

# Welcome to Adirondack Middle & High School

This should prove to be an exciting time of your life as you begin to make choices that will help determine the direction you will be taking in future years. We encourage you to explore the many extracurricular programs that are available to you. These programs, combined with outstanding academic opportunities, will provide you with a strong foundation. Remember, to reach your maximum potential, you must give your best effort to whatever you do.



## ADIRONDACK ALMA MATER

Adirondack, our Alma Mater  
We'll cheer for thee.  
We'll climb the ladder.  
On to victory.  
Let the doors be open.  
For the green and white.  
For our Alma Mater.  
We'll always fight.

**Remember, Adirondack Wildcats are:**  
*Respectful, Responsible & Safe!*

Best to all of you for a successful school year!

Heidi L. Smith	High School Principal
Daniel M. Roberts	High School Assistant Principal
Brandie L. Collins	Middle School Principal

## STUDENT ACTIVITIES & SPORTS

### **Middle School Activities:**

6th Grade Club  
Class of '29  
Class of '28  
MS Yearbook  
Jr. High Band  
NJHS  
JH Stud. Assoc.  
JR. FFA

### **High School Activities:**

National Honor Society  
Mathematics Honor Society  
FFA  
Senior Band  
Senior Chorus  
Musical  
SkillsUSA  
Bookstore  
Drama Club  
Student Assoc.  
YAC  
Model UN  
Mock Trial  
HS Yearbook  
Class of '24      Class of '25  
Class of '26      Class of '27  
Quiz Bowl  
Athletic Association

### **Grades 7-12 Activities:**

Art Club  
GSA  
International Club  
Baseball  
Soccer  
Golf  
Wrestling  
Basketball  
Softball  
Track & Field  
Cross Country  
Swimming (Girls)  
Volleyball (Girls)  
Nordic Ski Team  
Nordic Ski Club  
Football

**ADIRONDACK CENTRAL SCHOOL DISTRICT  
MIDDLE and HIGH SCHOOL**

**ADMINISTRATION**

Heidi Smith	High School Principal	942-9200 ext. 5500
Daniel Roberts	Asst. Principal	942-9200 ext. 5500
Brandie Collins	Middle School Principal	942-9200 ext. 4500
Wendy Foye	Director of CSE	942-9200 ext. 1820
Mike O'Donnell	Interim Athletic Director	942-9200 ext. 5543

**STUDENT SERVICES**

Fawn Henry	High School Nurse	942-9200 ext. 5540
Sandra Mercer	Middle School Nurse	942-9200 ext. 4540
Gabrielle Scerbak	High School Counselor (A-L)	942-9200 ext. 5520
Kim Pitcher	High School Counselor (M-Z)	942-9200 ext. 5520
Nadine Medvit	Middle School Counselor	942-9200 ext. 4522
Matt Boliver	Psychologist	942-9200 ext. 4523
Rhiannon Hickox	Social Worker	942-9200 ext. 4201

**DIRECTORS**

Michelle Zeigler	Library	942-9200 ext. 5550
Cameron Teachout	Buildings & Grounds	942-9200 ext. 5531
Dawn Croniser	Food Service	942-9200 ext. 5556
Jennifer Badaracco	Transportation	942-9200 ext. 5602

**DEPARTMENT CHAIRPERSONS**

Dan Granato	Occupational Education	942-9200 ext. 5500
Ryan O'Neil	Fine Arts	942-9200 ext. 5500
Ira Smith	Science	942-9200 ext. 4500
Kim Carrock	Language Arts	942-9200 ext. 5500
Michael Fauvelle	Social Studies	942-9200 ext. 4500
Richard Cotton	Mathematics	942-9200 ext. 5500
Brittany Lewis	Physical Education	942-9200 ext. 5500

**CLASS ADVISORS**

Brittany Lewis & Michelle Zeigler	Class of 2024
Jennifer Jedrich & Venice Martin	Class of 2025
Brittany Lewis & Michelle Zeigler	Class of 2026
Jennifer Jedrich & Venice Martin	Class of 2027

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# FACILITY PROCEDURES

## SCHOOL HOURS

The normal school day is from 7:49 A.M. to 2:20 P.M. Students who are not involved in activities or who have no obligation (*either self-initiated or teacher-initiated*) to attend 10<sup>th</sup> period\*, will leave the school at 2:20 P.M. Any student remaining at school after 2:20 P.M. must be under the supervision of a faculty member.

## Middle School & High School Daily Schedule

PERIOD	TIMES	NOTES
Arrival	7:30-7:46	3 minute warning bell
1	7:49 - 8:32	<i>Announcements &amp; first period 43 minutes</i>
2	8:35 - 9:17	42 minutes
3	9:20 - 10:02	42 minutes
4	10:05 - 10:47	42 minutes
5	10:50 - 11:32 <i>10:50-11:20</i>	High School/Gr. 6 & 8 Class Time <i>High School and 7th Grade Lunch-30 min.</i>
6	11:23 - 12:05 <i>11:35-12:05</i> 11:35-12:17	High School classes & Gr. 7 Class Time <i>High School and 6th Grade Lunch- 30 min.</i> 8th Grade Class Time
7	12:08 - 12:50 <i>12:20-12:50</i>	42 minutes class for High School & Gr. 6/7 classes <i>8th Grade Lunch-30 min.</i>
8	12:53 - 1:35	42 minutes
9	1:38 - 2:20	42 minutes
10	2:22 - 3:00	38 minutes

(\* ) 10<sup>th</sup> period will only meet on Monday – Wednesday and designated Thursdays.

## VOCATIONAL SCHOOL HOURS (AM & PM BOCES)

	Bus Departs	Class Time	Lunch	Bus Returns
Morning	8:30 A.M.	9:10-11:35	11:50	11:50
Afternoon	11:25 A.M.	12:10-2:40	10:54	3:10

### SCHOOL CLOSINGS

In the event of weather conditions which might interfere with the running of buses or the operation of the school, parents and students may obtain information by listening to the morning broadcasts of radio stations *WBRV*, *WIBX*, *WADR*, *WTLB* or *WRNY*. Also, television station *WKTV* (Channel 2) will scroll the information across the bottom of the screen. Our automated emergency system and/or ParentSquare is also used to communicate to parents/guardians.

### ANNOUNCEMENTS

Announcements for the public address system should be prepared on the forms in the Main Office and presented to the respective school's principal for approval. Announcements will be made at the beginning of 1<sup>st</sup> period for the high school and at the end of 1<sup>st</sup> period for the middle school. Additionally, announcements will be displayed electronically throughout the building.

### SAFETY DRILLS

Eight (8) evacuation drills and four (4) lockdown drills are required by law during each school year, eight (8) of these by December 31<sup>st</sup>. Drills are for your safety and should be done in a serious manner. Students and staff are expected to follow all safety procedures.

### LOCKERS

**Hallway Lockers** – Each student will be assigned a locker. Safeguard your own property by keeping your locker combination to yourself. Be sure your locker is closed and locked before you leave it. Students are not allowed to share their locker with another student(s). Students are responsible for any damages including: graffiti, bending tabs, tampering with locks or applying stickers, etc. If you have a problem with your hallway locker, please go to the main office to report the problem.

**Physical Education Lockers** – Lockers with separate locks are in the locker rooms. These will be assigned by the physical education teacher. If you have a problem with your physical education locker, see your physical education teacher. Due to previous thefts in the physical education locker rooms, it is essential to keep all of your possessions locked. **Do not bring and/or leave valuables and cash unsecured in the locker room.**

If your locker is damaged, you will be responsible for the cost of fixing the locker.

#### ★MIDDLE SCHOOL SPECIFIC★

In an effort to increase the use of school lockers, middle school students will not be carrying a backpack from class to class. All students will be required to utilize their school locker.

### ASSEMBLIES

Assemblies have a two-fold purpose. The first is to educate and expose students to new and different material, the second is to entertain. It is expected that students will be respectful, attentive, and courteous during all events.

Upon entry to the auditorium, students will generally be seated accordingly:

1. Freshmen, 7th graders: Front, left
2. Sophomores, 6th graders: Front, right
3. Juniors: Center, midway back
4. Seniors, 8th graders: Center, front

We ask all students to please be respectful as you are representing the Adirondack Central School District when we bring in speakers and performers from the community. *Show our Wildcat Pride!*

### STUDENT CHARGES

At the close of the school year, parents will be notified, in writing, about any student charges incurred during the school year. These charges may include lost/damaged textbooks, damages to school property, cafeteria charges and other similar school charges/fees. All charges can be paid at the main office.

### LIBRARY

The Library Media Center, which consists of electronic and print resources, aims to provide an atmosphere that promotes a learning environment that enables students to perform to the best of their ability.

1. The library will be open during school hours.
2. Students may use the library for research and library related work during study halls, at lunch and before and after school.
3. Students electing to go to the library must remain in the facility for the entire period.
4. Students should speak at a low volume so as to not disrupt others.
5. All students' questions pertaining to library reference, circulation or materials should be directed to the librarian or library aide.
6. Students should return all materials at the close of the period. This includes magazines, newspapers, and electronic equipment.
7. Students are asked to seat themselves after obtaining selected reading or reference materials.
8. The number of students who may leave study halls for the library will be at the librarian's discretion.
9. Electronic devices or listening devices may be used at the discretion of the teacher/supervisor in the library.

All students are encouraged to use this facility but at the same time are asked to be considerate of other students while doing so.

## **NURSE'S OFFICE**

If a student is injured during the school day or at any school function, the student is to report this immediately to the person in charge, who will in turn submit a report to the school health office. The school nurse will inspect the injured and take any necessary steps. If a student becomes ill and is too ill to attend classes, the student should request to see the nurse who will evaluate the student's condition. At no time should a student excuse himself or herself from school.

## **MEDICATION IN SCHOOL**

**A New York State mandate requires that we must have written doctors and parent/guardian permission to administer any medication (this includes over the counter or prescription medication). Students may self carry medication if they have a self carry use order from the doctor.**

Students are not allowed to share or distribute any medications (prescription or over the counter) to any other individual.

Medication should be brought to the Nurse's Office in the original container labeled with the child's name, dosage, and doctor's name. Please send enough medicine to last the entire week of school. The school nurse has the forms available which the doctor and parent need to sign. Due to allergies and medical conditions, no sprays, perfumes or aerosols should be used in common areas.

## **CAFETERIA**

Proper use of the cafeteria facilities and responsible behavior is expected at all times. Seats may be assigned at the discretion of the supervising teachers or administrator.

## **FOOD**

All food should be consumed in the cafeteria and/or designated areas during breakfast and lunch periods. No food or beverages should be consumed in the hallways during the school day. Students may carry plastic water bottles during the day. Students may only eat in the classroom with teacher permission.

## **PARTIES**

There shall be no parties during the school day unless prior approval has been given by the principal or assistant principal.

## **PASSES**

Students must have a pass signed by a teacher when leaving a class or study hall.

## **LOST AND FOUND**

All articles lost and found should be reported to the office at once. Found articles not claimed by the end of the school year will be donated. The Nurses' Offices will serve as a central area for all lost and/or found articles.

## **MAINTENANCE OF BUILDING**

Students who intentionally damage school property or equipment will be required to pay for the damages, will be subject to school disciplinary action, and may be prosecuted.

## **STUDY HALLS**

Students may be assigned a study hall if their schedules allow. These are quiet study halls. Seats will be assigned and students will bring books and materials for study purposes to the study halls. All study halls are the same as a regular class in that students may only leave for emergency purposes and then they must seek permission from and sign out with the teacher in charge. Students may use electronic devices or listening devices at the discretion of the teacher or supervisor in the classroom.

## **RESTRICTED LIST**

Students who are on the restricted list will not be allowed to leave the study hall unless they have a pre-signed pass from a teacher who will work with them on course material. High and Middle School students on the restricted list may be restricted from Physical Education Privilege(PEP).The following conditions may place a student on the restricted list:

1. Failure of 2 or more courses during a marking period.
2. Two or more grades of Incomplete.
3. Failure of 1 course and 1 incomplete grade.

## **RESTRICTED AREAS OF CAMPUS**

When students arrive, they must immediately enter the school and remain in the school until it is time for them to leave. Due to safety and supervision concerns, no student will be allowed in the buildings until 7:30 am. If parents drop off prior to 7:30 am, students will be standing outside or there is a shelter at the main entrance both the middle and high for students to use.

No students are allowed to go outdoors during the school day unless given permission from their respective teachers/administrators. All students are to remain in their respective parts of the building unless given permission to do otherwise.

## **★MIDDLE SCHOOL SPECIFIC★**

Middle school students are to remain on the middle school side of the campus unless they are traveling to a class that is located in the High school. This includes before school and after school as well. After students arrive to their first period class in the morning, they should avoid leaving unless absolutely necessary and if they have teacher permission.

## **TELEPHONE**

Phones are available in various parts of the school building for student use with permission. Students should not have an expectation of being released from classes or study halls to use the telephone.

# **ACADEMIC**

**GRADUATION REQUIREMENTS**

To be eligible to graduate from Adirondack Central High School, a student must meet certain minimum New York State requirements. Among these requirements are the successful completion of New York State Regents examinations in Mathematics, Science, Global Studies, U.S. History and Language Arts. Specific information concerning these requirements may be obtained from your guidance counselor, or you may refer to the *Course of Study Booklet*.

**Overview of Graduation Requirements**

**22 Total Credits**

- 4 ELA
- 4 Social Studies
- 3 Math
- 3 Science
- 2 Physical Education
- 1 Art/Music/DDP
- 1 LOTE

**Regents Diploma**

- 1 ELA
- 1 Social Studies
- 1 Math
- 1 Science
- 1 Pathway (Arts, CDOS, CTE, Humanities, LOTE, or STEM)

**Advanced Regents Diploma**

- All Above Plus
- 2 Math
- 1 Science
- Checkpoint B in LOTE
- With Honors
  - Average of Regents 90 or above
- Mastery In Math and Science
  - 85 or above on 3 Regents

**Local Diploma**

- Most often used for Students with Disabilities who qualify for appeals and safety net.

**ACADEMIC SUCCESS**

A student must have completed the following units in order to be officially entitled to the privileges of the high school classes shown below:

Sophomore:	5 units
Junior:	10 units
Senior:	15 units*

\*To be considered a senior, one must be scheduled for all classes that are necessary for graduation.

**ACADEMIC LOAD**

All high school students are required to take 5 courses and physical education. Any exceptions to this load will require the approval of the high school principal.

**★ MIDDLE SCHOOL SPECIFIC ★**

6th Grade Courses	7th Grade Courses	8th Grade Courses
<p><b>All students:</b> ELA, Math, Social Studies, Science, Music, Family &amp; Consumer Science, STEAM, Agriculture, Art, Physical Education, Writing, 6th Grade Seminar</p> <p><b>Some students:</b> Band and/or Chorus, AIS/Resource</p>	<p><b>All students:</b> ELA, Math, Social Studies, Science, Music/Band/Chorus, Family &amp; Consumer Science, Art, Physical Education, World Language (<i>Spanish, French or ASL</i>)</p> <p><b>Some students:</b> Honors STEAM 7, 7/8 Seminar, AIS/Resource</p>	<p><b>All students:</b> ELA, Math, Social Studies, Science, Technology 8, Physical Education, World Language (<i>Spanish, French or ASL</i>)</p> <p><b>Some students:</b> Band and/or chorus, Honors STEAM 8, 7/8 Seminar, Studio Art, AIS/Resource, Living Environment Lab</p>

**CLASS SCHEDULES**

Prior to the opening of school each year, students will be assigned to a class schedule. Students will be required to follow this schedule. If the schedule is in error, please notify the appropriate Guidance Office.

**CHANGING CLASS SCHEDULES OR ACADEMIC PROGRAMS**

Permission to change class schedules or academic programs must be secured from your guidance counselor. High School students must complete an Add/Drop slip and submit it to their guidance counselor to start this process. Any high school teacher affected must then initial the approved Add/Drop Slip. Written parental/guardian permission and a conference with the parent/guardian may also be required. **Changes will be made only if (1) the change is in the best interest of the student's education and/or (2) there are extenuating circumstances to be considered. Changes will not be made after 2 weeks into each course/semester. The final decision is made by the building Principal.**

Please be aware that the number of classes and class size are established and teachers are assigned based upon student selection of courses. It is not possible to change these classes and teacher assignments after July hence a large number of class changes cannot be accommodated.

## PROGRESS REPORTS

There are four marking periods during the school year. Progress reports are sent five weeks prior to the end of each marking period to indicate student progress. Parents are also encouraged to check School Tools to monitor their child's academic progress. Please contact the guidance department and individual classroom teachers with questions/concerns.  
Progress Report Dates: October 3, December 14, March 26, May 14.

## REPORT CARDS

Report cards are computerized and sent to the parents or guardian of each 6th-12th grade student. There are four report card periods, two each semester. The passing mark in grades 6-12 is 65%.

During the academic year, the marking periods run as follows:

### FIRST SEMESTER

1<sup>st</sup> Marking Period: Sept.5 - Nov.8

2<sup>nd</sup> Marking Period: Nov. 9 - Jan.26

### SECOND SEMESTER

3<sup>rd</sup> Marking Period: Jan. 29 - April 8

4<sup>th</sup> Marking Period: April 9 - June 13

Parents/Guardians should receive these grade reports within two weeks after the end of the marking period. Parents are also encouraged to check School Tools to monitor their child's academic progress. Please call the Guidance Office if you have any questions.

## HONOR ROLL

To provide recognition for students who have achieved high academic standards, an honor roll is published at the end of each marking period. Any student who receives either an incomplete or a failing grade in any class will not be eligible for the honor roll. Physical Education, Academic Intervention Services, and Audit class grades are not included in the calculation of grade point averages.

There are three honor groups:

1. High Honor: above 94.5
2. Honor: 89.5 - 94.4
3. Merit: 84.5 - 89.4

## GRADE EQUIVALENTS

When students transfer in from another school where alphabetic grades are used, ACS will use the other school's grade translation table in order to assign numeric grades. If no table is sent (or if only grade ranges are sent), grades will be translated according to the following table:

A+ = 98	B+ = 88	C+ = 78	D+ = 69	F = 60
A = 95	B = 85	C = 75	D = 67	F = 60
A- = 92	B- = 82	C- = 72	D- = 65	F = 60

## HOMEWORK

Homework is an integral part of school work and must be carefully prepared. The amount of homework a student will be required to do will depend upon the difficulty of the academic program and the student's planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. In courses at the Regents' level and above, students should expect to receive and complete homework on a nightly basis.

## GUIDANCE PROGRAM

A comprehensive district-wide school counseling plan is available on the Adirondack Central School District website. This plan shall be subject to annual review and revised as necessary in the following areas:

1. Identification of guidance program objectives;
2. Activities to accomplish the objectives;
3. Identification of staff members and other resources to accomplish the objectives;
4. Provisions for the annual assessment of program results.

A coordinated guidance program in grades 6 - 12 shall be developed and implemented including the following activities and services:

1. Each student's educational progress and career plans will be reviewed annually.
2. Exposure and guidance at each grade level to help students learn about various careers and career planning skills.
3. Other advisor and counseling assistance which will benefit students such as: helping students develop and implement post-secondary education and career plans; helping those students exhibiting any behavioral and adjustment problems; and encouraging parental involvement;
4. Employment of personnel certified or licensed as school counselors.

## MAKE-UP WORK AND INCOMPLETE GRADES

Students who do not complete academic work (regardless of the reason) will be required to make-up the missed work. All make-up work should be in by the end of the marking period. If a student has an *Incomplete* for a marking period grade, the student cannot receive credit for the course until the *Incomplete* is made up. Students who fail to complete and submit required projects, class work and/or research papers will receive an assigned grade of *Incomplete* for the marking period and the course. This could cause a student



not to graduate if the work is not completed. **It is the student's responsibility to obtain all make-up work from teachers and to remain informed of the work which needs to be completed.**

### **ATTENDANCE**

Good attendance is considered essential to a good education. Students are expected to be present and on time each day of school except when absent because of legal reasons. The basic responsibility for the regular attendance of the student lies with the student and the student's parents.

*Copies of the attendance policy are available at the main office.*

### **ABSENCE**

Students, upon returning to school, must bring a written excuse from their parent or guardian stating the reason for absence. A student who has been absent shall, before reporting to any class, report to the nurse's office for admission to school.

When an absence is necessary, the parent or guardian should telephone the nurse's office (high school - 942-9200, ext. 5540; middle school, ext. 4540) and state the reason for the student's absence. A phone call does not substitute for the written excuse required within 5 days. Students who are absent from school without the permission of their parent or guardian are considered to be truant. When a student is absent for 1st period, parents will receive a robocall informing them of the absence.

### **EARLY DISMISSALS**

If you wish to leave school prior to the end of the school day, you must bring written permission from your parent/guardian to the nurse's office prior to 7:49 A.M. This excuse should state the reason for leaving, and it is requested that it contain a phone number where the parent can be reached. Students must sign out at the nurse's office. If approved, the principal, assistant principal or school nurse will issue you a pass to leave the building.

### **EXTRACURRICULAR ACTIVITIES**

In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one half (1/2) of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half (1/2) of the school day is defined as the following: 7:46 a.m. – 11:05 a.m. or from 11:05 until the end of the school day. In addition, athletes must follow the Athletic Code of Conduct.

### **LEAVING SCHOOL WITHOUT PERMISSION**

Due to safety, all students are to have administration or the school nurse approval before leaving school, regardless of age. Leaving school without permission will result in in-school or out-of-school suspension for up to five days.

### **LEAVING SCHOOL EARLY REQUIRES:**

1. Permission from parents by telephone or a note to the main office.
2. Permission from personnel in the main office or nurse's office.
3. Students must sign out at the nurse's office.

### **TARDINESS TO SCHOOL**

Students are to be in 1st period by 7:49 A.M. and every other class thereafter by the time the bell rings.

Any student reporting to school after 1st period has begun must report to their respective school's Nurse's Office for admission to school and to sign the tardy log. A written excuse from the parent/guardian should be brought into the office by the student indicating the reason for tardiness.

### **TARDINESS TO CLASS**

Sufficient time is provided for all students to be in class on time. Excessive lateness will result in a student being placed on detention. In addition, students who drive to school will lose this privilege if tardiness to school happens on a regular basis. Students who have been detained by a teacher should ask for a pass. Excessive tardiness is defined as three (3) or more tardies.

### **TRUANCY**

Students who are in school, but who are not in class without a legitimate excuse are considered to be truant from class.

### **NO SENIOR SKIP DAY**

There is no such activity recognized by the school.

### **DRESS CODE**

Students are expected to dress appropriately for school and their attire should not disrupt or interfere with the educational process. If students are not dressed appropriately, they will be asked to change. The following clothing and accessories shall be deemed inappropriate and unacceptable on school property, in school vehicles and at school functions:

1. Clothing and accessories that present a safety hazard. Special requirements are established for physical education classes, science lab classes, and technology education classes.
2. Items that bear vulgar, profane, tobacco, drug and/or alcohol related messages.
3. Revealing clothing and accessories. Clothing must fit sufficiently to cover the students appropriately at all times. Recognize that extremely brief garments including, but not limited to: shorts, tube tops, net tops, halter tops, plunging necklines and see-through garments are not appropriate.
4. Lack of footwear or use of footwear that is unsafe.

5. Clothing that is libelous or denigrates others on account of gender, national origin, sexual orientation, disability or other protected status.
6. Wearing of headgear (hats, hoods, bandanas) in school during the regular school day.
7. Accessories that may be used as a weapon and/or cause damage to school property. (For example: long chains, spiked jewelry, etc.)
8. Blankets are not appropriate substitutes for jackets or sweatshirts. Students will not be permitted to “wear” blankets or use blankets during the school day.
9. Sunglasses are not allowed to be worn in school unless a student has special permission for medical reasons.

These minimum dress standards are enforced. Students in violation will be required to change into appropriate attire before being allowed to continue classroom instruction. Students unable to change into appropriate attire or refusing to adhere to the District Dress Code may be subject to additional disciplinary action to be determined by administration. The building principal has the final say regarding dress code.

## **STANDARDS OF CONDUCT**

### **SECURITY CAMERAS SURVEILLANCE**

Students should be aware that surveillance cameras are in use throughout the building that may record the conduct of the students which may be used to determine disciplinary action when needed.

### **DETENTION**

**Lunch Detention** will be held Monday through Friday in the ISS Room during lunch periods.

**Detention** will be held in the ISS room in the middle school.

**Late Detention** is Monday through Friday in the ISS room in the Middle School.

Lunch Detention and Detention are to be treated as assigned formal study halls. Sufficient work to last all period must be brought by the student. Lunch Detention/Detention is used for disciplinary purposes and attendance is mandatory.

Cell Phones will be off and away at all times in the ISS room, this includes lunch detentions and after-school detentions. If students do not comply with this request, cell phones will be locked in a secure location in the main office and students may retrieve them at the end of their time in ISS/detention.

Chromebooks will only be used for academic purposes while in the ISS room.

### **SUSPENSION (In-School)**

At the discretion of the administration in regards to rule infractions and in light of a student’s disciplinary record, some students may be assigned to In-School Suspension. A student who is assigned to In-School Suspension will not be allowed to go to classes or attend other activities during the time assigned. Instead, that student will be assigned to a room where the student will work on academics. Failure to abide by the rules of In-School Suspension will result in Out-of-School Suspension.

Cell Phones will be off and away at all times in the ISS room, cell phones will be locked in a secure location in the main office and students may retrieve them at the end of their suspension time.

Chromebooks will only be used for academic purposes while in the ISS room.

### **SUSPENSION (Out-of-School)**

When a student is suspended out of school, that student may not attend classes, participate in school functions, attend school related activities, attend BOCES, or be on school grounds. Upon returning to school, the student shall report to the principal for a conference. The parents/guardian will also be invited to attend this re-entry meeting. BOCES students who receive out of school suspension from BOCES will also not be allowed to attend classes at Adirondack during the time of the suspension.

### **STUDENT CONDUCT**

The following paragraphs regarding student conduct are taken from the Board of Education Policy Book:

*Students who give evidence of a sincere desire to remain in school, to be diligent in their studies, and to profit from the educational experiences provided, will be given every opportunity to do so. As with all citizens, students have rights; and these rights are based in law. With all rights there are restrictions, thus all students must use his/her rights responsibly. Responsibility is inherent in the exercise of every right, and it must be emphasized that lack of responsibility means a weakening of rights.*

### **CONDUCT DEEMED INAPPROPRIATE AND UNACCEPTABLE**

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided at each level. At each level there are examples of infractions to be treated at that level. The list is intended to be descriptive, rather than exhaustive. Each level also has a description of procedures that school officials should follow in administering discipline, and a menu of disciplinary choices. ***Because each child and misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.***

The following conduct of students, employees, and visitors shall be deemed inappropriate and unacceptable on school property, school vehicles, and at school functions:

# STUDENT INFRACTIONS - LEVEL A

These misbehaviors constitute minor infractions of school rules, which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

INFRACTIONS	CONSEQUENCE
<ol style="list-style-type: none"> <li>1. Failure to comply with the legitimate directions of teachers, teacher aides, bus drivers and bus monitors, administrators or other authorized school personnel during any period of time when the student is under the authority of the school.</li> <li>2. Insubordination</li> <li>3. Talking out of turn</li> <li>4. Disrupting class</li> <li>5. Unprepared for class 3 or more times</li> <li>6. Public displays of affection</li> <li>7. The possession, sale or exchange of inappropriate material</li> <li>8. Throwing objects</li> <li>9. Littering</li> <li>10. Making excessive noise or disturbances</li> <li>11. Running in the hallway (unless specifically authorized by the principal or another designee)</li> <li>12. Tardiness to school</li> <li>13. Tardiness to class</li> <li>14. Being out of an assigned area</li> <li>15. Cheating</li> <li>16. Possession or use of electronic devices or other listening devices such as headphones, earbuds, etc. should be used at the discretion of the teacher/supervisor in the classroom/ISS room.</li> <li>17. Horseplay</li> </ol>	<p><b>1<sup>st</sup> Offense</b> Removal from class and Lunch Detention.</p> <p><b>2<sup>nd</sup> Offense</b> Removal from class and Detention.</p> <p><b>3<sup>rd</sup> Offense</b> Removal from class, Late Detention and Parent Notification</p> <p><b>4<sup>th</sup> Offense</b> ISS and Parent Notification.</p>

(\* ) For all offenses concerning electronic devices, the cell phone or other electronic device will be turned in to the main office to be picked up at the end of the day. On the third and subsequent offense, the parent/guardian will be required to pick up the cell phone or other electronic device.

# STUDENT INFRACTIONS - LEVEL B

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. As a result of frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

INFRACTIONS	CONSEQUENCE
<ol style="list-style-type: none"> <li>1. Using language, sounds or gestures, electronic images, drawings that are profane, lewd, racist, vulgar or offensive.</li> <li>2. Bullying, harassment, and/or intimidation which includes the making of written or verbal statements or gestures or actions that put an individual in fear of harm.</li> <li>3. Internet or cyber bullying.</li> <li>4. Lying to school officials.</li> <li>5. Forging signatures on passes, excuses, notes and/or other school documents.</li> <li>6. Leaving class without permission.</li> <li>7. Skipping class.</li> <li>8. Skipping detention.</li> </ol>	<p><b>1<sup>st</sup> Offense</b> Removal from class and <b>Detention</b>.</p> <p><b>2<sup>nd</sup> Offense</b> Removal from class and <b>Late Detention</b>.</p> <p><b>3<sup>rd</sup> Offense</b> Removal from class, <b>ISS</b> and Parent Notification</p> <p><b>4<sup>th</sup> Offense</b> <b>OSS</b> and Parent Notification.</p>

# STUDENT INFRACTIONS - LEVEL C

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. As a result of frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

INFRACTIONS	CONSEQUENCE
<ol style="list-style-type: none"> <li>1. The willful damage to school property, or to the property of others</li> <li>2. Unauthorized entry to, exit from or use of school facilities, including buildings, grounds, equipment and electronic or other information systems</li> <li>3. Using language, gestures, or comments that are racist, vulgar, or offensive.</li> <li>4. Threats against persons that would put an individual or group of individuals in fear of harm.</li> <li>5. Misuse of the 911 Emergency System</li> <li>6. The failure to comply with the lawful directions of school officials, security officers and law enforcement officers acting in the performance of their duties and the failure to identify oneself to these persons when requested by them to do so.</li> <li>7. Gambling</li> <li>8. The distribution, recording, or possession of electronic images, videos, or messages on school property that suggests, encourages, condones or supports action that could lead to the disruption of the learning environment on school grounds.</li> <li>9. Skipping school for the day</li> <li>10. Plagiarism (to receive a grade, work must be completed to the teacher's satisfaction)</li> <li>11. Blatant insubordination</li> <li>12. Using blatant profanity and/or causing a disruption in the learning environment.</li> <li>13. Swearing at a staff member.</li> <li>14. Making comments or gestures that are sexual in nature (i.e. panting, mooning, etc.)</li> <li>15. Pushing, swinging and other actions/activities that can lead to an altercation and/or injury.</li> <li>16. Leaving school without permission.</li> </ol>	<p><b>1<sup>st</sup> Offense</b>            Parent Conference.            Removal from class.            In-School Suspension (1-3 days) or Out- of-School Suspension (1-3 days).            Confiscate Contraband.            Restitution (if appropriate).</p> <p><b>2<sup>nd</sup> Offense</b>            Parent Conference.            Removal from Class.            In-School Suspension (3-5 days) or Out- of-School Suspension (3-5 days).            Confiscate Contraband.            Restitution (if appropriate).</p> <p><b>3<sup>rd</sup> Offense</b>            Parent Conference.            Out-of School Suspension (3-5 days).            Superintendent's Hearing.            Confiscate Contraband.            Restitution (if appropriate).</p>

# STUDENT INFRACTIONS - LEVEL D

Severe acts directed against persons or property whose consequences may endanger the health and safety of others or self or chronic offenses of a more serious nature for Level B.

INFRACTIONS	CONSEQUENCE
<ol style="list-style-type: none"> <li>1. The use, consumption, possession, sale, gifting, or exchange of any tobacco or similar product (i.e. E-cigarettes or vaping devices, cartridges, etc)</li> <li>2. Fighting, threatening to, or engaging in an activity that is intended to or through neglect causes serious physical injury or death, abuse or unlawful detention of any person</li> <li>3. Stealing</li> <li>4. The willful interference and or aiding or abetting interference with the lawful and authorized activities of others on school property. This includes demonstrations, picketing, disorderly conduct, and the obstruction of vehicular or pedestrian traffic that interferes with or obstructs classes, school functions, approved functions, administration, or the functioning of the physical plant</li> <li>5. The distribution of literature on school property that suggests, encourages, condones or supports action that could lead to the disruption or interruption of the educational process or precipitates disorder on school property. Materials posted or displayed within the school or on school property are subject to the approval of the building principal.</li> <li>6. Violation of the District's Acceptable Use Policy for computers and other electronic equipment or technology</li> <li>7. Pranks</li> <li>8. Lockers damaged by student</li> <li>9. Sexual harassment</li> </ol>	<p><b>1<sup>st</sup> Offense</b>            Parent Conference.            Removal from Class.            In-School Suspension (2-5 days) or Out-of-School Suspension (2-5) days.            Confiscate Contraband.            Restitution.</p> <p><b>2<sup>nd</sup> Offense</b>            Parent Conference.            Removal from Class.            In-School Suspension (3-5 days) or Out-of-School Suspension (3-5) days.            Confiscate Contraband.            Restitution.</p> <p><b>3<sup>rd</sup> Offense</b>            Superintendent's Hearing.            Confiscate Contraband.            Restitution.            Removal of Driving Privileges.</p>

# STUDENT INFRACTIONS - LEVEL E

The acts listed at this level are **clearly criminal**. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action which immediately removes the student from school and calls for intervention of appropriate authorities.

INFRACTIONS	CONSEQUENCE
<ol style="list-style-type: none"> <li>1. Possession or use and/or threatening use of weapons or “look alike” weapons; this includes any type of knife.</li> <li>2. The use, consumption, possession, sale, gifting, or exchange of alcoholic beverages and illegal or controlled substances. This includes inhalants, “look alike” substances, and synthetic drugs (i.e. smoking device, drug paraphernalia)</li> <li>3. The use, possession, sale, gifting, or exchange of drug paraphernalia</li> <li>4. Terroristic threats and other threats against persons, buildings, facilities, or equipment.</li> <li>5. Being under the influence of alcohol or any illegal substance. This includes being under the influence of inhalants and synthetic drugs. Being under the influence of or the abuse of over-the-counter medications without the appropriate dispensing of and control by the school nurse</li> <li>6. Arson</li> <li>7. Distribution and/or possession of indecent material/pornography.</li> <li>8. Inappropriate sexual contact with another person</li> <li>9. Sexting</li> <li>10. Sexual Harassment</li> <li>11. Assault, battery, and/or threatening another person</li> <li>12. Breaking and entering and/or burglary</li> <li>13. Grand theft (over \$300.00)</li> <li>14. Bullying, cyberbullying, and harassment</li> <li>15. Hate crime</li> <li>16. Hazing</li> <li>17. Homicide</li> <li>18. Kidnapping and/or abduction</li> <li>19. Making a false report and/or threat against the school</li> <li>20. Trespassing</li> <li>21. Manipulation of any electronic information (i.e. emails, School Tool, Student Records, etc.)</li> </ol>	<p><b>1<sup>st</sup> Offense</b>            Parent Conference.            Out-of-School Suspension (3-5) days.            Confiscate Contraband.            Restitution.            Notify Legal Authorities*            One Year Suspension.</p> <p><b>2<sup>nd</sup> Offense</b>            Parent Conference.            Out-of-School Suspension (5 days minimum).            Superintendent’s Hearing.            Confiscate Contraband.            Restitution.            Notify Legal Authorities*.            One Year Suspension.</p> <p><b>3<sup>rd</sup> Offense</b>            Parent Conference.            Out-of-School Suspension (5 days minimum).            Superintendent’s Hearing.            Confiscate Contraband.            Restitution.            Notify Legal Authorities*.            One Year Suspension.</p> <p><i>*Administration will notify legal authorities when appropriate. When substances (i.e. vapes) are confiscated and turned over to law enforcement, they may be tested and this could result in legal consequences outside of school.</i></p>



## **CELL PHONE/MOBILE DEVICE USAGE**

### **Grades 9-12**

The privilege of cell phones/mobile devices usage on school grounds is permitted before school, during a student's change of classes, during a study hall (at the teacher's/supervisor's discretion), during a student's scheduled lunch period, and after school, provided such use does not create a disturbance or disruption. Students may not receive or make phone calls (including facetime, Skype or other video chat applications) during the school day. Mobile devices may only be used in classes for instructional purposes and with the teacher's consent.

All cell phone/mobile device usage is prohibited in restrooms, locker rooms, and shower facilities. No photographs, digital images, or videos of any kind are permitted at any time on school premises, without prior approval.

Cell phone/mobile device usage by students while riding to and from school on a bus, or on a bus for school-sponsored activities, is to be at the discretion of the bus driver and/or the staff member in charge. Distracting behavior that creates an unsafe environment will not be tolerated.

Students who need to make calls during instructional periods should obtain permission to use the phones located in the main office. Parents who need to contact their child via cell phones/mobile device should remind him/her to check for messages during their scheduled lunch periods, study halls, or after school.

Students should not use district electrical outlets or school devices to charge personal electronic devices of any kind.

In hallways, headphones and earbuds should be off for safety reasons. Headphones and earbuds should be at a reasonable volume so students can hear what is going on around them when they are spoken to, any announcements, and/or alarms. Headphones and earbuds are at the discretion of the teacher.

### **★ MIDDLE SCHOOL SPECIFIC ★**

#### **Grades 6-8 CELL PHONE POLICY**

If a middle school student brings a personal cell phone/mobile device to school, it should be kept off and put away during the school day. Students may keep their cell phones in their lockers or in their pencil case. During sports study hall, students will be allowed to use cell phones/mobile devices at the discretion of the study hall monitors.

## **TOBACCO, DRUGS & ALCOHOL**

### **TOBACCO POSSESSION AND USE**

Tobacco use in school buildings or on school grounds during any school activity is prohibited by school regulations. Tobacco will not be possessed by students on school property nor on school-sponsored trips. Possession of tobacco will be considered as intent to use it and actual punishment will be on the same basis for use. This policy is inclusive of all tobacco products as well as all e-cigarettes, vaping, etc.

### **DRUGS AND ALCOHOL**

Selling, distributing, possessing, gifting, and/or being under the influence of illegal drugs or alcohol on school property or at a supervised school function is prohibited. In addition, any violation of New York State Penal Law or Public Health Code relating to controlled substances is also prohibited.

Students should be advised that all school property and buildings for the Adirondack Central School District have been designated as a Drug-Free School Zone. This designation means that there will be no plea-bargaining and stiffer penalties for anyone caught and convicted of selling illegal drugs in this zone.

### **STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL**

Where a student is suspected of being under the influence of drugs, the student should be escorted, as if the student were sick, to the nurse's office or to the building principal if no nurse is available. Teachers should not attempt to decide whether a student is under the influence of drugs, sick, having some kind of attack, or merely drowsy.

The building principal, in consultation with the school nurse, will determine the next course of action.

Students are not allowed to share or distribute any medications (prescription or over the counter) to any other individual.

### **SEARCHES**

- A.** Adirondack Central School is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code. Students are not entitled to any sort of "Miranda-type" warning before being questioned by school officials, nor are school officials required to contact a student's parent(s) before questioning the student. However, school officials will tell all students why they are being questioned.
- B.** School officials may require a student to reveal the contents of his/her book bag, handbag, briefcase and/or items carried on his/her person when there are reasonable grounds to believe that the student has items prohibited by law and/or school policy. When there is reasonable suspicion that a student or students have possession of illegal or stolen property, the student or students may be questioned and a search may be conducted by school officials. Schools have a unique mission that affords



them authority to do this work.

Any student failing to cooperate with a school official during an intended search will be subject to discipline under the Code of Conduct. Examples of failing to cooperate include but are not limited to non-compliance or fleeing school grounds when a search is imminent. Along with discipline under the Code of Conduct, students may also lose other privileges to include extra-curricular activities. Student athletes risk being removed from the team for the remainder of the season for failing to cooperate in such a circumstance.

1. No searches shall be conducted without reasonable suspicion that the student has drugs or alcohol on his or her person, in his or her vehicle, or in his or her locker.
2. A general guide to searches and seizures will be found in *Board Policy #7330*. This reads as follows:

#### I. General Principles

- A. A school official may search a student for drugs, alcohol, contraband, or weapons when the official observes it directly; or has a **reasonable suspicion** that the student possesses the item.
  - B. *Reasonable Suspicion* is based on the official's direct observation of circumstances which would lead a reasonable person to believe that the student possesses the items. *Reasonable suspicion* may also legally be based on apparently reliable information from staff members or other students. A medical determination that a student is under the influence of drugs or alcohol constitutes grounds for a search.
  - C. A student's bag, pocketbook, or vehicle is an extension of his or her person, and may be searched upon direct observation or reasonable suspicion.
  - D. Lockers, desks, closets, and similar areas are considered to be under school control, and may be searched at any time. This rule holds true whether or not the student has been issued a lock.
- II. Only administrators shall conduct searches. At the administrator's discretion, he or she may request a police officer to conduct the search.
- III. When police officers conduct a search, one or more administrators shall be present.
- IV. The foregoing rule shall not apply, however, in the case of general searches, such as may occur with the assistance of a police dog.

#### **PROCEDURE WHEN A STUDENT HAS ILLEGAL DRUGS OR ALCOHOL ON SCHOOL PREMISES**

1. If a student is found to be selling, distributing, to have in their possession, or determined to be under the influence of illegal drugs or alcohol on school property or at a supervised school function, the following steps will be taken.
  - a. The student's parents will be notified immediately.
  - b. The student will immediately be suspended from school for up to five days. A conference between the superintendent or building principal and the student and parents will be required prior to reinstatement to school.
  - c. The student will be recommended to the appropriate police agency for violation of any penal law.
  - d. The student may be referred for appropriate counseling.
  - e. The building principal or the superintendent shall determine whether, and under what conditions, the student should return to school.
2. If the student is apprehended a second time, the student will be suspended in accordance with New York State Education Law.
  - a. If the student is 16 years of age or older, the suspension may be until the end of the school year.
  - b. The student will be referred to an appropriate counseling service as a condition of re-entry to regular classroom instruction.
  - c. The student shall have the right to a hearing on the suspension.

#### **SAFETY**

It is against school regulations for any student to bring weapons (of any kind), fireworks (or other explosive or incendiary devices), or any other dangerous item, substance or thing onto school grounds or into the school building. At no time are these items to be transported aboard a school bus. Students who violate this regulation will be subjected to immediate suspension and a parent conference will be required upon the students return to school. Students who bring firearms or other weapons to school may be suspended from school for *one year*.

#### **EXTRA-CURRICULAR ACTIVITIES**

ACS provides a wide variety of extra-curricular activities. Participation in extra-curricular activities is important in developing one's personality, in broadening one's background and in utilizing one's capabilities to the utmost. A balance between activities and academic success is essential for a well-rounded student. Participation in activities may be restricted for academic and disciplinary reasons.

#### **USE OF THE 10TH PERIOD**

The activity program is conducted during the 10th period. This 10th period is primarily used for remedial and extra help from the classroom teachers. Class work takes precedence over any extra-curricular activity (including athletic practices). Transportation is furnished at the close of the 10<sup>th</sup> period to allow students time for this extra help or to engage in the school clubs and other programs. Athletic practices may not occur during the 10<sup>th</sup> period.

Students who remain for an activity must be with a teacher at all times; this is an academic period only. Students who are found to be wandering the halls during the 10th period will be escorted to after-school-detention. Repeated violations of the 10th period use will

result in disciplinary action. Students are not allowed to ride the 5:00 bus unless they have stayed for a sport or late detention. Students are not allowed to go downtown and then return to ride home on any of the bus runs. Disciplinary actions will occur if this happens.

#### **SCHOOL DANCES AND EXTRACURRICULAR ACTIVITIES REGULATIONS** (*ie: Field trip, dance, senior activities, club trip, etc*)

1. Attendance at dances and activities shall be limited to Adirondack students. Students may only attend dances and activities in their respective grade levels.
2. Exceptions to #1 for high school students above are:
  - a. Each high school student is restricted to one guest at the principal's approval.
  - b. Guests must be in at least 9<sup>th</sup> grade and will not be allowed in if over the age of 20.
3. The time of the dance shall be determined by the advisor/administrator.
4. No person shall return to the dance/activity after having left the building.
5. Everyone shall be restricted to the event area.
6. Admission to the dances and activities shall not be permitted one half hour after the start of dance and/or activity unless permission is received from the administrator/advisor.
7. Parents are provided an opportunity to view the presentation of the court at homecoming and prom through live-stream online.
8. Any student(s) that receives ISS/OSS two weeks prior to an event will not be able to attend any extra-curricular event(s) pending an appeal process. The appeal committee will consist of the building administrator, offender, and three teachers. (Tickets are non-refundable.)
9. NOTE: The above regulations are subject to change pending any future consultation of faculty, administration and student representatives. The student body will be notified of any change.
10. All rules in the handbook apply to all school sponsored activities.

#### **STUDENT FUNDRAISING**

Guidelines for governing fund-raising in the Adirondack Central School District:

1. The purpose of the project must have educational value.
2. The handling of funds must be done through the extra-curricular accounts treasurer.
3. Monies collected must be deposited on a daily basis through the extra-curricular accounts treasurer and advisor. Under no circumstances should money be left in an advisor's desk or classroom.
4. Approval of all fundraisers must be obtained from the building principal.
5. All fundraising activities shall be scheduled on a master calendar for the school district by the secretary to the superintendent. The district will keep a calendar of fundraising activity in order to avoid too much activity at one time.
6. Applications for fund-raising projects will be made on the appropriate request form.
7. Fundraisers are approved for the following:
  - a. pay or help pay for an educational field trip
  - b. purchase equipment for a classroom or building
  - c. funds to be turned over to legitimate non-profit organizations.
  - d. funds raised to subsidize a school or classroom activity (awards, special materials, etc.)
8. Students who cannot participate in selling activities because of family beliefs should not be deprived of any educational experience that results from the sales.
9. Fundraising activities should occur after school hours.
10. Adult groups associated with the school district will schedule fundraisers as outlined in #4 above.
11. Students are not allowed to sell products or services to students, faculty, or staff for private gain.
12. Students are not allowed to sell products or services to students, faculty, or staff for organizations not connected with the school without permission from the building principal.

#### **REGULATIONS FOR HOME ATHLETIC EVENTS**

1. Students coming into the building are expected to purchase a ticket when applicable, sit in the assigned bleacher area and watch the game from inside the gym. Any student not complying with the regulation will be asked to leave.
2. Once a game begins all students are expected to remain seated until half time or until the end of the game.
3. Any student leaving the building after they have been admitted for the first time will not be allowed to re-enter.
4. All students sixth grade and below should be accompanied by an adult or be the responsibility of an older brother or sister.
5. Smoking, e-cigarettes, vaping, alcohol consumption, and/or any illegal activity is not allowed on school property at any time.
6. Good sportsmanship is the responsibility of fans as well as the players. Booming, hissing, berating officials, stamping and kicking bleachers, and noise during foul shots are all examples of poor sportsmanship, and should be avoided. Enthusiasm should be channeled to supporting and cheering with the cheerleaders.

#### **REGULATIONS FOR ATHLETIC PARTICIPATION**

The Director of Athletics will distribute behavioral and academic guidelines for students who wish to participate in interscholastic activities.

#### **NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY**

Adirondack High School sponsors a local chapter of the National Honor Society. The Adirondack Middle School sponsors a local chapter of the National Junior Honor Society. The national chapters of these organizations establish guidelines for membership in the organization and they are administered by the local chapter. To be eligible for membership a student must excel in the following four areas: *Scholarship, Leadership, Citizenship, and Service*. Excellent grades do not automatically enable a student to become a member since the student must excel in all four areas.

To be academically eligible for membership, a high school student must have an overall grade average of 88%. A middle school student must have an overall grade average of 94.5%. Students will then be offered an application to complete. The school faculty is then asked to comment upon those students who complete the application. Each faculty member who knows the student is able to rate the student to recommend or not recommend for admission. Faculty ratings of these students are averaged, and presented to the faculty council. It is the faculty council that makes the final decision about those students who are inducted into the NHS or NJHS. This final decision is based upon whether or not each possible inductee **excels** in all four of the areas cited above.

## TRANSPORTATION

### **STUDENT PARKING AND VEHICLE REGULATIONS**

Student parking will be limited and will be by permit only. Students must obtain a permit from the High School Main Office before driving and parking on the campus during the school day. Students must park in the designated areas only. Violations of the parking regulations will result in suspension from school.

Students are to park in designated areas. Drivers are asked to park straight and at a reasonable distance from other parked cars so that the lot can be fully utilized. Do not park within one car width of the sidewalk, as a fire lane must be maintained.

Guests or anyone visiting the school for a brief period may park directly across from the canopy outside the Main Office.

Basic Information:

1. To park on school grounds, a student must have a valid driver's license issued by New York State.
2. Requests for parking will be prioritized, giving valid New York State licensed seniors first preference and valid New York State licensed juniors second preference.
3. After the allotted number of parking tags have been issued, a waiting list will be established.
4. Students may park in designated areas only in A-wing. The Rear Parking Lot – Last Row from Greenhouse towards the Athletic Field.
5. Only registered vehicles are allowed on school property.
6. Students are responsible for the safety of pedestrians at all times.
7. Drivers must abide by posted speed limits and other directional signs.
8. Vehicles are prohibited from passing stopped school buses--- loading and unloading at the school.
9. Students are to follow license class regulations as set by New York State (i.e. – number of passengers per vehicle).
10. Cars parked in the morning are not to be entered or used during the school hours without express permission of the principal or assistant principal.
11. Students are not permitted to drive to BOCES without permission from the principal or assistant principal. Students who drive to BOCES without permission will lose the privilege to drive and park on school grounds for the remainder of the semester or two months, whichever is longer.
12. Loitering in cars before or after school hours is not permitted.
13. The privilege of parking on school grounds will be withdrawn if a student:
  - a. Parks in an area other than that designated by the administration
  - b. Drives in a reckless or unsafe manner on or near school grounds.
  - c. Is placed on the restricted list.
  - d. Habitual tardiness to first period or any other classes.
14. The school is not responsible for any theft or vandalism occurring to vehicles.
15. School officials have the right to search vehicles while on school property.
16. A \$1.00 fee per parking permit is required in order to receive a parking tag which shall be issued by the Principal or designee.

**NOTE: Any violation of these basic rules governing vehicles on school property will result in the withdrawal of parking and driving (on school grounds) privileges for a period to be determined by the principal.**

### **TRANSPORTATION TO SCHOOL ACTIVITIES**

When any student group attends any school-sponsored event necessitating school transportation, all participating students will be expected to travel to and from the event in the vehicle provided by the school authorities. Each vehicle will have at least one faculty member (other than the driver) aboard. There will be no disruptive activity on the bus in route to and from the sponsored activity. Every student who goes on a trip will return on the same school-sponsored vehicle unless written permission is received in advance from the student's parent to return with a responsible adult.

Upon returning from a school-sponsored activity aboard a school owned vehicle, a student will be permitted to get off the vehicle at the student's home provided it is on the regular route taken by the school vehicle.

### **GENERAL BUS AND TRANSPORTATION RULES**

1. All rules in the handbook apply to the bus. Students who do not follow the rules are subject to all disciplinary consequences listed under "student infractions" and possible bus suspension.
2. When a student rides to school on a school bus, the student must return by bus unless parental permission is secured. Once the student enters the bus, they are considered to be in the classroom and is the school's responsibility until the student is returned home.
3. Students must not enter or leave a bus while it is in motion.
4. Students must be seated at once upon entering a bus and must remain seated.
5. There is to be no horseplay at any time.
6. There shall be no unusual loudness in the way of shouting, swearing, laughing or other unnecessary confusion.
7. If a student is assigned to a seat by the bus driver, the student is expected to keep it unless granted permission to move.
8. Students must refrain from calling out or making obscene gestures to passersby or people in other vehicles.

9. Keep head, arms and hands inside the bus at all times.
10. Students are not permitted to open emergency windows unless an emergency actually exists. Other windows can only be opened with the driver's permission.
11. Tampering with equipment or emergency devices is prohibited at all times.
12. Any use of tobacco products, e-cigarettes, vape devices and/or drugs/alcohol on buses when transporting students is prohibited by Public Service Regulations. This applies to all persons - students and adults.
13. Throwing snowballs, shooting paper wads or other projectiles in loading zones, on buses or at buses in transit is prohibited.
14. All students must ride on the regular bus unless they have a written request by the parent or guardian in advance and the office approves the request. This also refers to students who wish to get off a bus at any point other than their regular discharge point.
15. When it is necessary for students to cross a highway in order to enter or leave a bus, the students shall cross approximately ten feet in front of the bus. The driver shall also keep such school bus halted with red signal lights flashing until such students have reached the opposite side of the highway. BE SAFE! BE CAREFUL!
16. Leaving litter of any kind on the buses is prohibited.
17. Upon arrival at school, the student is to enter the building immediately.
18. While waiting to load the bus, stay away from the bus until it has come to a complete stop.

**CAMERAS ON BUSES**

Students should be aware that each school bus will have the ability to contain and operate a camera which may record the conduct of the students on that bus. The recording may be used during disciplinary proceedings.

**DISCRIMINATION**

**HARASSMENT, BULLYING, AND DISCRIMINATION**

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their schoolwork, because of the student's race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

**ANTI-DISCRIMINATION PRACTICE**

The Adirondack Central School District does not discriminate against anyone based on race, color, creed, religion, national origin, handicapping conditions, or sex. Complaints regarding discriminatory practices or harassment issues should be directed to Mr. Daniel Roberts, Mrs. Heidi L. Smith, or Mrs. Will at 942-9200.

**SECTION 504 ANNUAL NOTICE**

In accordance with the Rehabilitation Act of 1973, commonly known as Section 504, the Adirondack Central School District hereby notifies disabled children and their parents of the Adirondack Central School District's role under the Regulations to Section 504.

The Adirondack Central School District does not discriminate against persons with disabilities and provides access to qualified disabled individuals to all of its activities and programs.

The Act also obligates school districts to identify, evaluate, and to extend to every qualified student with a disability residing in the district, a free appropriate public education, including modifications, accommodations, specialized instruction or related aids as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met. If you believe your child may have a disability that requires modifications or accommodations to his educational program, please contact Wendy Foye, 504 Coordinator at 942-9200, ext.1820.

**SPECIAL EDUCATION**

Adirondack Central School provides a variety of special education options for students with special needs. The types of programs range from consultant teacher services to self-contained special classes. Other related services that students may receive are speech, occupational therapy, physical therapy and counseling. The district also offers preschool services to preschoolers with special needs. If anyone suspects that his/her child might be in need of such services, contact the Building Principal or the Director of Special Education at 942-9200.

**DIGNITY FOR ALL STUDENTS ACT**

Please feel free to contact any of the following if you have any questions or concerns:

- |                   |  |
|-------------------|--|
| Daniel Roberts-   | District DASA Coordinator                |
| Heidi Smith       | } High School DASA Coordinators / Team   |
| Kim Pitcher       |  |
| Gabrielle Scerbak | } Middle School DASA Coordinators / Team |
| Emily Swancott    |  |
| Brandie Collins   |  |
| Rhiannon Hickox   |  |
| Nadine Medvit     |  |

*The Adirondack Middle and High School Campus Code of Conduct Guide provides you with this guide of the expectations we have of each person who impacts our campus. This guide demonstrates that we subscribe to progressive discipline to ensure that your education is provided for under supervised conditions. The consequences associated with the list of disciplinary infractions are used as a guide and demonstrate the minimal level of consequences that will be assigned for each level of infraction. It is important to understand that it is not possible to list every infraction or disciplinary measure in this document. This administration reserves the right to adjust the consequences listed based on the context of a situation, the level of disruption the infraction has made on the school day, and the impact the infraction has had on the overall safety of all on campus. This may also include suspension from attendance or participation in school-sponsored activities/dances.*

*It is also important for you to understand that, due to confidentiality laws, neither this administration, nor faculty or staff members are at liberty to discuss or identify any student's progress or involvement in a situation other than with the legal parent or guardian of the student involved. This means that consequences assigned to other students will not be shared with anyone not listed as a parent or guardian and may differ from those assigned to other students based on their involvement and the level or the number of infractions they have had during the school year.*

Section 2801 of the Education Law, a part of the New York State's *Safe Schools against Violence in Education Act of 2000*, requires each board of education in New York State to adopt a Code of Conduct for the maintenance of order among individuals who come on to school property, or who travel in school buses operated by the District, or who attend school functions at off campus locations. This policy governs conduct at all such locations and applies to all persons unless otherwise specified. The board also recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (code).

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination, harassment, or bullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

**School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law Section 11[1]).

**School Bus** means every motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

**School Function** means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

**Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

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

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

**Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section s11[4] and 1125[3]).

**Harassment/bullying** means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), 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
- (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- (c) reasonably causes or would reasonably be expected to cause physical injury or 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.

For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law §11[7])

**Cyberbullying** means harassment/bullying, as defined above, through any form of electronic communication.

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

This is not an exhaustive list. For example, students with acne or short stature, who are subjected to discrimination, harassment, or bullying are also covered by the Dignity Act. Schools/districts may add to this list based on their own regional or specialized needs (for example, students of incarcerated parents).

**Race** means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United State

**Color** means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

**Weight** means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

**National Origin** means a person's country of birth or ancestor's country of birth.

**Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

**Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

**Religious Practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

**Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".)

**Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender".)

**Sexual orientation** means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual.

Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

**Disability** means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

With every right comes a responsibility.

It is the student's right:

1. To attend school in the district in which one's parent or legal guardian resides.
2. To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.

3. To be respected as an individual.
4. To express one's opinions verbally or in writing.
5. To dress in such a way as to express one's personality.
6. To be afforded equal and appropriate educational opportunities.
7. To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.
8. To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.
9. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

It is the student's responsibility:

1. To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
2. To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
3. To respect one another and to treat others in the manner that one would want to be treated.
4. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
5. To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
6. To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
7. To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
8. To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
9. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination, and to report and encourage others to report any incidents of intimidation, harassment or discrimination.

#### **EXPECTATIONS FOR PARENTS**

1. Recognize that the education of their children is a joint responsibility of the parents or guardians and school community.
2. Send their children to school ready to participate and learn as required by New York State Education Law and in accordance with the District's Comprehensive Student Attendance Policy (#7110). Ensure that children attend school regularly and on time. Ensure absences are excused.
3. Insist their children be dressed and groomed in a manner consistent with the student dress code.
4. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
5. Know school rules and help their children understand them to maintain a safe, orderly environment in accordance with the District *Code of Conduct*.
6. Convey to their children a supportive attitude towards education and the District.
7. Build good relationships with teachers, other parents and their children's friends.
8. Work with our schools to maintain open and respectful communication.
9. Help their children deal effectively with peer pressure.
10. Inform school officials of changes in the home situation that may affect student conduct or performance.
11. Provide a place for study and ensure homework assignments are completed.
12. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

#### **EXPECTATIONS FOR TEACHERS**

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Demonstrate interest in teaching and concern for student achievement.
3. Know school policies and rules, and enforce them in a fair and consistent manner.
4. Communicate to students and parents:
  - a. Course objectives and requirements.
  - b. Marking/grading procedures.
  - c. Assignment deadlines.
  - d. Expectations for students.
  - e. Classroom discipline plan.
5. Communicate regularly with students, parents and other teachers concerning growth and achievement.
6. Confront issues of discrimination, harassment, and bullying in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **EXPECTATIONS FOR SCHOOL COUNSELORS**

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate and appropriately document teacher/student/counselor conferences and parent/ teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with the students their educational progress, career plans and graduation requirements.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Coordinate Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
7. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **EXPECTATIONS FOR STUDENT SUPPORT SERVICE PERSONNEL**

1. Support educational and academic goals.
2. Know school rules, abide by them and enforce them in a fair and consistent manner.
3. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
4. Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
5. Maintain confidentiality about all personal information and educational records concerning students and their families.
6. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
7. Regularly review with students their educational progress and career plan.
8. Provide information to assist students with career planning.
9. Encourage students to benefit from the curriculum and extra-curricular programs.
10. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
11. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **EXPECTATIONS FOR OTHER SCHOOL STAFF**

1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
2. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
3. Assist in promoting a safe, orderly and stimulating school environment.
4. Maintain confidentiality about all personal information and educational records concerning students and their families.
5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
6. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

### **EXPECTATIONS FOR PRINCIPALS**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis the effective safety, behavioral and school management issues related to all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct, ensuring that all cases are resolved promptly and fairly and, when necessary, appropriately documenting actions.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).



### **EXPECTATIONS FOR THE SUPERINTENDENT**

1. Promote a safe, orderly, respectful and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
2. Review with District administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the School Board about educational trends, including student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with District administrators in enforcing the Code of Conduct and ensure that all cases are resolved promptly and fairly.
6. Address all areas of school-related safety concerns.

### **EXPECTATIONS FOR BOARD OF EDUCATION**

1. Collaborate with students, teachers, administrators and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
2. Approve and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
4. Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

The District Board expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment. These expectations also apply to internships and student work experience.

### **DISCLAIMER**

The Secondary Code of Conduct is reviewed, edited, and approved after a public hearing annually by the Board of Education. Our Secondary Code of Conduct contains all relevant and updated definitions, responsibilities, and expectations. Parents and students can and should view the Secondary Code of Conduct on our web page at [www.adirondackcsd.org](http://www.adirondackcsd.org).

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