date, and, whenever possible, shall include a summary of remedial measures that have been or will be taken by the District.

While reasonable efforts will be made to inform the complaining party about the outcome of the investigation and actions taken, the District will consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation, as well as other applicable laws, regulations and policies which may constrain such disclosures.

The District Superintendent or his/her designee, shall promptly notify the person accused of violating Title IX or Section 504 (or other laws/regulations) whether a violation of this policy was found and what remedial measures, if any, will be taken.

At any stage or level of the investigation, if a determination is made that harassment, intimidation or discrimination did not occur, the investigator will notify the complainant and the respondent and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to the policy and/or pursuing other legal avenues of recourse.

Even if a determination is made that harassment, intimidation or discrimination did not occur, the Superintendent or their designee reserves the right to initiate action steps to prevent incidents of harassment or discrimination, such as student and staff awareness and training, conducting surveys to determine conditions which may contribute to problematic behavior, education and workshops, community intervention, school based workshops and seminars regarding respect, tolerance and promoting a positive school community, among others, to help ensure that the school community is not conducive to fostering or permitting harassment, intimidation or discrimination.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment, intimidation, or discrimination occurred.

Remedial Measures

The District's primary goal in responding to complaints of prohibited discrimination and harassment is intended to prevent all forms of unlawful discrimination and harassment in the District and put an end to any prohibited discrimination and harassment that are found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the investigation being conducted pursuant to this policy, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations. Disciplinary action may include, but is not limited to: counseling; warnings; suspension; or discharge from school or employment. Any third party found to have engaged in discrimination or harassment of a student or an employee may be barred from District property.

Prohibition Against Retaliation

Retaliation is strictly prohibited by law against anyone who in good faith reports a suspected violation, who assists in making such a complaint, or who cooperates in a discrimination or harassment investigation. Retaliation means taking any adverse action in response to a complaint being made.

Complaints of retaliation should be brought directly to the appropriate compliance officer and building principal/supervisor/administrator. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including suspension (student), termination from employment (employee), or in the case of a business nonemployee, an appropriate remedy up to and including termination of the business relationship. Any employee, student or visitor who knowingly makes false accusations of retaliation may also face appropriate disciplinary actions or consequences, in accordance with District policy and regulations, the Code of Conduct, and federal and state law and regulation.

Appeal to Superintendent

Any complainant or accused party who wishes to appeal the determination of the investigator or the procedures followed in the course of the investigation may do so within ten (10) working days of receipt of the written notification of the investigation outcome. Untimely appeals will only be excused upon good cause shown; otherwise they shall not receive consideration.

Appeals must be submitted in writing to the Superintendent of schools, or, if the Superintendent is the subject of the complaint, to the Board of Education designee. In conducting the review of the initial determination, the Superintendent, or the Board's designee, will consider the underlying report and documentation considered by the

compliance officer and investigator, in conjunction with the allegations set forth in the appeal. Such review shall be conducted in a competent and impartial manner. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this regulation; and investigator or, as appropriate, the appellee, shall be entitled to rebut such evidence.

The District retains sole discretion to determine the appropriate disciplinary or corrective action to be taken with regard to a meritorious complaint, consistent with applicable laws, regulations District policy and the appropriate collective bargaining agreements, as appropriate. The Superintendent or the Board's designee will notify the appellant and appellee, in writing of the determination of the appeal within thirty (30) days. If additional time is required to complete the review and/or to take appropriate action, the parties will be notified with a written status report and an anticipated decision date will be identified.

Any party not satisfied with the outcome of the initial level of appeal may appeal to the Board of Education within ten (10) days of receipt of the determination. Any appeal must be submitted, in writing, to the District Clerk or the Board President.

Appeal to Board

In the event that an appeal is filed with the Board, the Superintendent (or the Board's designee, in the event that the underlying complaint was related to the Superintendent¹), shall submit all written statements and other materials and determinations concerning the case to the Board of Education's impartial designee for the appeal.

The Board's designee will review the underlying determinations and the appeal, and may request clarifying written statements from the parties, as needed. The Board's designee shall review the matter and issue an impartial determination within twenty (20) working days of the appeal, in writing. If additional time is needed, a written status report shall be submitted to all parties indicating the need for additional time and the proposed deadline for the determination.

¹ The Board must designate an impartial alternate to serve as their designee, if upon review, their original designee served as the investigator on the initial appeal.

Record Keeping

The District shall maintain a written record of all complaints of discrimination and harassment prohibited by Title IX and Section 504 for a period of at least six years. The District shall also document the steps taken with regard to investigations, conclusions reached, and remedial action taken, if any. The District shall maintain these documents for, at a minimum, six years. All other related records shall be maintained in accordance with the New York State Records Retention ED-1 Schedule.

Questions

Any questions about this policy should be brought to the attention of appropriate compliance officer or the building principal/supervisor/administrator.

Dissemination

This policy, including a copy of the complaint form, is available in the District student handbook, teacher/faculty handbook, employee manual, administrative manual and on the District website.

DISCRIMINATION OR HARASSMENT COMPLAINT FORM

Name of Complainant: _____

Role of complainant: ____ Student ____ Employee ____ Other: (identify) _____

Contact information: Phone: _____ e-mail: _____

Name of alleged offender(s) _____

Where did the incident occur? _____

When did the incident occur? _____

What was your involvement in the incident?

- ☐ I was directly involved
- ☐ I observed the incident
- ☐ I heard about the incident

Describe the incident of harassment or discrimination, including the time, specific location, the events which occurred, and any witnesses who may have information.
(continue on another page, if needed)

Names of possible witnesses:

Do you have any documentation or records regarding the incident? If yes, please identify and attach: _____

What types of bias were involved? (check all that apply):

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Race
Origin | <input type="checkbox"/> Color | <input type="checkbox"/> National |
| <input type="checkbox"/> Ethnic Group Weight | <input type="checkbox"/> Gender Identity/Expression | <input type="checkbox"/> Gender |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Religious Practice | |
| <input type="checkbox"/> Other (please list): _____ | | |

Was there any physical injury as a result of the incident?

If yes, please identify and describe:

Is the situation still occurring?

Have you made any prior reports regarding the individual(s) identified in the current incident? (when and to whom)

What do you think should be done about the situation?

I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief

Complainant's Name (printed)

Date Submitted

Complainant's Signature

Principal/Supervisor/Administrator/
Compliance Officer

Date Submitted

Retaliation or threats of retaliation against any person involved in an investigation of harassment or discrimination, including those who initiate a complaint, participate in or conduct the investigation, is a violation of the law. If you believe that you have been subject to retaliation on the basis of your involvement or cooperation with the investigation, please notify:

Christine DeMass, Assistant Superintendent for Business Operations
45 East Elizabeth Street
Skaneateles, NY 13152
cdemass@skanschools.org
Ph: 315-291-2221