

NTHS MISSION:

Through community unity, we cooperate to...

Develop goals

Believe in abilities

Foster responsibilities

Achieve dreams

Demonstrate C.A.R.E

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NORTH TONAWANDA ALMA MATER

*When in the evening fair Niagara's twilight falls
Breathing its silence through our high school
halls.*

*In that happy moment, love for Alma Mater
swells*

In our hearts abiding, of thy power tells.

CHORUS:

*NT Alma Mater, fairest theme of all our laes;
NT Alma Mater, ever blest thy days.*

High and aspiring be the aims inspired by thee

*Bold and untiring may our course é'er be.
Though we leave thy portals, still with us thine
influence dwell
And our hearts recalling on thy glory dwell.*

CHORUS

*Friends, teachers, classmates, as we raise
our farewell song
Blending our voices and send its strain along;
In the radiant future where our beckoning duty
leads;
May our present visions bloom into deed*

FOREWORD

This handbook is intended to give each student of North Tonawanda High School an overall view of student life. Our expectations of him/her, operational procedures, and policies will affect student daily routine. Students, as school citizens, have rights as well as responsibilities.

The information contained in this handbook attempts to provide every student with an understanding of and appreciation for the need for a safe and orderly school environment. It contains policy, procedures, expectations, allowances, maps, and other necessary information.

All students must read this handbook thoroughly and are urged to SHARE THE Code of Conduct WITH THEIR PARENT(S)/GUARDIAN so that all concerned will have a working knowledge of school life and of all the factors that go into building operating procedures.

We look forward to a most pleasant and memorable year. Students should feel free to ask questions and seek assistance whether it is from their individual school counselor, a teacher, the Main Office, or an administrator. The staff is here to help and aid you in making the school year the best school year possible.

STUDENT and PARENT/GUARDIAN Acknowledgement of handbook:

I, _____, acknowledge that I have read and understand the Student Handbook and Code of Conduct, including the policies and procedures that are contained within. I understand that failure to abide by the Student Handbook may result in the imposition of disciplinary consequences as applicable.

Student's Name (please print): _____

Student's Signature: _____ Date: _____

I am parent/guardian of _____ the minor student who has been provided with a copy of the Student Handbook. I have read and understand the Handbook, including the policies and procedures that are contained within. I understand that failure by my son/daughter to abide by the Student Handbook may result in the imposition of disciplinary consequences as applicable.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____

QUICK GUIDE

If You.....

Recover or report lost articles/books
Need advice about schedules
Need working papers
Need career planning/information
Have a hall locker problem
Have a gym locker problem
Need to pay for a lost book/lock
Are late to school or have early dismissal
Need to register your car for a parking tag
Want a morning announcement made
Feeling ill
Need to discuss a social or personal problem

Then go to.....

Main Office
Student Support Center
Student Support Center
Student Support Center or Career Center
Attendance Office
Physical Education Teacher
Main Office
Attendance Office
Attendance Office
Main Office
Health Office (with a pass)
Student Support Center (with a pass)

TELEPHONE DIRECTORY

NORTH TONAWANDA HIGH SCHOOL MAIN OFFICE.....807-3600

Mr. James V. Fisher, Principal
Mr. Joseph M. Pray, Assistant Principal
TBD, Assistant Principal

ATTENDANCE OFFICE

Mrs. Hague-Pasiak (A-L).....807-3649
Mrs. McClinsey (M-Z).....807-3616

HEALTH OFFICE.....807-3611

Mrs. Marra
TBD

STUDENT SUPPORT CENTER.....807-3642

GUIDANCE COUNSELORS

Mrs. Kupiec Mrs. Hawkins Mr. Musielak Mrs. Wright Mrs. Schultz

SOCIAL WORKERS

Ms. Capriotti Ms. Dillon

PSYCHOLOGIST

Mr. Voss

SCHOOL RESOURCE OFFICIER

Officer Snopkowski

SCHOOL CALENDAR 2021-2022

September	1	Staff Development
	2	Staff Development
	6	Labor Day (no school)
	7	First Day of Classes
	23	Open House
October	11	Columbus Day (no school)
	28	Parent/Teacher Evening Conferences
November	3	Staff Development (no school)
	11	Veteran's Day (no school)
	24-26	Thanksgiving Recess
December	24-31	Winter Recess
January	17	Dr. Martin Luther King Day (no school)
	25-28	Regents Examinations
February	21	President's Day (no school)
March	3	Parent/Teacher Evening Conferences
	18	Staff Development
April	11-22	Spring Recess
May	30	Memorial Day (no school)
June	15-24	Regents Examinations
June	20	Juneteenth Observance

DAILY SCHEDULE

Activity Period	7:20-7:47
Homeroom	7:50
Period 1	7:50-8:35
Period 2	8:40-9:20
Period 3	9:25-10:05
Period 4	10:10-10:50
Period 5	10:55-11:35
Period 6	11:40-12:20
Period 7	12:25-1:05
Period 8	1:10-1:50
Period 9	1:55-2:35
Activity Period	2:35-3:02

Lunch 4	10:15-10:45
Lunch 5	11:00-11:30
Lunch 6	11:45-12:15
Lunch 7	12:30-1:00

STUDENT SUPPORT CENTER

SERVICES

The school Student Support Center provides support, direction, and information services to guide each student in growing into a responsible, productive adult.

Students are assigned to a school counselor who is ready to assist them in planning their school

program and help them with any problem(s). Students meet for conferences with their counselor during the year but if important questions/matters arise, students may make an appointment at any time through the secretary in the Student Support Center.

To enable the School Counselors to meet their goals, students are to see their counselor a minimum of twice per year. Numerous announcements are made via bulletins and the public address system. The Student Support Center offers group guidance for specific careers, college information, college and career fairs, field trips, community resource referrals, parents' night, orientation, college admission testing, parent/student/teacher conferences and personal counseling. A wealth of additional information is available at the Career Center (room 113), and from the NTCSD Website (www.ntschoools.org).

The counseling curriculum is as follows:

- A. 9th Grade – Students are introduced to the Career Center. Expectations at the high school are discussed and career planning is explored.
- B. 10th Grade – “Choices”, to explore interests and careers, set goals, visit BOCES, and plan appropriate high school program schedule.
- C. 11th Grade – College/Career Planning continued. Goals and a plan are discussed.
 - PSAT, SAT, ACT - Students have an opportunity to learn about their abilities, achievements, make appropriate college choices and determine eligibility for a National Merit Scholarship.
 - Register online with www.fastweb.com (free scholarships search) to register for scholarships.
 - NCCC/CCI Day to learn about college majors and visit Niagara County Community College.
 - Sign up for internships.
 - College fairs: 100 colleges from Northeast and a WNY College Fair are offered.
 - Awards ceremony eligibility.
- D. 12th Grade - Graduation Goal - Finalize post-secondary plans via completing college/post-secondary applications, Financial Aid forms, job applications, Armed Services Contacts, Agency Referrals, etc. **NOTE:** Any college/post-secondary application submitted to the Counselor Center should expect a turnaround time of 14 working days.

PROGRAM/COURSE CHANGES

- A. There is no penalty for an authorized semester course drop during the first 10 days of the semester. Nor is a penalty imposed for an authorized full year course drop during the first 20 days of the school year. A student may not add a new semester course after the first 10 school days of the semester, or add a new full year course after the first 20 days of the school year.
- B. Where course drops are authorized after the first 10 days for semester courses, or after 20 days for full year courses, penalties will be calculated into the student's final course average. Students will receive a “drop 65” if passing or a drop plus their current grade if failing. This drop will also appear on the student's permanent final transcript.
- C. Students will not be allowed to drop a semester course after the first marking period AND students will not be allowed to drop a full year course after the first semester.
- D. No refund or credit will be awarded in any instance where an advanced placement or college acceleration course is dropped.

TRANSFERRING TO ANOTHER SCHOOL

If a student leaves for another school during the year or knows that he/she will be in another school the following year, see a school counselor. Records must be completed and the new school will need copies of student transcripts.

When leaving this school, students must have a withdrawal form signed by all of their teachers. This indicates that no fees are owed and that all school property has been returned. **School records will not be sent to a new school if students owe money or property to the North Tonawanda School District.** See a counselor at least one week before the final day of attendance.

WORKING PAPERS

There are various types of working papers and various allowances based on age. See the counselor center secretary for the appropriate certificate for employment and to discuss employment restrictions.

To obtain working papers, a student must:

1. Bring a birth or baptismal record to the school Counseling Center to receive the correct application form and get information.
2. Complete the application form with the following:
 - a) Signature of parent or guardian.
 - b) A doctor's certificate showing that the student is physically fit (if he/she has had a school physical within the last year, the nurse can release the certificate of physical fitness).
3. Return the completed form to the Counseling Center to be issued working papers.

WITHDRAWING FROM SCHOOL

Students must remain in school until the end of the school year in which they turn 16. Before taking any action which could lead to withdrawing from school, discuss the matter thoroughly with a school counselor. Sometimes there are other solutions to the problem(s) and a counselor can be of assistance. Seldom does a student quit and then return later to school. Discuss alternate routes, if necessary, to a high school diploma (e.g. Alternative High School, TASC).

If a student withdraws from school, he/she WILL NOT be allowed to report for final examinations. When a student elects to drop out of school or is dropped through administrative action, the student gives up the right to complete course work, including examinations.

GRADING

To receive credit for a course, a student must receive a final average of 65%. The final average is the result of four quarterly grades and a final exam/project (or two quarterly grades if only a semester course). Regent's credit is granted only when the student passes the Regents examination and the course. Regents or final school examinations are averaged together with the quarterly average (1/5 for final examination, 4/5 for quarterly average) to determine final average.

Please note: All students are expected to be present to take a scheduled exam. **Make up exams are not given.** A doctor's script stating the student was physically unable to take the exam must be presented within 24 hours of the exam (or a period of time determined by the principal) or a grade of zero will be given.

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging student self-initiative. Students, parents and the school share the responsibility for student learning.

North Tonawanda High School believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage their students to complete homework assignments and monitor their progress.

REPORT CARDS

Marks are reported four (4) times each year. The report card periods are approximately ten weeks apart and dates vary. If the student is doing poorly, the teacher will attempt to contact parents between report periods either by telephone or by means of a progress report used at the end of the 5th/15th/25th/35th weeks of school. All progress reporting and report card grades can be viewed using the Parent Portal.

Students who maintain an average of 85% or higher in all subjects and do not have an Incomplete or Unsatisfactory for the marking period are eligible for the MERIT ROLL. An average of 90% or higher places students on the HONOR ROLL providing they do not have Incomplete or Unsatisfactory for the marking period in Physical Education, Resource Room, Remedial class or labs.

The Honor Roll is published on the district website after each report period.

CAREER CENTER

The Career Center, located in room 113, provides current information on career opportunities, post high school education, financial aid and part-time employment. A variety of computer programs are available to help students in their career/college decision-making process.

Students are encouraged to use the Career Center before school, during study halls and after school. An appointment should be made with the Career Center supervisor or by completing a referral form available in the Student Support Center.

COURSES OF STUDY & GRADUATION REQUIREMENTS

Detailed course descriptions as well as graduation requirements are contained in a handbook entitled "SECONDARY CURRICULUM HANDBOOK." This handbook is updated annually to students and parents on the district website. Detailed course content outlines and course prerequisites are provided to aid in reviewing options before registering for classes. Students and parents may contact School Counselors with questions.

CREDIT RECOVERY AT NTHS

Students will be permitted to earn recovery credit for a course they have previously taken (seat time satisfied) and unsuccessfully earned course credit. Students will be utilizing a district approved online platform to recover course credit. Starting in the 2019-2020 school year, credit recovery will be provided during the normally scheduled school day (7:50 AM to 2:35 PM). Students will only be allowed to complete one credit recovery course at one time. **Physical Education credit cannot be recovered within the online platform, but must be completed during an instructional class period.**

Students may be permitted to earn course credit through enrichment. These enrichment courses include: ELA 12, Health, Economics, and Government. These enrichment courses are also offered by DNBOCES Regional Summer School for course credit through credit accrual.

DISTRICT SERVICE LEARNING POLICY

In accordance with the district's service-learning policy, students in the North Tonawanda City School District will be required as follows at the high school level: Students will be required to accumulate a total of 15 hours of school approved service learning credit while in grades 9-10 and an additional 15 hours while in grades 11-12. A total of 30 hours will be required for graduation, which includes preparation, action, and reflection. The 30 hours are due by May 15th of the student's Senior Year. Service Learning hours turned in past May 15th cannot be counted towards the Top 5 Service Learning Award. Service Learning Hours must be submitted during the school year that they are earned.

PHYSICAL EDUCATION

New York State requires that students satisfactorily complete four years of physical education in grades 9-12. Students must earn a total of two credits in physical education for graduation. This is equivalent to **1/2 credit every year for four years**. Students who fail to meet the requirements, including graduating seniors, will be required to attend summer school to gain the necessary physical education credits.

NO JEWELRY OF ANY KIND is permitted in physical education classes.

Physical education attire shall include proper footwear consisting of athletic type sneakers with a flat, low sole. No platforms, heels or "slip-on" type shoes or sneakers are permitted. Elastic waistband shorts/warm-up pants that are fingertip length or longer and a shirt free of inappropriate phrases/graphics (refer to Dress Code on page 26) and a combination lock is required by the second week of classes.

Students who choose aquatics shall wear attire deemed appropriate by staff and district policy. This includes one-piece swimsuits for girls and swimming trunks for boys. Bathing caps and goggles are optional.

Students are excused from P.E. **ONLY UPON PRESENTATION OF A PHYSICIAN'S SCRIPT**. A physician's script will not exempt a student from a failing grade on a retroactive basis. It is valid only for the period during which it is issued and must specify dates.

Where applicable, written work that is commensurate to the content being taught in the physical education classes will be provided, including tests.

Make-Up Work

Students who are legally absent from physical education class in excess of two absences must make up the work within two weeks of their return to school. *Students must receive a pass from their P.E. teacher to make-up a class during the school day.* Students who are TRUANT from class or UNPREPARED for class may NOT make up said class(es).

ATTENDANCE

ATTENDANCE POLICY

The Compulsory Education Law requires regular attendance of all students between age 6 and through the end of the year in which they turn 16 years of age. Students older than the compulsory age of attendance are still required to observe the same rules of regular attendance for as long as they attend school.

The Commissioner recognizes these as legitimate excused absences from school:

**Illness (medical appointments)
Pre-approved educational trips
Court appearance**

**Family death
Religious observance
Local impassable roads**

Please note that even if a phone call is made to the attendance office regarding the student absence, a note from the parent/guardian is still required. **If a legitimate written excuse is not provided within three (3) days, the absence is considered unexcused.**

All students are expected to be in school on time each day of the school year unless they have a legitimate excuse to be out of school.

TARDY TO SCHOOL

Students who are tardy to school at any point after the start of homeroom (7:50 AM) must report immediately upon entering the building to the attendance office to sign in. Failure to do so may result in disciplinary consequences. Students who are deemed truant will be denied credit for work that was to be completed during missed class periods.

Students who are deemed truant will be denied credit for work that was to be completed during missed class periods. The attendance office will record the tardy and a tardy admission slip will be issued to the student by the attendance clerks. Students will be notified of their current number of days tardy at this time.

CONSEQUENCES FOR TARDINESS:

- STEP A: Tardies 1, 2, 3 – Warnings
- STEP B: Tardies 4, 5, 6 – Lunch detentions
- STEP C: Tardy 7 or more – 1 after school detention per tardy

At the start of the second semester, students who have seven (7) or fewer days tardy will revert to Step A. Any student who has reached 8 days tardy during the first semester will revert to Step B

TRUANCY

Truancy is defined as an absence from school without parent knowledge/permission. Students who are truant from school will be referred to administration. Up to five (5) after school detentions will be assigned for truancy.

EARLY DISMISSALS FROM SCHOOL

All requests for an early dismissal must be turned in before the early dismissal. This includes early dismissals from BOCES.

Parent/Legal Guardians are encouraged to contact the Attendance Office prior to the early dismissal. (A-L to 716-807- 3649 and M-Z to 716-807-3616)

The student must deliver the request to the Attendance Office (or the nurse at BOCES) immediately upon arrival to school, prior to their first class. (BEFORE THE EARLY DISMISSAL). The request should specify the name, date, time to be excused, reason for leaving, and a phone number where the parent may be contacted, a call will be made to confirm the information. No "after the fact" approval will be made - **NO EXCEPTIONS**.

We encourage all appointments to be made during school holidays or after school hours.

PLEASE NOTE: If a parent/legal guardian calls the school to request an early dismissal, the parent/legal guardian (ONLY) will be required to pick up the student in the attendance office. Parental/legal guardian permission is always required to leave school early.

MAKE-UP WORK FOR DAYS ABSENT

Students who have been legally absent must contact their classroom teachers THE DAY OF THEIR RETURN AND DETERMINE WHAT WORK HAS BEEN MISSED AND WHEN IT MUST BE MADE UP. **It is the student's responsibility to contact teachers to make up missed assignments.** Students attending field trips or music lessons should notify their teachers in advance, get their assignments and turn them in on time.

If a parent knows their child will be absent for an extended period of time, requests may be made to the Attendance Office for work to be sent home. The parent should make arrangements to pick the work up in the Attendance Office. Allow one (1) day for the work to be gathered and sent to the Attendance Office. Home tutoring can be arranged when a student is to be absent for medical reasons. A physician's script is required and must contain the diagnosis. Prescription for home teaching must be updated every 30 days. Parents should contact their child's school counselor. All work must be returned to the classroom teacher.

Note: The school calendar has been defined by the Board of Regents. Students should not take vacations on dates other than those assigned by the State. **We cannot give make-up work for vacations and/or unexcused absences.**

SHORT TERM / LONG TERM SUSPENSION

Students who have been suspended from school are legally entitled to receive their school-work during the duration of the suspension. Compulsory aged and special education classified students are entitled to two hours of instruction (ASI) for each day of suspension. This **instruction is provided in the Career Center (113) from 3:00 PM – 5:00 PM daily.**

EARLY RELEASE

The North Tonawanda City School District believes that all high school students should participate in a full academic and co-curricular experience. Students are encouraged to take advantage of the breadth of educational programs offered at North Tonawanda High School. Some instances exist whereby students may be granted permission to arrive late or to leave school prior to the end of the

regular school day. Students who meet any of the following criteria may apply for permission through their school counselor for consideration. Parental support and administrative approval are required in all cases.

1. Fifth year Seniors
2. Medical Excuse / Child Rearing
3. IEP Designation through Committee on Special Education
4. Credit bearing independent study or internship programs under teacher supervision as designated in Regents Action Plan.
5. Seniors only, other circumstances deemed appropriate by a student's parent/legal guardian, school counselor, and the school principal who in ALL cases grants final approval.
6. Students with late arrival and early release **MUST** sign in and out through the Attendance Office. After 5 x tardy students will have the late arrival/early release removed from their schedule and will be assigned a Study Hall

EXTRACURRICULAR PARTICIPATION ELIGIBILITY (BOE 7410R)

The Board of Education recognizes the educational value of extracurricular and extra classroom activities that reflect the interests and desires of students. Consequently, extracurricular and extra classroom activities shall be considered an integral part of the school district program. Student extracurricular activities may be formed only for educational and school service purposes.

PART A: ACADEMICS

The desired outcome for every student who attends NTHS is to fulfill the academic requirements for graduation. Participation in extracurricular activities - clubs, organizations, sports, musical and drama groups - is encouraged in order to provide a balanced high school experience. Combining academics and extracurricular activities successfully represents a challenge.

In order to participate in an extracurricular activity, North Tonawanda High School students must have passed four (4) class subjects and Physical Education at the close of the previous marking period (e.g., Fall participation will be based upon final marks given in June or August). This standard has been previously in effect for athletics, now applies to all extra-curricular activities.

PART B: ATTENDANCE

1. Students must attend school 90% of each marking period in order to maintain their eligibility to participate in extracurricular activities. NYS law requires that schools be in session at least 180 days per year. To maintain eligibility, a student cannot have more than 5 unexcused absences in a marking period. We realize extenuating circumstances for a student may require her/him to miss more school because of a long-term illness or another extraordinary reason. For these absences, schoolwork missed must be made up. Coaches and advisors will check attendance at the end of a marking period. Students who have not tried to make up classes will lose their eligibility.
Advisors will check student attendance for the marking period prior to participation.
2. NTHS will require students to be in attendance on the day of their activity/event or the day before if the activity/event takes place over the weekend. For example, the athlete or actor who is scheduled to perform on Saturday must be in school on Friday. **EXCEPTION:** Legitimate excuses

will be honored but the school reserves the right to verify requests with the parents. Students who leave school without authorization from a school administrator will not be eligible to attend school activities or events.

PART C: CONDUCT & PROBATION

1. Student conduct in school must meet the standards of conduct in the Student Handbook. The Assistant Principal will review all incidents of misconduct and will consider placing a student on Probation if warranted. Problems such as, but not limited to, fighting, harassment, theft, vandalism, forgery, cheating, and insubordination will be considered grounds for placing a student on Probation.
2. Students and parents will be notified by the Assistant Principal when a student is placed on Probation. A student placed on Probation is on notice that his or her school performance is being monitored by the school administration. A student on Probation is ineligible to participate in or attend school events and activities. However, a student on Probation may become eligible upon the approval of his/her Assistant Principal. A decision will be rendered after a letter is written by the student requesting permission to attend or participate in an activity. The student must be able to show proof that no serious incidents or attendance problems have occurred since the original incident that placed him/her on Probation.
3. Any student who is suspended for misconduct in school may not participate during the period of the suspension (i.e., game, dance, performance, etc). For example, a student suspended the day of the senior prom loses the right to attend and forfeits the price of transportation, tickets, and pre-paid meals.
4. Students are also subject to the rules for their club, organization, team, or group. Rules for membership and for the offices they hold must be followed. All members must obey individual team rules, an organization's constitution, and/or club by-laws.
5. Student-athletes are also subject to all rules established by the NYSPHAA, Section VI, Niagara Frontier League, and the NTHS Student Handbook (e.g., a school physical is required prior to participation in athletics).

NT CITY SCHOOLS DISTRICT CODE OF CONDUCT

PHILOSOPHY AND INTRODUCTION - The North Tonawanda Board of Education's commitment to provide a safe and orderly school environment in which students receive and district personnel deliver quality educational services without disruption or interference requires responsible behavior by students, district personnel, parents, and visitors in achieving its goal. The district's expectations for conduct on school property and at school functions are based upon the principles of civility, mutual respect, citizenship, character, tolerance, and integrity.

The Board recognizes the need to define these expectations for acceptable conduct on school property and/or at school sponsored events, identify possible consequences of unacceptable conduct, and ensure that discipline when it is warranted is administered promptly and fairly. To this end, the Board adopts this Code of Conduct, which unless otherwise indicated, applies to all students, district personnel, parents, and visitors when on school property and/or attending school functions.

I. CONDUCT IN SCHOOL OR ON SCHOOL PROPERTY: No person on school district property will engage in

or take part in any activities, which violate laws, threaten, result, or are likely to result in:

- 1.1 Physical injury to self or another person
- 1.2 Damage to school property, the property of students, employees or visitors
- 1.3 Disruption of orderly conduct in classes, hallway, cafeteria, lavatory, locker room, on school bus, or at any other school program or activity
- 1.4 Harassment of or interference with the rights of others
- 1.5 Sexual harassment
- 1.6 Disobedience of a direct request made by a teacher or staff member.

2. DRESS CODE – Children and adults will be dressed in clothes that are appropriate for school.

- 2.1 Clothes will not present a safety hazard.
- 2.2 Clothing will not be distracting to the learning environment
- 2.3 Hats will not be worn in school

3. APPROPRIATE LANGUAGE -Students, staff, and all visitors will use proper language at school and on school district property in accordance with this Code of Conduct.

4. BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
1. To attend school in the district in which one’s parent or legal guardian resides.	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 expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	2. To be aware of all rules and expectations regulating student’s behavior and conduct oneself in accordance with these guidelines.
3. To be respected as an individual.	3. To respect one another, and to treat others in the manner that one would want to be treated.
4. To express one’s opinions verbally or in writing.	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 in such a way as to express one’s personality.	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 afforded equal and appropriate educational opportunities.	6. To be aware of available educational programs in order to use and develop one’s capabilities to their maximum.

<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>8. To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.</p>
<p>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.</p>	<p>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.</p>

5. CIVILITY POLICY - civil and respectful treatment of teachers, school staff, students, and visitors on school property:

- 5.1 Everyone will practice being kind, helpful and thoughtful to children as well as adults. Personal space is to be respected.
- 5.2 All property will be handled carefully, thoughtfully and be treated with respect.
- 5.3 All voices should be appropriate for the setting. Distracting noise is not appropriate.
- 5.4 During assembly programs, everyone is to be attentive, courteous, and respectful.

6. VISITORS ON SCHOOL PROPERTY (any building, structure, athletic playing field, playground, parking lot or driveway contained within the real property boundary line of the district's elementary or secondary schools, in or on a school bus) OR AT A SCHOOL FUNCTION (any school-sponsored extracurricular event or activity) MUST:

- 6.1 Follow the District CODE OF CONDUCT at all times.
- 6.2 Report to the office and sign in before visiting a class or speaking to a teacher or pupil during regular school hours.
- 6.3 Wear a visitor's badge during regular school hours.

7. RANGE OF CONSEQUENCES FOR VIOLATIONS OF THIS CODE – options include but are not limited to the following:

- 7.1 Warning, verbal or written reprimand which stays in the students file (referral copy)
- 7.2 Time Out
- 7.3 Change of seat, Change of placement
- 7.4 Loss of privileges – includes eligibility and Probation at HS
- 7.5 Parent notification by teacher and/or administrator (call or note)
- 7.6 Assignment of detention, Assignment of community service

- 7.7 Suspension from school transportation, Suspension from class, and Suspension from school (all classes) includes In-school suspension
- 7.8 Referral for counseling services, Referral to SST (Student Support Services), Referral to CSE (Committee on Special Education), Referral to NST (Network Support Team), Referral to the Police or Law enforcement, Referral to social service agencies – Child Protective Services, Referral to Family Court– PINS petition
- 7.9 Removal from school property

8. ROLES OF TEACHERS, ADMINISTRATORS, OTHER PERSONNEL, PARENTS/PERSONS IN PARENTAL RELATION TO THE STUDENT, THE BOE is incumbent that all adults on school property to be positive role models. It is the responsibility of everyone to enforce this Code of Conduct and report violators to the administration.

9. SECURITY AND SAFETY OF STUDENTS AND SCHOOL PERSONNEL

- 9.1 District and building safety teams will annually audit and review the safety and security of each building. Safety and security concerns will be addressed by the appropriate building principal.
- 9.2 School personnel will receive staff development and safety training yearly.
- 9.3 Students will learn about the CODE OF CONDUCT each year at an assembly run by the administration of each building.

10. REMOVAL OF DISRUPTIVE AND VIOLENT STUDENTS - provisions for the removal from the classroom and from school property

A. Definitions

- 1. Disruptive Students are defined as pupils under the age of 21 who are substantially disruptive or who substantially interfere with the authority of the teacher or the ability of others to learn.
- 2. Violent students are defined as pupils under the age of 21 who:
 - 2.1 commit or attempt acts of violence against any school employee;
 - 2.2 commit or attempt acts of violence on school property against any student or other person legally on school grounds;
 - 2.3 possess or display a weapon on school property (a gun, knife, incendiary bomb, or any other dangerous instrument capable of causing physical injury or death);
 - 2.4 threaten, on school property, to use any instrument that appears capable of causing physical injury or death;
 - 2.5 knowingly and intentionally damage or destroy personal property of another person lawfully on school property;
 - 2.6 knowingly or intentionally damage or destroy school property.

B. Teachers may remove from their classroom disruptive and or violent students as described above.

C. No such “disruptive” student shall return to the classroom until the principal (or his /or her designee) makes a final determination, pursuant to Education Law, as to the charges against the student, or the period of removal expires, whichever is less.

II. DISCIPLINARY MEASURES and MINIMUM SUSPENSION PERIOD - Acts such as the threat of serious physical injury, assault causing bodily harm, sexual assault, hate-motivated violence, robbery, extortion, possession and/or use of weapons or illegal substances, and extensive vandalism will result in suspension (minimum of five days) and possibly one or more of the following: contact with police, alternative learning placement, and recommendation for expulsion. A minimum suspension of five days shall also apply to students who have been suspended four (4) or more times for disrupting the educational process.

NOTE: The federal Gun-Free School Act of 1994 (20 USC 8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires school districts to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214 (3) (d) of the Education Law has been amended to comply with the federal law.

12. STUDENT DETENTION, SUSPENSION AND/OR REMOVAL FROM THE CLASSROOM (consistent with Education Law 3214 and other applicable federal, state, and local laws).

12.1 Detention after school or before school may be assigned by teachers and administrators. Detention on Saturdays may be assigned by administrators. (24 hours' notice is recommended)

12.2 Suspension may range from 1-5 days with prior notification of the parents. The preferred type of suspension is In-School. However, a severe disciplinary situation may require Out of School Suspension. Only the building principal or his/her designee may suspend students.

12.3 Teacher Removal of a Student from the Classroom

12.3.1 The classroom teacher must contact the building administrator's office to have a student removed. The teacher must decide whether the student needs to be escorted to the office and then inform the administrator concerning the situation.

12.3.2 The administrator will determine the length of removal after consulting with the teacher.

12.3.3 Before the end of the day, the classroom teacher must show the administrator evidence in writing, the reason for removal. If not the first incident, the teacher must indicate communications with the home and interventions already used. Teachers should be able to establish that they have sought assistance in any of the following ways:

- attempted communication with parents before the removal was requested. This will demonstrate that the parents were apprised of the situation and had ample opportunity to intervene at home. A written record of these communications must be kept.
- tried interventions (with specific dates) prior to removal - including, but not limited to, presentation of this student before the building SST. A written record of these interventions must be kept.
- asked the SST to review the case. (SST = Student Support Team)
- documented that this student is a known "Disruptive" and/or "Violent" student, with an FBA as well as a BIP already in place. (FBA = Functional Behavior Assessment) (BIP = Behavioral Intervention Plan)

NOTE: Special needs students may be referred back to the CSE for a placement review concerning the case of either the "disruptive" or "violent" student via the SST.

12.3.4 The Classroom Teacher must meet with the removed student within 24 hours to explain the reason for removal. At that time, the student must provide a completed Responsibility Plan for review before the student returns to the classroom.

12.3.5 For short-term REMOVAL, alternative placements and interventions will be considered by the administration.

12.3.6 The classroom teacher will continue to plan, using short-term curricular goals for this student and correct all work submitted by the ISS tutor (necessary for short-term removal).

13. CONTINUING EDUCATION FOR STUDENTS REMOVED FROM THE CLASSROOM, PLACED IN DETENTION OR SUSPENDED FROM SCHOOL.

The building administrator will arrange for the continuing educational programming for the student of compulsory age removed from class.

14. REPORTING CODE VIOLATIONS

14.1 All violations of the CODE OF CONDUCT must be referred to a building administrator in writing within a reasonable time frame (appropriate to the event). There will be an investigation into the alleged misconduct. All written teacher made referrals will be returned in writing. All student and parent referrals will be handled most expediently either by phone, in person, or in writing. The CODE OF CONDUCT and the appropriate School Handbook will be consulted to assign consequences for violations of the code. ALL HANDBOOKS WILL INCLUDE THE "CODE OF CONDUCT" AND ARE TO BE APPROVED ANNUALLY BY THE BOARD OF EDUCATION.

14.2 In the case of an alleged physical assault, the victim has the right to contact a law enforcement officer immediately to press charges.

14.3 All students are expected to promptly report violations of the CODE OF CONDUCT to a teacher, school counselor/social worker, the building principal or his/her designee. Any student observing another student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, principal's designee, or the superintendent.

14.4 The building principal or designee must notify the appropriate local law enforcement agency of those violations that constitute a crime and substantially affect the order and security of the school (as soon as practical, but in no event later than the close of business the day the principal or designee learns of the violation). The notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the CODE OF CONDUCT and constituted a crime.

14.5 All district staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to report violations of the CODE OF CONDUCT promptly to their supervisor. This supervisor shall in turn impose the appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

15. **UPDATING THE CODE OF CONDUCT-** Every effort will be made to have the CODE OF CONDUCT comply with prevailing laws. In addition, the school attorney will review and advise the District when any changes are proposed in either law or in the CODE OF CONDUCT.
16. **PARENT NOTIFICATION** – Parent(s) or person(s) in parental relation to students must be contacted by school personnel before their child is suspended.
17. **REFERRALS TO OUTSIDE AGENCIES-** include but are not limited to the following:
- 17.1 Counseling – The school counseling office (school counselor or a social worker) shall handle all referrals of students to counseling.
 - 17.2 PINS Petitions – The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - A. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - B. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
 - C. Knowingly or unlawfully possessing marijuana in violation of Penal Law 221.05. A single violation of this law will be sufficient basis for filing a PINS petition.
 - 17.3 Juvenile Delinquents and Juvenile Offenders – The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
 - Any student under the age of 16 who is found to have brought a weapon to school, or
 - Any student 14 or 15 years old who qualifies for juvenile offender status under the New York State Criminal Procedure Law 1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities. (A 14 or 15-year-old student who possesses a firearm on school grounds qualifies as juvenile offender under New York State Criminal Procedure Law as per New York State Penal Law 265 for weapon/fire-arm and New York State Penal Law 220.000 (14) regarding juvenile offender status)

REGULATIONS FOR STUDENT CONDUCT

C.A.R.E. is the belief we aim to foster at NTHS in which the educational environment will motivate learning so students develop a balance between academic studies, extra-curricular activities, and positive social skills. **C.A.R.E.** character traits: *Courage, Accountability, Respect, and Empathy* will be taken into consideration when discussing a student’s violation of the Code of Conduct.

CONSEQUENCE DEFINITIONS:

Principal’s Detention:

Students can be assigned detention by an administrator.

Teacher Detention:

Teacher assigned detention is to be served with the classroom teacher on the date specified by the teacher.

In School Suspension (ISS):

A student may be assigned to In School Suspension only by the administration of North Tonawanda High School and may be assigned for 1-5 days. During this time, the student is expected to complete tasks provided by classroom teachers for the day(s) he/she is in attendance. Students are afforded opportunities for restroom breaks and one lunch break. The environment in the In-School Suspension room is very structured. While serving the suspension, students may participate in after school activities following completion of their assigned time.

Out of School Suspension (OSS):

This is a suspension that is served outside of school. It may be assigned only by the Principal of North Tonawanda High School or his/her designee. A student may be assigned Out of School Suspension for 1-5 days. During the term of suspension, the student is not allowed on school grounds, inclusive of attendance at, or participation in, any activities in North Tonawanda High School.

Saturday Detention:

Students will be assigned by a principal to serve 3 hours of detention on Saturday mornings from 9:00 a.m. until 12:00 p.m. Failure to serve the assigned detention can result in ISS or OSS.

Probation:

Probation may be used to place a student on notice that his/her behaviors are being monitored for a period of time designated by administration. In addition, a violation of probation could result in a severe disciplinary penalty, inclusive of out of school suspension. During the period of probation, students may be restricted from co-curricular and extra-curricular activities at the discretion of the Principal. If the student wants to attend a special school function (e.g. dances, concerts, field trips, etc.), he/she must apply in writing to the Principal for permission during the period of probation.

INFRACTION/CONSEQUENCE(S)

NOTE: New York State Violent and Disruptive Incident Codes (V Codes) are indicated in parenthesis where applicable.

- A. **Smoking, Tobacco Products, and Possession/Use of E-cigarettes / Vaporizers:** Students may not possess, smoke or use tobacco products anywhere on school property, during school sponsored events, including buses.

All offenses: per Board of Education Policy will result in **5 days out of school suspension**, parent notification, possible referral to a smoking clinic. Continued violations can result in a Superintendent's Hearing.

B. **Attendance:**

1. **Truancy from class/study hall** (teachers may give a grade of zero for all instances of illegal absences/truancies):

Level 1: Teacher Consequence, parent notification by teacher, and inform student's

Administrator for recording of the offense. (*Study Hall truancies will be handled by administration*).

Level 2: 1-3 after school detentions, parent notification by teacher for truancy, parent notification by administration.

Level 3: 3-5 days ISS or OSS depending on severity, restricted travel may be put in place.

Teacher will still give parent notification for each violation.

NOTE: Continuous violations can result in charges of administrative insubordination and associated consequences will apply.

2. Truancy from school:

Level 1: 1 after school detention per period truant up to a maximum of 6, parent notification

Level 2: Saturday detention(s) per offense, parent conference required.

NOTE: Continuous violations can result in charges of administrative insubordination and associated consequences will apply.

3. Unauthorized dismissal: (no student is allowed to leave the property for lunch)

Level 1: Saturday detention, parent notification.

Level 2: 1-3 days ISS, parent conference required.

Level 3: 3-5 days OSS, parent conference required.

NOTE: Continuous violations can result in charges of administrative insubordination and associated consequences will apply.

4. Unauthorized dismissal and BOCES: BOCES students who attend morning classes at BOCES are required to attend afternoon classes at NTHS. BOCES students who attend morning classes at NTHS are required to attend their BOCES classes in the afternoon. Students who fail to report to NTHS directly after BOCES will be considered truant from school. Students who fail to report to BOCES after attending morning classes at NTHS will also be considered truant from school. Consequences for these truancies are as follows:

Level 1: 1 after school detention per period truant up to a maximum of 6.

Level 2: Saturday detention per offense.

Level 3: 1-5 days ISS / OSS, parent conference, loss of parking privileges at NTHS, if applicable.

NOTE: No student is permitted to go out for lunch after AM BOCES.

Students must report directly to NTHS. Continuous violations will be considered administrative insubordination and associated consequences will apply.

5. Tardiness to class / study hall / lunch:

Level 1: (1st-4th offense): teacher consequence (15-minute detention recommended), parent notified by teacher per offense.

Level 2: (5th and beyond): referral to principal, 2-6 after school detentions per

offense (including Saturday detention), parent notification by teacher and administrator.

NOTE: Continuous violations will be considered administrative insubordination and associated consequences will apply.

B. Tardy to school: Refer to page 11 for consequences.

C. Substance Abuse (VI8, VI9): A student who has in his/her possession, or is under the influence of alcohol (*in any form*) or a controlled substance, which is not prescribed by a doctor or approved by the school nurse shall be in violation. **All medication, prescription or over the counter, must be dispensed by the nurse.** Arrangements can be made by contacting a nurse in the Health Office.

Level 1: All offenses **5 days OSS**, parent conference, possible notification of legal authorities, Superintendent's Hearing, referral to counselor for drug/alcohol abuse assessment with recommendation for support services. Probation assigned.

D. Sounding of a False Alarm (VI5): (bomb threat or fire alarm)

All offenses: 5 days OSS. Police and Fire Departments notified, possible **criminal charges filed**, possible Superintendent's Hearing.

E. Vandalism (VI2): Damage, destruction, or defacing of school property.

Level 1: (minor offense): **1-5 after school detentions**, restitution or repair of vandalized item.

Level 2: (major offense or continuous violations): **1-5 days ISS/OSS**, possible **criminal charges**, restitution or repair required, parent conference.

F. Minor Physical Altercations (VO9): Any physical contact that endangers the safety and welfare of other students. Examples include, but are not limited to, pushing, shoving, tripping, horseplay, or rough housing.

Level 1: (minor offense): warning/staff reprimand, **1-3 after school detentions**.

Level 2: (major offense or continuous violations): **1-3 days ISS**, parent notification; repeated or severe incidents may result in **1-5 days OSS**. In extreme cases, law enforcement agencies may be notified.

G. Fighting (VO4, VO7): (in school, on school Property, on buses, or at school activities/events)

Level 1: **3-5 days OSS**; parent conference required for re-admittance, possible Superintendent's Hearing. **Criminal charges may be filed.**

Level 2: **5 days OSS**; Superintendent's Hearing required. Possible **Criminal charges filed.**

H. Battery (physical) (VO4, VO7): The deliberate physical abuse of one student by another or the abuse of a staff member.

All offenses: 3-5 days OSS, possible involvement of law enforcement agencies. Parental conference required for re-admittance. Possible Superintendent's Hearing required.

I. **Reckless Endangerment (VOB):** Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury occurs.

All offenses: 3-5 days OSS, possible involvement of law enforcement agencies. Parental conference required for re-admittance.
Possible Superintendent's Hearing required.

J. **Harassment (verbal) (VID):** Harassment of students, faculty and staff is prohibited. Harassment shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with the educational setting, educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause an individual to fear for his/her physical safety; this includes, but is not limited to, abuse such as conduct, verbal threats, or intimidation based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Depending of the severity and/or frequency of the offense: **Saturday Detention; ISS or OSS,** counselor intervention if requested, parent conference, possible referral to District Title IX Hearing Officer, possible Superintendent's Hearing, possible involvement of law enforcement and criminal charges filed.

K. **Failure to Serve Assigned Detention:**

Level 1: double amount of assigned time (failure to serve lunch detention will result in an after school detention)

Level 2: Saturday detention, parent notification by administration

Level 3: 1 day ISS, parent conference required

Level 4: 1-3 days OSS, parent conference required

L. **Inappropriate Language (Profanity/Gestures):** In class, school buildings, on school grounds and buses.

All Offenses: Saturday detention, ISS or OSS depending on severity of offense.

NOTE: Continuous violations can result in charges of administrative insubordination and associated consequences will apply.

M. **Theft (VI3):** Unauthorized use, receipt, sale, purchase of, or possession of stolen property.

Level 1: Restitution or return of stolen item; 1-5 days ISS; depending on the value of the property: **OSS** could be enforced; Superintendent's Hearing; possible criminal charges filed. Probation assigned.

Level 2: Restitution or return of stolen item; 3-5 days OSS; Superintendent's Hearing; legal charges may be filed.

N. **Personal Integrity Violations:** Falsifying school documents, forging parents' or teachers' signatures, changing parental note, dishonesty, unauthorized use/possession of school passes, student presence in restricted area(s).

Level 1: 3-6 after school detentions, parent notification.

Level 2: Saturday detention, parent conference required

Level 3: 1-3 days OSS, parent conference.

NOTE: Consequences may vary based on seriousness of violation.

O. **Plagiarism and/or cheating:** Plagiarism is using others ideas and words without clearly acknowledging the source of that information. It will be presumed that any use of outside sources inclusive of electronic resources, without proper acknowledgement is done with the intent to deceive. It is also assumed that students who allow their work to be plagiarized do so with the intent to deceive.

Level 1: Zero on the assignment with no opportunity to make

up the assignment. Verbal notification to the parent by the teacher. Written referral to administration by the teacher.

Written notification to the parent by administration.

Level 2: Zero on the assignment with no opportunity to make up the assignment. **Two (2) days ISS.** Mandatory parent / teacher / administrator conference.

Level 3: Zero on the assignment. Verbal and written notification to parent by administration. **Two (2) days OSS.** Mandatory parent / teacher / administrator conference.

These offenses are cumulative in nature throughout the career of the student. Plagiarism is a serious offense and will be considered by the selection committees of the National Honor Society, Quality Student and Student of the Month when they review eligible students. One offense is enough to deny membership into these organizations or honors.

P. **Insubordination: (defying authority of staff members) (V20)** Students must comply with all reasonable requests of staff members.

Level 1: 1 day ISS, parent notification.

Level 2: 2 days ISS, parent notification.

Level 3: 1-3 days OSS, parent conference required.

Q. **Administrative Insubordination:**

All offenses: 1-5 days ISS or OSS depending on severity of the offense. Parent conference required.

R. **Misconduct:**

1. **Inappropriate display of public affection** (determined at discretion of staff):

Level 1: warning

Level 2: 1 after school detention.

Level 3: 3 after school detentions, parent notification.

NOTE: Continuous violations can result in charges of administrative insubordination and associated consequences will apply.

2. Possession of pornographic, indecent, inappropriate objects, materials, and/or DIGITAL communication:

All Offenses: 1-5 after school detentions depending on severity of offense (**Saturday detention / ISS / OSS**), seizure of materials, suspension and parent **conference** may be enforced. Counselor intervention may be requested.

3. Disruptive Behavior: any behavior that disrupts the normal operation of the school or educational process.

Level 1: warning and/or **teacher assigned consequence, parent notification**

Level 2-3: referral to administrator, **3-5 after school detentions.**

Level 4: Saturday detention, ISS, or OSS, as determined by administration.

NOTE: Continuous violations can result in charges of administrative insubordination and associated consequences will apply. Consequences may vary based on seriousness of violation.

4. Cafeteria Misconduct: no throwing of food / objects.

All offenses: assigned lunch seating and/or alternate lunch location, possible **ISS or OSS** as determined by administration.

S. Dress: Student attire should not offend school / community sensibilities or distract from the educational process.

- Around certain equipment (industrial arts/science labs) students will be required to wear safety glasses and devices that restrain long hair.
- Students must cover their torso. Any garment that bares the stomach, or fails to adequately cover the chest is inappropriate for school (this includes but is not limited to halter tops, off the shoulder, strapless or shoulder less garments).
- Hip huggers must completely cover undergarments and be paired with a shirt that meets the waistband so that the torso is completely covered. When standing erect with arms at your sides, skirts and shorts must be fingertip length.
- Shirts that promote sex, drugs, and alcohol use, are racist / sexist, or determined to be offensive to others will not be allowed.
- Pajamas/slippers are not appropriate attire for school.
- Unattached chains, studded or spiked collars, wristbands and jewelry are considered unsafe and are not permitted.
- Jackets, book bags and headgear, including hats, visors, bandannas and scarves **MAY NOT** be worn or carried and must be placed in lockers during school hours.

NOTE: During the school day (between the hours of 7:50 AM and 2:35 PM) students are NOT permitted to carry non-see through back packs, book bags, drawstring bags and large purses (capable of carrying a standard 8 ½" x 11" notebook). Students may carry see through plastic and/or mesh bags during the school day.

Level 1: teacher directs student to **change/remove item(s)**.

Level 2: referral to administrator, parent notification, detention, Saturday detention, ISS or OSS based on severity of offense.

Level 3: continuous violations are considered administrative insubordination and will result in ISS or OSS.

T. Students are not to bring the following objects to school:

1. Weapons, potential weapons, or facsimiles; any item which may prove noxious or injurious to students, such as fireworks, smoke/stink bombs, etc.
2. drug paraphernalia
3. e-cigarettes/vaporizers
4. playing cards, dice - no gambling allowed
5. electronic equipment includes but not limited to radios, electric shock devices, and laser pointers.

Level 1: immediate confiscation, detention, ISS / OSS, possible Superintendent's hearing, and law enforcement notification, if indicated.

U. Use of digital technology devices: Students at our school may possess mobile digital technology devices, such as cell phones, music players, iPod, iPad, cameras, & personal digital assistants in school for the following reasons: emergency communication, safety, and exchange of appropriate and academic information in order to facilitate educational learning. **Any use of digital technology for illegal, unethical, and inappropriate activity is strictly prohibited.**

Use of devices are subject to the following rules:

1. Student possessing mobile digital technology devices may not turn on or use the device during the official instructional hours, unless there is an emergency situation and/or specifically authorized by a teacher or the administration. Teacher may immediately confiscate devices from student when being used during an instructional class.

Technology Devices (cell phones, MP3, Ipods & Ipads, etc.) are permitted in the cafeteria during regularly scheduled lunch periods. Limited use of digital equipment, such as cell phones, MP3 players, Ipods & Ipads will be permissible during the non-instructional time of the school day within specific areas and at specified times authorized by the building Principal.

NOTE: Students are NOT permitted to use, wear or display headphones or ear buds in the hallways during passing time between periods, or in classrooms during an instructional period (including study halls).

Those students who are in violation of the digital technology device rule will have their device confiscated. Student refusal may result in an insubordination consequence.

Level 1: Immediate confiscation of device by faculty/staff member, written referral, and student's device brought to their administrator's office. Teacher will call the parent to inform of the infraction. **Student may pick up device at end of the school day from their administrator, plus one administrative detention assigned.**

Level 2: Immediate confiscation of device by faculty/staff member, written referral, and device brought to the administrators' office. Teacher and administrator will notify parent. **Parent must pick up device during regular school hours, plus a Saturday detention assigned.**

Level 3: Upon a third infraction, **level 2 will be followed** and administrative insubordination. **In addition, the student will lose her/his privilege to have the identified item in school for the next 10 weeks.**

Level 4: Any further offense in the same school year will **be deemed insubordinate behavior** and will be referred to the Superintendent for consideration of a long-term suspension.

"CYBER" VIOLATIONS

Students who use their technology devices (cell phones, computer etc.) for intimidating, threatening, harassing, sexting, bullying, cyber bullying or defaming others may be subject to long-term suspension, counselor intervention, possible Superintendent's hearing, and law enforcement notification if indicated.

V. Students May Not Abuse Driving Privileges: Students must obey all New York State traffic laws as well as NTHS Driver Regulations. **Consequences are outlined in student driver and parking regulations, available in the Attendance Office.**

NOTE: Police will be notified if traffic laws are violated. Illegally parked cars will be and have been towed without warning at their drivers' expense.

W. Parking Privileges: Students who are parked in an unauthorized zone (teacher lot, bus garage) are subject to the following consequences:

Level 1: Warning and **3 after school detentions.**

Level 2: **Saturday detention.**

Level 3: **Loss of parking pass or loss of eligibility.**

X. Food and Drink: Food and drink are *generally* not permitted outside of the cafeteria, including hallways and classrooms *during the regular school day (between 7:50 AM and 2:35 PM)*. **Water may be carried, but must be visible in a clear plastic container / bottle.** Gum is not permitted in the library and computer labs. Items will be confiscated.

Level 1: Warning, **confiscation** and teacher consequence.

Level 2: **Confiscation** and **3 after school detentions.**

Level 3: **Confiscation, ISS or OSS** depending on the severity of the offense.

Y. Conduct on School Buses: All school policies pertain to all school related activities, school grounds, and on buses. Students are to adhere to all posted rules and regulations. Directions of the bus driver must be promptly obeyed. **Consequences may include the following:** verbal reprimand, detention, parent notification, suspension of or revocation of privileges. The Director of Transportation may revoke a student's riding privileges.

NOTE: When students are assigned OSS, every effort will be made to conduct a parent/guardian conference before a student can be re-admitted to school, preferably on the last day of the suspension. In the event the conference is held sooner, the number of days suspended may not be altered unless so directed by the principal.

NOTE: Continual violations of any aspects of the discipline code will result in suspension, parent conference, and/or Superintendent's Hearing.

HEALTH AND SAFETY

EMERGENCY DRILLS

By law, we must conduct eight (8) fire drills and four (4) mandatory lockdown drills per year; any eight (8) of which must occur before December 31st.

FIRE DRILLS

The fire alarm signal is a combination of piercing electronic beeps that are accompanied by flashing white strobe lights. When the alarm sounds, students should:

1. Stand immediately and leave the room in double file.
2. Assist the teacher in making sure all lights are out, windows shut and the door to the room is closed.
3. Remain together with the teacher.
4. Move quickly. NO TALKING. Listen for emergency instructions.
5. Follow route designated for individual room.
6. Stay at least 100 feet from the building walls, once outside.
7. Return to the building **ONLY UPON VOICE COMMAND**.

LOCKDOWN DRILLS

When executing a lockdown drill, an announcement will be made over the PA system informing everyone that the school is going into lockdown. When this happens, students should:

1. Immediately clear hallways and enter nearest available classrooms/offices.
2. Lock doors and move away from windows/doors into remote corner(s).
3. **DO NOT** allow anyone to enter or leave the classroom/office once the door is closed and locked.
4. **ALL** activities cease.
5. Maintain silence and calm environment.
6. **DO NOT** use or answer classroom telephone.
7. **DO NOT** respond to fire alarm unless imminent signs of fire are observed.

8. Stand-by for additional instructions from administrative or law enforcement officials.
9. When all clear is given, resume normal activities as directed.

EMERGENCY PHONE NUMBERS

Parents should provide the school with phone numbers where parents or a designee may be reached in case of emergency. Should an address or phone number change, the Attendance Office and Health Office should be notified immediately with updated information. All address changes should also be updated at the administration building.

STUDENT HEALTH SERVICES

HEALTH SERVICE

A school nurse is available to administer emergency First Aid to any student during the school day. If, for any reason, a student needs the health services of the nurse, he/she must obtain a pass to the Health Services Office from the classroom teacher or cafeteria aide. Students must sign into and out of the health office. **NOTE: Parents are asked not to send their child to school if they are running a fever, have diarrhea, are vomiting or have an unidentified rash.**

FIRST AID

In emergencies, a school nurse will follow established First Aid Procedures. These procedures include the following requirements:

1. No medical treatment except first aid is permitted in school.
2. Master first aid kit shall be kept and properly maintained in the school health office.
3. Parents are asked to sign and submit a school emergency information card indicating the procedure they wish the school to follow in the event of a medical emergency involving their child.
4. In all cases where the nature of an illness or any injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent or guardian can be reached.

ACCIDENTS AND INSURANCE

All accidents are to be reported to a school nurse for proper medical attention. Any injury sustained during an interscholastic sport, either during a game or practice, is automatically covered by a separate accident insurance policy. The interscholastic insurance is "excess insurance" and athletes will receive pertinent information and specific forms.

MEDICAL TRANSPORTATION

It is the responsibility of the parents to provide transportation and future care if the student becomes ill or injured on school property. Arrangements will be made through the Health Services Office, as no student is released without contacting the parent or a responsible adult. A student may walk or drive home with the consent of the responsible adult.

MEDICATION

No medication can be given in school unless a nurse has written authorization from the physician and parent/legal guardian. All medication must be in the original properly labeled prescription or over the counter container and kept in the Health Services Office. **NOTE: All medication, prescription or over the counter, must be dispensed by the nurse.** In the absence of the nurse, medication will be dispensed by the principal or his or her designee.

NOTE: Parents are asked not to send their child to school for the nurse to diagnose an injury or illness, as they are not permitted to do this.

SCREENING AND TESTING PROCEDURES

All new enters are initially screened for height and weight, vision, hearing and scoliosis. Scoliosis ~ annually (9th grade), Vision and Hearing ~ annually (10th grade)

Immunizations

Please see the health services page on the district website ntschoools.org for immunization requirements by grade.

School Physicals

If your child is entering grade **9 or 11** in September a mandated physical examination, by a New York State-licensed provider, is required. NYS law requires these exams, and schools are obligated to enforce the requirement. See the [District Health Forms page](#) to download the Health Appraisal Form or submit a completed form from your private physician

Dental Exams

It is recommended that children undergo dental examinations at specific intervals. The time that your child's private health care provider completes the mandated physical (**grade 9 and 11**) coincides with the time that a complete dental and oral examination is recommended. See the [District Health Forms page](#) to download the Dental Certificate Form.

INTERSCHOLASTIC SPORTS

All students are welcome to try out for sports, providing they have the required sports physical. This physical will cover all sports for 12 consecutive months. The physicals will be given by the school physician at designated times throughout the school year. A signed parent permission form is required for all sports.

TRANSPORTATION - BUSES

Bus transportation is provided for high school students attending North Tonawanda High School who live at least 2.5 miles from the school.

When riding on school buses, students are expected to:

1. Remain seated.
2. Refrain from smoking.

3. Sit where directed by the driver or chaperone.
4. Keep all portions of the body inside the bus.
5. Obey all directions of the driver promptly and courteously.
6. Engage in appropriate behavior. No yelling out windows. No throwing of items from bus windows.
7. Present proper bus pass upon request from the driver or other school official.

Students are liable for any damage done to the inside of the bus. **Violations of any of the above items will result in the student being denied the privilege of bus transportation and/or placement on the appropriate disciplinary level.** The length of time for the "suspension of the bus privilege" shall be determined by the administrator handling the situation relative to the violation.

If a student is sufficiently disorderly so that the safe operation of the bus is endangered, the vehicle will be stopped; the driver will call the Director of Transportation by radio or telephone for assistance, and will remain with the bus passengers until the police arrive. **The disorderly student(s) may be subject to immediate arrest.**

BOCES BUSES

All BOCES students will be issued bus passes and be allowed (initially) to choose which BOCES bus they ride on, space permitting. If a student is found to be in violation of any of the previously listed bus conduct expectations, the bus driver will document the violation and refer it to the student's assigned building administrator.

All AM BOCES students are expected to report to their designated BOCES bus prior to the start of the school day (7:35 a.m.). The AM BOCES buses leave promptly at 7:45 a.m.

All PM BOCES students are expected to report to their designated BOCES bus at the end of period 5 (11:35 a.m.). The PM BOCES buses leave promptly at 11:45 a.m.

All students will walk to and board their assigned buses in an orderly manner. Any students who miss their BOCES bus are expected to report to their building administrator immediately. BOCES policy does NOT permit students to drive their own vehicles to BOCES without prior authorization.

MISCELLANEDUS

LIBRARY- MEDIA CENTER (LMC) PROCEDURES

1. For students who have work, the LMC is always open.
2. Whenever a class is scheduled in the LMC, the library will be closed to study hall students.
3. Students who wish to go to the LMC must first report to study hall for attendance.
4. Students must have an official pass to evidence that they have permission to come to the LMC – NO EXCEPTIONS.
5. The LMC is a quiet work environment.
6. A maximum number of students will be allowed from each study hall. Students may come from study hall once a day to use the LMC. If a student needs more time to complete a school assignment, he or she must get a pass from the Librarian to come to the LMC. This library pass must be shown to the study hall teacher prior to coming to the LMC.

7. When the LMC is operating under limited availability, study hall teachers will allow only those students with a pass from the Librarian to come to the LMC.
8. Classes will have first priority for computer use. Internet is for schoolwork only. Students and parents must sign the agreement for use of computerized information resources that is included in this planner. Students are not allowed to access any proxy sites.
9. Any student who does not follow LMC rules will lose their LMC privileges for a minimum of 2 weeks. If a student gets sent out of the LMC twice, they lose privileges for the rest of the school year.

STUDY HALL CONDUCT

When a student does not have a class or lunch period, he/she must be in a study hall or have permission to be in the LMC. Study hall rules are as follows:

1. Students are to arrive with all material necessary to study. Students are to be engaged in academic work while in study hall. Sleeping is not permitted.
2. There is to be no talking in the study hall.
3. Study halls are considered instructional periods. Therefore, the use of electronic devices such as cell phones, MP3 players, iPod, headphones and ear buds are not permitted.
4. Do not ask to go anywhere or present a pass until the study hall teacher has taken attendance. Report and take your assigned seat.
5. A student must have, in advance, a pass from a counselor or from a teacher to work in another room.
6. Sit appropriately (this does not include putting feet up on a vacant seat in front or on either side of your assigned seat).
7. No writing on desks, walls, chairs and bulletin boards is allowed in study hall rooms.
8. *Note: No card playing is allowed during school, including lunch periods. No Gambling.*

ANNOUNCEMENTS

Announcements are made daily at 7:50 a.m. during homeroom. If you are a club officer who wishes to make an announcement on behalf of your club/activity, please consult with you club advisor. If the request is not from a class officer, club, etc., an administrator will need to review and co-sign the announcement. Announcements are posted daily on the bulletin board outside the Main Office and on the district website(s).

If you need additional information/assistance, please see one of the clerks in the Main Office.

CAFETERIA

Students have ample time for lunch in the school cafeteria. Students should report directly to the cafeteria line -- no cutting/jumping in line. Student lunches are available. Cold beverages are available for those students that bring their own lunch. A snack (a la carte) is available from 7:15 to 7:45 a.m. Each item is individually priced. In nice weather, students may go outside (**if an adult supervisor is available**) to eat at one of the picnic tables. **NO STUDENT IS TO LEAVE THE BUILDING FOR LUNCH** (with the exception of the outside eating area and only when a supervisor is present).

RULES

1. No throwing of food and/or objects of any kind. No placing of food and/or objects on

- the floor.
2. Return trays/dishes to appropriate dishwashing area.
 3. Keep your area clean. Pick up and dispose of all trash in proper receptacles.
 4. Do not write on tables, benches, chairs and/or walls.
 5. Do not litter.
 6. Reasonable requests from teachers, aides, cafeteria staff and/or custodians are to be honored.
 7. After eating and returning to a table, a student may play chess, talk quietly, etc. **NO GAMBLING, CARD PLAYING, OR INDOOR HACKY SACK IS ALLOWED.**
 8. All cafeteria tables must be cleared of all trash 5 minutes **BEFORE** the bell which indicates the end of that particular lunch period. There are no exceptions.
 9. Food and drink are not permitted outside of the cafeteria. This includes both hallways and classrooms.

Students are expected to conduct themselves in a proper and polite manner while in the cafeteria. Requests from aides on duty and cafeteria staff are to be obeyed. Any misbehavior will result in disciplinary action.

LOCKERS

Each student will be assigned a locker and a lock on the first day of school. The student will be responsible for the locker and the lock assigned to him/her. **Students are not to share lockers with other students.** Any damage, graffiti, loss of lock, etc., will require restitution be made by the person assigned to the locker. The school shall not be responsible for any theft from lockers. **NOTE:** If your locker does not work properly, or is being used by an unauthorized person, report the matter to your administrator immediately.

LOCKER SEARCHES

School lockers are the property of the North Tonawanda City School District. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. **NOTE: General inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.**

LOST AND FOUND

Lost items should be brought to the attention of the office staff or personnel in the Attendance Office. Found items should be brought to the Main Office (rings, wallets, books, clothing, etc.). Properly identified items may be picked up before and after school.

PAYMENT FOR LOST / DAMAGED SCHOOL PROPERTY

School property, loaned to students, must be returned in reasonably good condition or an assessment for repairs will be made. Lost or damaged books and other instructional materials also require financial

restitution.

Report cards will be withheld; students will not be permitted to register for summer school or will not be given their schedule of classes for the next school year if they owe the school district any money; seniors will not be given their diplomas nor will transcript requests be honored.

NOTE: Receipts for payment of damaged or lost items will be issued.

SOCIAL WORK SERVICES

A school counselor may refer a student to one of the school Social Workers for any personal, family or school problems. The school Social Worker also conducts counseling evaluations for any student concerned about his/her own substance use. Discussions with the school Social Worker are confidential.

Another program called **PASS** links students with a volunteer adult mentor who will be available to meet weekly. The **PASS** mentor is trained to help students work on improving their coping and study skills.

VISITORS TO THE SCHOOL

Visitors to NTHS shall be governed by the following rules:

1. All visitors must report to the Attendance Office, sign in, and be issued a visitor's pass/permit which must be displayed at all times. The pass/permit must be returned to the Attendance Office and the visitor must sign out at the conclusion of the visit.
2. All student visitors to NTHS must complete a Request for School Visitation form obtained from the Attendance Office. Only requests from 8th grade parochial school students will be honored. The completed form must be signed by an administrator at least 48 hours prior to the anticipated visitation.

BOARD POLICY ON STUDENT COMPUTER USE

Please read this document carefully before signing.

The Board of Education of the North Tonawanda City School District will provide access to various computerized information resources through the District's Computer System (DCS). We are very pleased to bring this access to our district and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating sharing, innovation, and communication.

The DCS may include access to electronic mail, on-line services, and the Internet. It may also include the opportunity for some students to have independent access to the DCS from their home or other remote locations. One purpose of this policy is to provide notice to students, parents, and guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the school district where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents or guardians for student use or access because it is of little educational value or may contain defamatory, inaccurate, abusive, racially offensive, illegal, or adult-oriented material.

We want to assure you that our Board of Education, Administration and Staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Every

reasonable effort will be made to monitor the usage of the DCS, but despite the existence of guidelines, regulations, and monitoring it will not be possible to entirely prevent access to computerized information that is inappropriate for students.

Furthermore, students may have the ability to access such information from their home or other off school premises. Parents and guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to the use of the DCS. Students who engage in unacceptable use will lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy. In addition, some violations may constitute a criminal offense and the District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District.

Further, the District may bring suit in civil court against the parents or guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to Education Law §1709(36).

NOTE: Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be school district property subject to control and inspection. The System Administrator may access all such files and communications to insure system integrity and that users comply with the requirements of this policy.

STUDENT USER TERMS AND CONDITIONS

1. It is my responsibility to avoid abusive conduct inclusive of, but not limited to, the altering of system software, placing of unlawful information, computer viruses, or harmful programs on or through the system, in either public or private files or messages.
2. I am accountable for the use of my password. My password must not be revealed to anyone nor will I use others' passwords. I will be responsible for any problems which arise from the misuse of my file folder or my home directory.
3. I will not use the school's computer system to obtain, view, download, send, print, display or otherwise gain access to or transit materials that are unlawful, obscene, pornographic, abusive or otherwise objectionable.
4. I will not use the DCS to harass, insult, or attack others.
5. I will use only authorized software on the DCS.
6. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
7. I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create unless I have written permission from the System Administrator.
8. I will not use a computer for anything other than course related work without written permission from the instructor. This might include: Listservs, newsgroups, playing games, printing posters, banners, sending messages, doing work for other students.
9. I will not violate copyright laws or use the DCS for commercial purposes.
10. If I can identify a security problem on the DCS, I will immediately notify a System Manager.

NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone numbers of students or colleagues.
- d. Network accounts are to be used only by the authorized user for the designated purpose. No "chain mail" materials may be transmitted.
- e. Do not use the network in such a way that the use of the network by other users is disrupted.

The North Tonawanda City School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. North Tonawanda City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Student use of the DCS is conditioned upon written agreement by the student and his/her parents or guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the DCS.

The Superintendent is authorized to establish regulations and procedures as necessary to implement the terms of this policy.

AGREEMENT FOR STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES:

In consideration of the privilege of using the North Tonawanda City School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on the student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions adopted by the District. I also agree to adhere to related policies published in the Student Handbook. I understand that failure to comply with these policies may result in the loss of my access to the DCS, and may in addition result in the imposition of discipline under the District's school conduct and discipline policy. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy District property pursuant to Education Law §1709(36).

I acknowledge that I have read and understand District's Computer System policy.

Student's Name (please print): _____

User Signature: _____ Date: _____

PARENT OR GUARDIAN

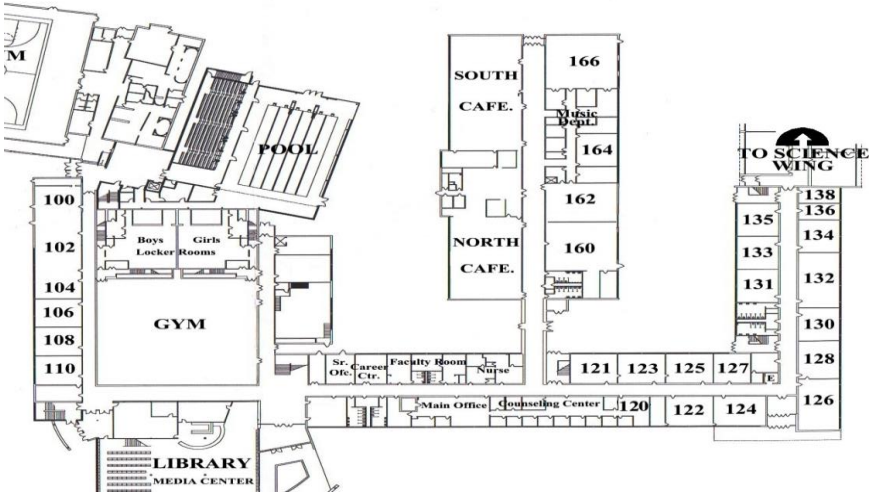
I am the parent/guardian of _____, the minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the DCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external networks not controlled by the school district. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the DCS or any other electronic media or communications. I agree to release the North Tonawanda City School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son's/daughter's use of the DCS in any manner whatsoever.

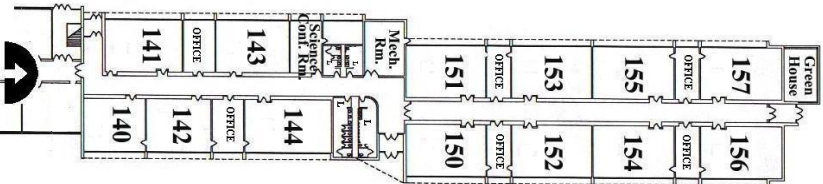
I agree that my son/daughter may have access to the DCS and I agree that this may include remote access from our home.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____



From 1st floor West Wing



Science Wing First Floor

