

# **Worcester Central School**

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## **Student/Parent Handbook**

**2023-2024**

**This handbook may require altering, amending, or supplementing to meet future requirements of the Centers for Disease Control and Prevention, NY State and Otsego County Department of Health, or Governor's Executive Orders.**

**Any changes to the Handbook, or the processes and procedures as required by county or state order made during the academic year will be reflected at [www.worcestercs.org](http://www.worcestercs.org).**

**Approved by Board of Education: July 12, 2023**

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Worcester Central School strives to provide an environment that is positive and supportive of the needs of every child as he or she works to develop to their highest potential. The faculty and staff believe that all students can learn and achieve regardless of their previous performance, family background, socioeconomic status, race and/or gender. Further, in collaboration with parents, we have the responsibility to instill those values that society espouses; accountability, trust, respect, commitment and work ethic to name a few. Every student will leave Worcester with the ability to approach the demands that they will be faced with after graduation.

The Board of Education, administration, faculty and staff wish you success in your effort to achieve in the classroom and those activities in which you choose to participate. We are pleased and proud to be able to provide you with quality programs of study and extracurricular activities.

Please join us in committing to work together to learn and achieve.

*The Worcester Central School  
Board of Education, Administration and Staff*

**BOARD OF EDUCATION**

The Worcester Central School Board of Education consists of five members elected to five-year terms. Board members, by law, must be U.S. citizens, 18 years of age, and residents of the school district. School Board members serve without pay.

<i>Stacey Serdy</i>	<i>term expires 2024</i>
<i>Peter Kwiatkowski</i>	<i>term expires 2025</i>
<i>William Fisher</i>	<i>term expires 2026</i>
<i>Tanya Shalor</i>	<i>term expires 2027</i>
<i>James Conroe</i>	<i>term expires 2028</i>

*Wendy Elliott, District Clerk*

**ADMINISTRATION**

Timothy Gonzales	Superintendent
Katie Sill, Elementary	Principal (Grades PK-6)
Melissa Leonard	Secondary Principal (Grades 7-12)



## **IMPORTANT INFORMATION**

### **VISITORS TO THE SCHOOL**

Worcester Central School encourages community involvement in school and school-related activities. The safety of children is the school's top priority while they are in school to work and learn. All visitors are expected to abide by the rules for public conduct on school property contained in the code of conduct.

1. Anyone who is not a regular staff member or student of the school is considered a "visitor."
2. Except for those who are attending public gatherings or meetings, visitors must sign in and report to the main office upon arrival at the school.
3. All visitors must log into the visitor's identification system and will be issued a visitor's identification badge which must be worn at all times while in the school building and on school grounds. The visitor must also sign out on the visitor's identification system in the main office upon leaving the building.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the building administrator and classroom teacher(s).

The administration has authority to determine whether the visitor has an appropriate reason for being in the building. If the visitor is judged by the administrator not to have an appropriate reason, the visitor will be asked to leave. The police may be notified if the situation warrants.

### **SNOW DAYS AND EMERGENCY SCHOOL CLOSINGS**

Poor weather and other conditions occasionally necessitate the closing of school. In the event of an emergency closing, delayed opening or early dismissal, parents and students will be notified by means of the district's Web site ([www.worcestercs.org](http://www.worcestercs.org)), "School Messenger," automated announcement system, and the following radio and television stations:

810 AM/99.5 FM WGY – Schenectady  
WRGB-TV – Channel 6, Schenectady  
730 AM WDOS/103.9 FM WSRK – Oneonta  
103.1 FM WZOZ – Oneonta  
WKTV-TV – Channel 2, Utica  
WBNG-TV – Channel 12, Binghamton

## **HEALTH OFFICE**

There is a nurse on duty at all times during the school day. Parents/guardians are required to have an annually updated Emergency Medical Care Form on file in the nurse's office in case of serious illness or emergency.

Physical examinations are required by New York State for students in grades Pre-Kindergarten or Kindergarten, 1, 3, 5, 7, 9 and 11. Students in these grades may have a physical performed by their personal health care provider but a copy must be sent to the health office. The nurse will arrange for physical examinations for new students entering the District; new students entering the District may also have a dental certificate that states the child has been seen by a dentist or dental hygienist. A list of dentists and registered and dental hygienists who offer dental services on a free or reduced cost basis can be provided. Annual physical examinations are required for athletic participation in any interscholastic sport and for issuance of working papers.

Students requiring medication during school hours must leave the medication in the nurse's office. These medications can only be administered with a doctor's order and parent's permission. All medications, including over-the-counter medications must be taken under the supervision of the nurse. Only with orders from your doctor can a student carry an inhaler or EpiPen for self-administration.

In order for a student to enter school, all New York State requirements for immunizations per ACIP guidelines must be met. Student health records must show dates (month/day/year) for all required immunizations.

All injuries must be reported to a supervising adult who must report the injury to the nurse. This procedure ensures that injuries will not go untreated.

Students may use the elevator if the nurse has certified that there is a legitimate reason for use.

## **ACADEMICS**

The Worcester Central School academic program is premised on, and aligned to, the New York State Learning Standards. Students are encouraged to ask questions, develop observation skills, make choices, interact positively with their peers, make appropriate decisions, learn to solve problems, take risks in a protected environment and enhance their understanding of the world around them.

### **ELEMENTARY ACADEMICS**

#### **Homework: Grades 3 – 6:**

Homework procedures vary across grade levels. Each child's teacher will provide their homework procedures, including how homework is graded and consequences for late assignments, at the beginning of the school year. Students may be required to make up missed assignments. Generally, homework should take no longer to complete than 10-15 minutes multiplied by the child's grade level (for example, 4<sup>th</sup> grade: 4x15 minutes = 60 minutes).

Parents should contact their child's classroom teacher with any concerns regarding homework completion or missed assignments.

#### **Absences:**

In case of a legal student absence from school, the teacher will notify the student as to when the missed assignments will be due.

**Notification to Parents:**

Parents will receive a quarterly report card informing them of their child's progress. Teachers are expected to contact home with academic concerns, for example: missed assignments, quality of work and academic progress.

**MIDDLE LEVEL ACADEMICS****Grades 7 & 8 Required Classes:**

<u>Grade 7</u>	<u>Grade 8</u>
English	English
Social Studies	Social Studies
Math	Math
Science	Science
Technology	Technology
Physical Education	Physical Education
Home & Career Skills	Home & Career Skills
Health	Spanish
Art	
Music	
Library Skills	

**SECONDARY ACADEMICS****Commencement Goals:**

- Goal #1 Each student will demonstrate problem solving and computation skills at acceptable levels necessary to function in society.
- Goal #2 Each student will demonstrate an acceptable level of reading comprehension designed to ensure societal and personal success.
- Goal #3 Each student will demonstrate the written and oral communication skills necessary to function successfully in society.
- Goal #4 Each student will acquire knowledge, understanding and appreciation of the artistic, cultural and intellectual accomplishments of civilization, and develop the skills to express personal and artistic talents through exposure to visual, aural and tactile arts.
- Goal #5 Each student will develop the ability to understand, respect and cooperate with people of different race, sex, ability, cultural heritage, national origin, religion, and political and social backgrounds, and to understand their values, beliefs and attitudes.
- Goal #6 Each student will acquire and apply knowledge of the political and judicial structure of our own and other diverse societies.
- Goal #7 Each student will acquire and develop the necessary skills and attitudes to demonstrate scientific knowledge.
- Goal #8 Each student will be prepared to enter either post-secondary education or career level employment and will demonstrate a commitment to lifetime learning.
- Goal #9 Each student will develop knowledge, skills and attitudes which will enhance their physical and emotional wellbeing and personal life management, enabling them to function effectively in a democratic society.



**General Guidelines:**

Teachers will provide students with a written grading policy/syllabus within five days from the beginning of the course.

The teacher syllabus will address the following areas: class expectations, attendance, participation, homework, projects, quizzes, tests, labs (if applicable), and extra credit (if applicable).

**Add/Drop Policy:**

For a full-year course, students will be allowed to drop or add a course during the first two weeks of school. For a half-year course, students may only drop or add a course in the first two weeks of each semester.

Students must complete a Student Schedule Change Request Form from the guidance office to be considered for any schedule change. All schedule changes must be approved by the guidance counselor and the appropriate administrator. Parent signatures are required for all schedule changes.

**Grading Procedures and Guidelines:**

The school district recognizes the importance of multiple and various methods of assessment. Student assessment and reporting of grades should be considered a positive tool to measure academic growth, progress, and the development of the student. One of the important components of student assessment and grading systems is a report card. It is the conventional and most familiar format for providing information about student progress and performance.

**Grades:**

All grades assigned to students will be derived through a justifiable system clearly evident in the teachers' grade book and Power School.

Teachers will show at least five grades for every student per quarter in their grade book/PowerSchool. The grade may be the result of homework, class work, projects, quizzes, tests, and/or class participation.

A passing grade is 70%. In computing the final grade for a course, teachers will observe the following guidelines:

1. For a full-year course: Each quarter is worth 22% of the student's final average. The final exam is worth 12%. Or, each quarter is worth 25% if no final exam is given.
2. For a half-year course: Each quarter is worth 40% of the student's final average. The final exam is worth 20%. Or, each quarter is worth 50% if no final exam is given.

Comments will be included on the report cards.. Parents may contact the teacher and/or the Guidance Office to inquire about their child's progress. Mid-quarter progress reports are mailed five weeks into each academic quarter.

**Additional Grading Procedures:**

**Incomplete** – Students may receive an "I", if missed classes (with an excused absence) have contributed to a student's inability to complete required course work by a quarter's end. Students have one day for every day legally absent to make up missed work with due dates established according to the same assignment time lines established for other students in the class. In order to give students a reasonable amount of time to complete the work they missed without jeopardizing their performance during the new marking period, they will have up to three weeks, to complete all missing assignments. Arrangements for completing missed work will be made mutually between the teacher and the student and will include communication of such arrangements between the teacher and parents. As soon as the student makes up the incomplete assignments, the averages earned will be updated by the teacher. Any assignments not made up will be averaged in as zeros for work not completed to determine the average for the quarter in which the student had the "I" for incomplete.



**Medical** – “M” may be used to denote medical reasons for a student’s absences which exceed ten consecutive school days, resulting in the inability to compute a fair grade. If there is a long-term illness, and the student is unable to complete the course requirements, the parents should supply a note from a licensed physician with the expected return date to the school nurse. If these requirements are met, the student will be given an “M”, not a grade, only with the approval of an administrator. In June, the teacher will average the other marking period grades and substitute that average for the “M”, except for seniors, whose substitution will be done at the end of the 2<sup>nd</sup> quarter for final rank and average.

**Minimum Grade Alternative:**

In an effort to provide students with a chance to pass the course without compromising the intent of the grading policy, a minimum grade alternative of “50” has been established for the any quarter.

**Grade Point Average:**

All commencement level courses for which the student receives numerical grades are calculated into the GPA. Worcester Central School calculates GPA for the following reasons:

- 1.High school organizations use the information for membership
- 2.High school valedictorian and salutatorian candidates are selected by GPA
- 3.Class ranking is calculated by GPA
- 4.College’s request GPA
- 5.Any student with a GPA of 85 or higher will receive a gold tassel for graduation

**Letter Grade Conversion Table**

<u>Grade (Letter)</u>	<u>Grade (Point)</u>	<u>Grade (Number)</u>
A+	3.9 – 4.0	98
A	3.75 – 3.89	95
A-	3.5 – 3.74	91
B+	3.25 – 3.49	88
B	3.0 – 3.24	85
B-	2.75 – 2.99	81
C+	2.3	79
C	2.0	77
C-	1.7	74
D+	1.3	72
D	1.0	71
D-	.7	70
F	0	45

### Transfer Grade Conversion Table

To convert from 65% to 70%, go from left to right.

To convert from 75% to 70%, go from right to left.

100	-	100	74	-	79
99	-	99	73	-	78
98	-	98	72	-	77
97	-	97	71	-	76
96	-	96	70	-	75
95	-	95	69	-	74
94	-	94	68	-	73
93	-	93	67	-	72
92	-	92	66	-	71
91	-	91	65	-	70
90	-	90	64	-	69
89	-	90	63	-	69
88	-	89	62	-	68
87	-	88	61	-	68
86	-	87	60	-	67
85	-	87	59	-	67
84	-	86	58	-	66
83	-	86	57	-	65
82	-	85	56	-	65
81	-	84	55	-	64
80	-	83	54	-	64
79	-	83	53	-	63
78	-	82	52	-	63
77	-	81	51	-	62
76	-	80	50	-	62
75	-	80	49	-	49

\*Grades continue down without conversion

**Valedictorian and Salutatorian:**

The Valedictorian will be determined at the end of the 7<sup>th</sup> official semester of the graduating class. The student with the highest GPA will be named Valedictorian.

The Salutatorian is the class member who has the second highest GPA in the graduating class after the end of the 7<sup>th</sup> official semester.

GPA is calculated by dividing a student's total credit points by the total number of credits attempted. The result will be divided to a decimal point to determine class rank. In order to be considered Valedictorian or Salutatorian, students must meet all necessary graduation requirements by the completion of their final term. Valedictorians and/or Salutatorians must have attended Worcester Central School for a minimum of six continuous semesters when the calculation is made. Students graduating early are not considered in calculations for Valedictorian or Salutatorian.

Both the Valedictorian and Salutatorian prepare and deliver addresses for the commencement ceremony.

**Honor Roll:**

1. Student must have averages of 95% or higher to make the Superintendent's List, 90% or higher to make the High Honor Roll, or 85% or higher to make the Honor Roll.
2. No grade in any subject or exam can be lower than 70. In Pass/Fail cases, "F" grades will result in ineligibility for honor roll status. All courses are included in honor roll.
3. Averages will not be rounded up.
4. You may not have an incomplete in any course to be considered for honor roll.
5. Academic averages will be calculated for the honor roll:
  - a. Courses that meet every other day receive  $\frac{1}{2}$  weights
  - b. BOCES receives their unit weighting
  - c. All other courses are given full weight including  $\frac{1}{2}$  year courses that meet daily

**Program to Enhance Improvement of Student Attitude and Effort – Grades 7 – 12 (Green Card):**

"Green Cards" will be issued after each grading period and must be returned to the CFES advisor within five days of the end of the marking period.

Effort grades are given by each academic teacher on a scale of 4 to 0:

- 4 = Above and beyond what is expected
- 3 = Usually
- 2 = Sometimes
- 1 = Rarely
- 0 = Never

1. An effort grade of "4" reflects demonstration of the following qualities:
  - Work reflects student's best effort
  - Respect for all school facilities
  - Responsibility
  - Prepared for and on time for class
  - Appropriate participation
  - Cooperation
  - Good attendance (following policy)
2. Included in each teacher's effort grade is any observable behavior in the halls, cafeteria, bus or other areas of the school or property.

3. Study hall teachers will not give effort grades. Academic teachers will issue an effort grade in each academic area.
4. A student will be eligible to receive a Green Card with a 3.6 average or above for each quarter. This card may be reissued for each grading period.
5. An administrator and a CFES advisor will review Green Card eligible students' attendance and discipline records to finalize Green Card recipients.
6. Privileges may be suspended for two weeks for those losing cards or not handing them in at the end of a marking period.
7. Green Cards may be revoked at any time based on these guidelines that may be amended at the discretion of the committee.

#### **Summary of Required State Examinations – Grades 7 – 12:**

<u>Grade Level</u>	<u>Exam Required</u>
7	ELA, Mathematics
8	ELA, Mathematics, Science
9	Mathematics Regents*, Science Regents*
10	Global Studies Regents*
11	American History Regents*, Comprehensive English Regents*
	(* Required for Graduation)

**Dual Credit for College Courses:** Students who wish to enroll in college-level coursework must meet all academic, grade-level and coursework requirements as set forth by administrative guidelines.

Although the District is not required to pay tuition or other related costs for students enrolled in college courses, students may be eligible for tuition reimbursement under the following guidelines:

1. To be eligible for enrollment in, and reimbursement for, college-level courses, a student must be a junior or a senior and currently enrolled at Worcester Central School.
2. Students must be accepted for non-degree study by the college.
3. Worcester Central School will reimburse eligible students, tuition only for up to one, three-credit course. Reimbursement will not exceed tuition rates consistent with those of SUNY University Centers.
4. Worcester Central School will reimburse a maximum of twenty (20) students per semester. If necessary, and should more than twenty (20) students apply for tuition reimbursement, students will be selected for reimbursement based on the following:
  - a. Seniors will be considered for reimbursement before juniors;
  - b. Class rank will be used to select students to receive reimbursement, beginning with the highest ranking student.
5. Worcester Central School will not be responsible for transportation or costs of transportation.
6. Students must maintain satisfactory attendance and demonstrate academic success (final grade of C or above) for continuation in the program and tuition reimbursement.

A bill from the college will be sent to the student's home. Parents are expected to pay the bill and submit receipt to the District, along with the final grade, at the end of the semester for reimbursement pursuant to guidelines above.



**Online Courses:**

Online Courses are offered to students as a supplement to the traditional classroom setting, for credit recovery, and/or to maintain a student's required course work towards graduation. Online courses are not intended as a replacement for traditional school enrollment and students are required to attend school in person.

To take additional online courses, a student must meet the following criteria:

**Students in grades 9 & 10**

1. Must be enrolled in a minimum of 6 credits, not including the desired online courses; and
2. Must have two, written teacher recommendations; and
3. Attend a mandatory student and parent meeting with the High School Guidance Counselor

**Students in grades 11 & 12**

1. Must be enrolled in a minimum of 5 credits, not including the desired online courses; and
2. Attend a mandatory student and parent meeting with the High School Guidance Counselor.
3. Students may not enroll in a course that is being offered by WCS staff.

If a student is taking an online course for college credit, they must adhere to the guidelines set forth for dual credit for college courses.

Information regarding online courses is available in the guidance office and through the High School Guidance Counselor.

**New Visions Medical Students:**

Students participating in the New Visions program through ONC BOCES and Bassett Hospital will be enrolled in APEX for PE.

**Early Graduation:**

Upon request from a student's parent/guardian, a student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation. A student interested in graduating early must develop a schedule with the senior high school counselor to ensure all graduation requirements can be satisfied. An Early Graduation Request Application, available in the guidance office, must be submitted to the appropriate administrator for approval. Students graduating early may not be eligible for certain prizes and scholarships and are not eligible for Valedictorian and Salutatorian designations. A student graduating early may attend the graduation ceremonies held in June. A separate graduation ceremony will not be provided for early graduation.

**Graduation Requirements:** The Board of Regents requires all students in the state to pass Regents Exams as a condition for high school graduation. All students must pass 5 Regents (English, Global Studies, American History, Math and one Science). A Regents Exam has a passing score of 65, except in specific cases regarding students with disabilities. A Regents exam score of 85 or higher indicates mastery of the subject matter. Students enrolled during the 2019-2020 and 2020-21 school years may be exempt from some Regents requirements.

<b>LOCAL DIPLOMA</b> (Student With A Disability)		<b>REGENTS DIPLOMA</b>		<b>ADVANCED DESIGNATION REGENTS DIPLOMA</b>	
Content Area	Credits	Content Area	Credits	Content Area	Credits
English	4	English	4	English	4
Social Studies	4	Social Studies	4	Social Studies	4
Math	3	Math	3	Math	3
Science	3	Science	3	Science	3
Foreign Lang.	1*	Foreign Lang.	1	Foreign Lang.	3 **
Art/Music	1	Art/Music	1	Art/Music	1
Health	0.5	Health	0.5	Health	0.5
Physical Ed.	2	Physical Ed.	2	Physical Ed.	2
Electives	5.5	Electives	5.5	Electives	3.5
<b>TOTAL:</b>	<b>24</b>	<b>TOTAL:</b>	<b>24</b>	<b>TOTAL:</b>	<b>24</b>

\* Students must complete two units of study and will earn one credit by the end of the freshman year. One unit of credit is earned by earning a unit of commencement level credits in LOTE.

\*\* A two-year sequence in Career and Technical Education can be substituted for up to two credits in a foreign language.

#### Required NYS Exams:

<b>LOCAL DIPLOMA</b> (Student With A Disability)	<b>REGENTS DIPLOMA</b>	<b>ADVANCED DESIGNATION REGENTS DIPLOMA</b>
English Language Arts	English Language Arts	English Language Arts
(1) Math Regents	(3) Math Regents	(3) Math Regents
Global History Regents	Global History Regents	Global History Regents
U.S. History Regents	U.S. History Regents	U.S. History Regents
(1) Science Exam Regents	(2) Science Regents (1 Life Sci. + 1 Phys. Sci.)	(2) Science Regents (1 Life Sci. + 1 Phys. Sci.)
	*Regents Diploma with Honors is earned with a 90 or above average on the required exams.	Foreign Language Exam
		*Advanced Designation Regents Diploma is earned with an 85 average on (3) Math and/or (3) Science exams. **Advanced Designation Regents Diploma with Honors is earned with a 90 average on required exams.



### **Minimum Attendance for Course Credit**

A student must be noted as present at **85%** of a course's scheduled classes in order to earn credit for any course. Any excused absence, for which the student has completed assigned make-up work, will not be counted as an absence for the purposes of determining whether the student has attended sufficient classes to receive course credit under this provision.

1. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class.
2. Students of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
3. Students over the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

Parents or legal guardians of students will be notified by the District when a student has been excessively tardy or absent.

Students experiencing health problems or other extreme unusual circumstances have the opportunity to present their situation to the Appeal Board for the opportunity to make up work. The Appeal Board consists of building administrators, the nurse, at least one of the student's core teachers and the student's guidance counselor.

### **ANTI-DISCRIMINATION POLICY**

It is the policy of the Worcester Central School District that there be no discrimination against or in favor of any District student, employee, or job applicant on the basis of sex, age, race, creed, color, national origin, religion, or disability. In keeping with this policy, the District does not tolerate harassment by anyone. All employees and students must avoid such harassment at work, and are responsible for assuring that the schools are free from such harassment at all times. Any employee or student who feels he or she is a victim of any such act of discrimination or harassment may file a complaint under this policy with the Equal Opportunity Coordinator. A finding that an employee or student has engaged in conduct constituting such harassment may result in disciplinary action against such employee or student in the manner prescribed by law.

Complaints of prohibited harassment or any other types of discrimination, including alleged violations of Title IX of the Education Amendment of 1973, and of Section 504 of the Rehabilitation Act of 1973, will be promptly and thoroughly investigated.

### **ATHLETIC EVENT BEHAVIOR**

1. All spectators must be respectful towards all participants and honor requests of people in charge.
2. Students under 12 years of age must be accompanied by a parent/guardian or responsible adult.
3. For gymnasium events, spectators must remain only in the gymnasium or the cafeteria. The cafeteria is an area for refreshments only and no other activity is permitted.
4. Refreshments are not allowed in the gym.
5. Adhere to rules and regulations of other schools when attending away games.
6. Exit doors from the gymnasium are to remain closed except in case of emergency.
7. All spectators must be seated. Standing in doorways and entrances to the gymnasium is not permitted.
8. Cheerleader seats will be reserved for both local and visiting teams.
9. No activity is permitted on the gym floor or athletic fields during athletic events.
10. Students who leave the building during an athletic contest will not be allowed reentry.

## **ATTENDANCE PROCEDURES**

1. Attendance shall be taken daily by 8:05 a.m. Classrooms shall be opened by the teacher in charge at 7:55 a.m. Students who have breakfast at school must be in their first period classroom by 7:58.
2. It is recommended that parents and guardians call the school when a child is absent.
3. Excuses for tardiness and absence are required. All excuses must be signed by a parent or guardian and submitted to the main office.
4. All medical appointments that are necessary during the school day must have doctor's appointment notice as proof to be legally excused.
5. Students who feel ill and wish to see the nurse must report to their scheduled class or study hall and obtain a written pass from their teacher before reporting to the nurse's office. Students are not to report directly to the nurse's office between classes.
6. Physical Education excuses – See Physical Education Policy.
7. A student must be in attendance for a full day in order to take part in co-curricular, after-school activities at the end of school or in the evening. Excused absences are exceptions; however, confirmation of appointments is necessary from the provider. If an event occurs on the weekend, the student must be in school a full day the previous school day. If an emergency occurs, contact an Administrator as soon as possible.
8. Students ill enough to be in the nurse's office for two or more instructional periods will be deemed ineligible to participate in co-curricular, after-school activities.

## **BICYCLES**

1. Bicycles may be ridden to and from school.
2. Bicycles are not to be ridden on school grounds during school hours.
3. Bicycles should be locked to avoid theft. The school cannot be responsible for stolen property.

## **BUSES**

Safe transportation of students is one of the most important functions of the School District. Passengers on buses are expected to abide by the following Rules of Bus Conduct:

1. The bus driver is in charge and is expected to maintain order on the bus. All passengers are expected to obey the driver's instructions.
2. Once on the bus, all passengers are to be seated and remain seated until the bus stops at their destination.
3. Hands and feet must be kept out of the aisle and should be kept away from others and the property of others.
4. Talking must be kept at normal tones and levels. Profanity is not permitted. Radios, boom boxes or other amplified sources of sound are not permitted.
5. Glass, pointed or large objects, or other objects or materials which could be considered dangerous to others, particularly flying objects, should be carried only in the exterior compartments or transported to school by some other means.
6. Passengers are expected to help maintain a clean bus. Passengers shall not litter, deface, or in any way cause damage to the vehicle.
7. Passengers must keep arms, heads, as well as other materials inside the bus. Obscene gestures are not permitted.
8. In the interest of safety, when students must cross a highway to board or leave a bus, they must wait until the bus driver indicates that it is safe to cross. Then, they should cross quickly, without running, ten feet in front of the bus.
9. When leaving the bus, passengers should immediately move away from the bus. If an object is dropped, NO attempt should be made to retrieve the object unless the driver is aware of the situation and indicates that it is safe to do so.
10. When waiting to board the bus, wait away from the road until the bus comes to a complete stop and the bus door is opened.



11. Food and drinks are permitted only with direct consent of the bus driver and students must specifically ask for such permission.
12. If your child should be going anywhere in the afternoon other than where they were picked up, they must bring a note, written and signed by a parent or guardian, or a phone call must be made to the Main Office. **This note/call must be presented to the Main Office at School, no later than 12:00, noon on the day of the transportation change.**
13. Permanent excuses for sports, scouts and other activities are honored and encouraged.

### **CAR (USE BY STUDENTS)**

The use of cars by students attending Worcester Central is limited. When parents or students feel that driving to school is necessary, a permit, and a list of safety regulations must be obtained from and approved by the Secondary Principal.

1. Students may not visit their cars for any reason during the school day, without permission from an administrator.
2. Permits are revocable at any time for any reason.
3. Parking on school property is a privilege. With limited space available, some students will be allowed to park on school property. Priority will be given to students involved in school-sponsored functions. Space may be assigned for eligible applicants via lottery.

### **CLOSED CAMPUS**

Worcester Central School is a closed campus for all students. Students must stay on school grounds from the time they arrive until they are dismissed.

### **COMMITTEE ON SPECIAL EDUCATION**

In accordance with the provisions of Education Law, Section 4402, each Board of Education in the State of New York must appoint a Committee on Special Education (CSE). The purpose of this Committee is to determine whether a child has a disabling condition that impairs or affects his/her learning; to find out their needs; and to recommend to the Board of Education the appropriate educational program and/or facilities to meet those needs. All children with disabilities, from birth to 21 years of age who reside in the District, must be located and identified by the Board.

Parents of children being considered by CSE will be notified. Parents suspecting that their child has a visual, hearing, movement, social, or learning problem, not already known to the Committee on Special Education, should contact the CSE Chairperson at school.

### **COMPENSATORY EDUCATION PROGRAMS**

The District has a range of compensatory education programs for students. These services include, but are not limited to: remedial reading, remedial math, speech and writing skills. Students are admitted to these programs by target scores on the standardized test results and/or by teacher recommendation. These students work in small groups, usually of six or less.

### **CONDUCT IN THE HALLS**

Students are expected to keep all noise to a minimum in halls, cafeteria and common areas. Orderly, courteous and tasteful behavior in and out of the classrooms is expected. Afternoon BOCES students arriving on the bus are not to be upstairs until the 2:58 p.m. dismissal bell.

## **DANCE RULES**

1. Dances must be approved by an administrator and posted on the activity calendar.
2. Regular school dances shall not exceed three hours in length, and shall not begin later than 7:00 p.m.
3. School dances are open only to students in grades 7– 12.
4. Worcester students may bring guests from other schools to a dance; however, any guest must be a full-time Jr. or Sr. High student. The host must pre-register any guest, by submitting a fully completed Non-District Guest Request Form, to the main office not later than three days prior to the dance. (See Outside Guest Form)
5. Prom is only open to WCS students in 9-12<sup>th</sup> grade. PROM non-district guests must not be older than nineteen years of age and must be cleared by administration. (See Prom Outside Guest Form)
6. Students leaving the building will not be permitted to re-enter. Entrance doors will be locked one hour after the start of the dance and no one will be permitted to enter the dance after that time.
7. Students showing evidence of using a controlled substance will be removed from the dance area. Appropriate County or State Authorities will be notified of any incident involving a controlled substance and will be called at the time of the incident. The student's parent/guardian shall be notified. Should the parent/guardian be unavailable, efforts will be made to reach a responsible relative for notification. Faculty and/or chaperones shall not provide transportation in these situations. Any student acting in a manner requiring enforcement of this behavior policy will not be permitted to attend similar school events for the remainder of the school year.
8. In addition to the above, students present at a dance are "in school" and as such, are expected to conduct themselves by the guidelines and regulations established to guide student behavior.
9. Any student whose behavior warrants an In School or Out of School Suspension the day of a dance or other extracurricular event is ineligible to attend such an event.

## **DETENTION (AFTER-SCHOOL)**

Students may be assigned after-school detention. These detention periods are supervised by a teacher. Detentions are held on every day after school from 3:10 p.m. to 4:45 p.m. Students are expected to arrive on time with schoolwork. The use of electronic devices is prohibited during detention. If detention is not served, further disciplinary action will be taken.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

The District utilizes PBIS. PBIS is a systems approach to creating and maintaining positive school climates where teachers can teach and students can learn. This evidence-based framework emphasizes preventing school discipline problems. PBIS provides ideas to support teaching, modeling, and recognizing positive, appropriate behavior in schools and identifies systems for logically responding to classroom and individual student problems. PBIS is not a curriculum, intervention, or practice, but is a systems change framework that guides selection, integration, and implementation of the best evidence-based practices for improving behavior outcomes for all students while increasing opportunities for academic engagement.

### **PBIS Mission:**

The purpose of the proactive school wide discipline plan at Worcester Central School is to promote a positive school climate by fostering accountability and independence through clear, common expectations for students and families.

### **Our School Expectations:**

Students at Worcester Central School will meet our four expectations:

1. Positive Attitude
2. Academic Excellence
3. Wise Choices
4. Show Respect



## **STUDENT CODE OF CONDUCT**

### **STUDENT RIGHTS**

The District is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly, and civil school environment.
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
5. Be free from discrimination, bullying and harassment on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression), or any other legally protected category.

### **STUDENT RESPONSIBILITIES**

All students have the responsibility to:

1. Obey all school rules and regulations.
2. Attend school regularly and punctually unless they are legally excused and be in class on time and prepared to learn.
3. Show respect for fellow students, teachers and all school district staff.
4. Accept responsibility for their actions.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. Conduct themselves as representatives of Worcester when participating in or attending Worcester sponsored extra-curricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.
7. Respect all property.
8. Be safe, and not disrupt or interfere with the educational process.
9. Contributing to maintaining a safe and orderly school environment which is conducive to learning.
10. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
11. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
12. Dress appropriately for school and school functions.
13. Seek help in solving problems that might lead to discipline.
14. Ask questions when they do not understand.
15. Work to develop mechanisms to control their anger.
16. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.

## **STUDENT DRESS CODE**

All students are expected to give attention to personal grooming and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting. The intent of this dress code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society.

A student's dress, grooming and appearance shall:

1. Not endanger the health, safety and welfare of self or others.
2. Not disrupt or interfere with the educational process.
3. Not include any item that is vulgar, obscene, libelous, or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or disability.
4. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.
5. Recognize that extremely brief garments such as tube tops, strapless tops, net tops, halter tops, plunging necklines (front and/or back) and see-through garments may be deemed as inappropriate within the educational setting.
6. Similarly, bare midriffs more than 2 inches, backless shirts, short miniskirts, and short Shorts may also be deemed as inappropriate to the educational setting.
8. Ensure that underwear is completely covered with outer clothing.
9. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
10. Hats may be worn in the school building, during the school day, and in the classroom at teacher discretion.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

## **BEHAVIOR-RELATED OFFENSES AND CONSEQUENCES**

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights, safety and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

The rules of student conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action will be firm, fair, and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school.



When determining the consequences, they will take the following into consideration:

1. The nature of the offense and the circumstances which led to the offense.
2. The age-appropriateness of the consequence.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. The extent to which the offense interfered with the responsibility/rights/privileges/property of others.
7. The extent to which the offense posed a threat to the health and safety of others.
8. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations. In the case of students who are habitually disruptive or who frequently violate school rules, administrators have the prerogative of applying more severe penalties at any stage, including removal from class and suspension from school.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences apply in most circumstances.

## CODE OF CONDUCT INFRACTIONS

**WCS ADMINISTRATION RESERVES THE RIGHT TO USE THEIR DISCRETION IN DETERMINING ANY AND ALL INFRACTIONS.**

The offenses are listed in four sections determined by the severity of the offense. Please refer to the Discipline Chart for details of Infractions and Consequences.

### **LEVEL 1 Infractions:**

**Including but not limited to:**

#### **Disruptive**

- Disrespect toward any student on campus
  1. Active or passive disrespect
  2. Insults, name calling

#### **Endangerment**

- Safety issues
  1. Riding bike, skateboard, heeled shoes, scooter, roller blades on campus
  2. Running in buildings halls, on sidewalks or in parking lot
  3. Minor bus misbehavior

#### **Insubordinate**

- Other
  1. First time dress code violation\*  
\*Students will not be allowed to return to class until meeting the WCS dress code policy
  2. Loitering

**(Repeated offenses at Level 1 will cause all offenses to be treated as Level 2)**

## **LEVEL 2 Infractions:**

**Including but not limited to:**

### **Academic Misconduct**

- Dishonesty
  1. Lying
  2. Academic dishonesty (cheating, forgery, plagiarism)
  3. Taking another person's property

### **Disruptive**

- Disrespect toward any **teacher, staff, student or adult** on campus
  1. Active or passive defiance
  2. Insults, name calling, inappropriate language
  3. Negative body language or gestures
- Vulgarity
  1. Obscene behavior, language or gestures
  2. Abusive language
  3. Use of ethnic or racial slurs
  4. Drawing and/or sharing obscene pictures or objects
- Other
  1. Minor computer violations
  2. Parking violations\*

**\*May result in removing vehicle from WCS premises and/or loss of parking privileges**

  3. Possession or use of forbidden items (other than weapons or drugs)
  4. Leaving assigned area without permission (classroom, lunch, special)
  5. Disorderly behavior
  6. Late to class/school

### **Endangerment**

- Intimidation
  1. Written or spoken threats
  2. Extortion
  3. Bullying
  4. Harassment
- Minor aggressive act
  1. Threats of fighting or harm
  2. Hitting, tripping, pushing, holding, pulling
  3. Throwing or poking with any instrument or object
  4. Recklessness of motion
  5. Riding bikes, scooters, wheelies, roller blades or skateboards on campus

### **Insubordinate**

- Dress code violations
  1. Refusal to comply with dress code\*

**\*Students will not be allowed to return to class until meeting the WCS dress code policy**
- Refusal to do academic work in a timely manner
- Public display of affection (anything more than holding hands is considered inappropriate displays of affection)

### **LEVEL 3 Infractions:**

#### **Including but not limited to:**

Chronic repetition of level 1 or level 2 offenses may be elevated to level 3 consequences.

The **first** violation of any of the offenses listed will result in a short or long-term suspension.

#### **Endangerment**

- Harassment, threat and intimidation
  1. Bullying
  2. Any behavior that is degrading, offensive, inflammatory
- Sexual offenses
  1. Pornographic materials in any form
  2. Sexual misconduct
  3. Unwanted advances verbal or physical
- Other
  1. Failure to report to a teacher, administrator or staff member the plans or actions of another student who has acted or plans to act in a manner against the WCS code of conduct.
  2. Repeated use of racial/ethnic slurs
  3. Spitting on or at any person
  4. Placing any foreign substance in/on another person's possessions

#### **Disruptive**

- School policies, other violations
  1. Not following directions in ASD (After School Detention)
  2. Disrupting or skipping ASD
  3. Open defiance or disrespect of teacher or staff member
  4. Use or display of gang related, drug, satanic or sexual symbols, gestures or words
  5. Excessive use of vulgar, obscene language or swearing at a staff member
  6. Misuse of cell phone or unapproved electronic devices during school hours
  7. Repeated tardiness to school or class
  8. Repeated or extreme computer violations
  9. Not attending all or part of a class
  10. Not following directions/being out of area on a field trip
  11. Not following directions during bussing/ or presenting a safety hazard
  12. Repeated dress code violations
  13. Parking infractions/speeding or reckless driving on or around campus
  14. Suspicion of being under a controlled substance or any mind-altering substance
  15. Disrupting class/school sponsored events
  16. Repeated Level 2 infractions
- Theft
  1. Petty theft
  2. Possession of/selling or receiving stolen property
- Vandalism
  1. Destruction or defacing school property
  2. Destruction or defacing personal property of others
  3. Disrespect/misuse of students, staff or property



## **Violent**

- Aggression
  1. Aggressive provocation (gestures, verbal, written or online)
  2. Assault
  3. Fighting/physical altercation
  4. Physical injury caused by intent to do harm
  5. Threats of violence
- Weapons or dangerous items
  1. Look alike weapons

## **LEVEL 4 INFRACTIONS:**

### **Including but not limited to:**

The first violation of the offenses listed in Level 4 will result in an automatic recommendation for suspension, long term suspension, superintendent's hearing and may include involvement with appropriate authorities as mandated by state law.

## **Disruptive**

- Trespassing
  1. Going on or remaining on campus for the purpose of disrupting any function
  2. Refusing to obey lawful order to leave campus
- Theft
  1. Burglary/breaking and entering
  2. Robbery
  3. Armed robbery
- Vandalism or criminal damage
  1. Damaging school or personal property

## **Endangerment**

- Alcohol, tobacco, marijuana and other drugs
  1. Distribution and/or sale of illicit substances, over the counter medication
  2. Possession, use or distribution of prescription drugs or medication, alcohol or tobacco
  3. Look alike drugs, tobacco, alcohol or related paraphernalia
  4. Being under the influence of any controlled or mind-altering substance
- Harassment, threat or intimidation
  1. Repeated use of obscene language, gestures, or images
  2. Severe emotional harassment or intimidation
  3. Threatening to cause physical injury to any person campus
- Sexual Offenses
  1. Assault
  2. Unwanted touching or groping
  3. Abuse
  4. Harassment
  5. Indecency

## **Violent**

- Aggression
  1. Assault
  2. Aggravated assault

- Arson
  1. Of a structure or property
  2. Of an occupied structure
- School threat
  1. False use of fire alarm, calling 911 or bomb threat
  2. Threatening or plotting to cause school damage or harm to others
- Weapons and dangerous items
  1. Carrying a weapon on campus
  2. Use or threat of use of a deadly/dangerous weapon
  3. Use or threat of use of explosive device including fireworks

#### **DISCIPLINE CONSEQUENCES AND PROCEDURES**

	<b>LEVEL 1 INFRACTIONS</b>	<b>LEVEL 2 INFRACTIONS</b>	<b>LEVEL 3 INFRACTIONS</b>	<b>LEVEL 4 INFRACTIONS</b>
<b>CONSEQUENCES</b>	Verbal Warning Think Sheet	Lunch Detention After School Detention	After School Detention In-school Suspension Out-of-school Suspension Loss of Privilege	Out-of-school Suspension Long-term Suspension Alternative placement
<b>PROCEDURES</b>	<b>Teacher:</b> Student Conference Parent Contact	<b>Teacher:</b> Parent contact before referral to administrator  <b>Administrator:</b> Student conference Parent contact	<b>Teacher:</b> Referral to administrator  <b>Administrator:</b> Student conference Parent conference	<b>Teacher:</b> Referral to administrator  <b>Administrator:</b> Student conference Parent conference Superintendent's Hearing
<b>Theft or damage by a student may require restitution of loss or repair</b>				
<b>Any offenses which violate federal or state laws will result in the involvement of appropriate authorities</b>				

#### **REFERRALS**

##### **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.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

At times it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. Students with disabilities are afforded certain procedural protections whenever school authorities intend to impose discipline upon them. Procedures followed for suspending, removing, or otherwise disciplining students with disabilities must be consistent with the procedural safeguards required by applicable laws and Part 201 of the Regulations of the Commissioner of Education.

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

## **REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

All students are expected to promptly report violations of the code of conduct and any potential criminal activity to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a 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, the principal's designee or the superintendent.

## **REPORTING DISCRIMINATION, HARASSMENT AND BULLYING:**

The School Principal is the school employee charged with receiving all reports of harassment, bullying and discrimination; however, students and parents may make an oral or written complaint of harassment, bullying or discrimination to any teacher, administrator or school employee. Students or parents may use the District's Bullying/Harassment Student/Parent Report form to file a complaint. A copy of this form is available from any school staff member and on the district Web site at [www.worcestercs.org](http://www.worcestercs.org). All complaints shall be treated as confidential and private to the extent possible within legal constraints.

## **STAFF-STUDENT RELATIONS**

Any student who believes that he/she has been subjected to inappropriate staff behavior shall report the incident to any staff member, the employee's supervisor, the student's Principal or the District's designated Complaint Officer.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to establish rules for public conduct on school property and at school functions. Dress and behavior will be appropriate to the school environment and will not detract from the educational process. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, parents/guardians, teachers and district personnel. Such rules, as well as consequences for violation of such rules, are contained in this code as well as Board Policy and related Administrative Regulations.



## **TRANSPORTATION OF STUDENTS**

The Worcester Central School District furnishes transportation to those students whose disability or distance from the school makes the service essential. Except as otherwise mandated in a student's Individualized Education Program (IEP), riding these buses is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth in this District.

Bus drivers shall be held responsible for reasonable and acceptable behavior of students while riding the school bus. Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The Board of Education, the Superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. Generally, parent(s)/guardian(s) will be required to make alternative transportation arrangements for their children who have been suspended from riding the bus.

## **STUDENT LOCKERS, DESKS and OTHER SCHOOL STORAGE PLACES**

Students have no reasonable expectation of privacy with respect to student lockers, desks and other storage places. Such places may be subject to search at any time by school officials, and/or law enforcement officials, and may be conducted with the assistance of drug detecting dogs without prior notice.

## **ELECTRONIC DEVICES (STUDENT USE)**

The school cannot be held responsible for any type of missing and/or stolen electronic device. For this reason, it is strongly recommended that students do not bring electronic devices to school.

For K-6: Electronic devices are to be kept in student backpacks during the school day unless granted permission by staff.

For grades 7-12: It is permissible for students to use their own electronic devices during their lunch times, between classes, and when granted permission by staff for classroom use. For the purpose of this procedure, study halls are considered instructional times.

Under no circumstance, is it permissible for any student to photograph or video any other student or staff member.

## **FIREARMS IN SCHOOL**

No student shall bring a firearm on any portion of the premises of a school owned or controlled by this school district. A firearm is defined, consistent with Sec 921 of Title 18 of the United States Code, as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device. (This does not include antique firearms. Anyone wishing to bring a antique or replica firearm to school must have prior permission from school administrators.)

In accordance with the Gun-Free Schools Act of 1994, any student who, after a hearing held pursuant to Education Law Sec 3214, is found guilty of bringing a firearm onto the premises of any school owned or controlled by this School District will be subject to a penalty of at least one year suspension from school. However, in determining an appropriate penalty, the superintendent of schools may modify the suspension requirement on a case by case basis, considering, among other things, the totality of circumstances surrounding the offense and the student's previous record.

Suspended students within the age of compulsory attendance as defined by Education Law Sec 3205 will be immediately provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension. Where a student has been classified as disabled pursuant to the Individuals with Disabilities Education Act (IDEA), in addition to the hearing required by Education Law Sec

3214, such student shall not be suspended in excess of 10 days unless the district extends such student the additional procedural protection required by IDEA in connection with a change of placement.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's education records within 45 days after the day the Worcester Central School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Worcester Central School to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Worcester Central School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



## **DIGNITY ACT**

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

## **HARASSMENT**

The District does not tolerate harassment by anyone. All employees and students must avoid such harassment at work/school and are responsible for assuring that the school is free from such harassment at all times. Any employee or student who feels he or she is a victim of any such act of harassment may file a complaint under this policy with the Title IX Coordinator. A finding that an employee or student has engaged in conduct constituting such harassment may result in disciplinary action against such employee or student in the manner prescribed by law. Harassment should be reported to an administrator.

## **SEXUAL HARASSMENT**

The Worcester Central School District sexual harassment policy prohibits unwelcome sexual advances, requests for sexual favors, threats and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment.

Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments, derogatory remarks, and verbal, graphic, or physical conduct relating to an individual's sex.

Complaints of prohibited harassment or any other types of discrimination, including alleged violations of Title IX or the Education Amendments of 1972, and of Section 504 of the Rehabilitation Act of 1973, will be promptly and thoroughly investigated.

## **INITIATION**

The Board of Education has ruled that any initiations which involve physical punishment or indignities, or which might result in serious harm to students, are forbidden.

## **SMOKING/VAPING PROHIBITED**

The Worcester Central School District and its employees maintain a commitment to the establishment and maintenance of the highest possible health and safety standards in the work place and school learning place.

The Pro-Children Act of 1994 prohibits school districts from allowing smoking/vaping within any indoor facility in which school districts provide education or library services, or within any indoor facilities where regular or routine health care, day care or early childhood development programs (such as NYS Pre-K) are provided. For the purpose of this policy, the term "indoor facility" shall mean a building that is enclosed.

Section 1399-0 of the Public Health Law and Section 409 of the Education Law, as amended by Chapter 565 of the Laws of 1994, prohibit with limited exceptions, the use of tobacco by any person on school grounds and in vehicles used to transport children or school personnel.

Therefore, it is the policy of the Worcester Central School District that smoking/vaping or use of tobacco products shall not be permitted on school grounds.

"School grounds" is defined as any building structure, and surrounding outdoor grounds contained within a public or private pre-school, nursery school, elementary or secondary school's legally defined property



boundaries as registered in a county clerk's office, and any vehicles used to transport school children or personnel.

Per the Pro-Children Act of 1994, smoking shall be prohibited inside all indoor facilities owned, leased or contracted for and utilized for the provision of routine or regular (1) kindergarten, elementary or secondary education or library services to children, or (2) health, day care, or early childhood development (pre-k) services to children during or after school hours. "No Smoking" signs shall be prominently and conspicuously posted in each building. The Superintendent shall publicize regulations for the implementation and execution of this policy.

### **ELEVATOR USE BY STUDENTS**

Students may use the elevator only if the nurse or administration has certified that there is a legitimate reason for use. Elevator keys will be assigned by the nurse for a specific time period and must be returned at the end of that period.

### **EVACUATION DRILLS**

All students must be under the direct supervision of staff at all times. All directions must be followed implicitly at all times. No student at any time is to remain in the building during a fire drill, nor is any person to return to the building without permission.

### **FIELD TRIPS**

Field trips are privileges. The safety of the total group and a positive image of our school must be maintained. A student who, over the school year has exhibited long term disruptive behavior, lack of self-discipline, or disrespect for school personnel and peers, may not be permitted to participate after careful review by the administration and the field trip organizer.

### **HOLIDAY GIFTS**

It is requested that gifts not be brought to other students or to staff members. This practice is designed to avoid hardship on parents and to avoid embarrassment of students.

### **INJURIES**

All injuries, regardless of severity, shall be reported to person in charge. The staff in charge will notify the nurse of such injuries.

### **INTERNET USE – ACCEPTABLE USE OF COMPUTERIZED INFORMATION AND EQUIPMENT**

The goal of infusing technology into daily operations of offices and classrooms is to promote the use of high-quality technological resources in an equitable, efficient, and cost effective manner. Such technology includes, but is not limited to, electronic mail, local computer networks and internet and/or other online communication services.

Worcester Central School recognized that use of electronic technology and networks must be consistent with the purpose, goals and mission of the district. It is imperative that staff, students and guests conduct themselves in a responsible, decent, ethical and polite manner while using such equipment and networks. The following general guidelines are provided to determine appropriate conduct and use:

1. Any use of Worcester Central School equipment or information networks for inappropriate, illegal, obscene or harassment purposes is prohibited. Illegal activities shall be defined as a violation of local, state and/or federal laws as well as the district's rules and regulations. Inappropriate use shall be defined as a violation of the intended purpose of the network. Obscene activities shall be defined as a violation of the generally accepted social standards for use of publicly owned and operated communication vehicle.
2. Any use of the District's equipment for commercial purposes, or for individual profit or gain, or unauthorized access to databanks is prohibited.

3. Any use of equipment for private business advertisement, spamming or political lobbying is prohibited.
4. Any use of the district's equipment that will disrupt use by others or invade the privacy of individuals is prohibited. This includes using another's password or trespassing in another's folders, work or files.
5. The District's on-line network accounts shall be used by the authorized staff listed and approved by the Superintendent or designee. Account users are ultimately responsible for all activity associated with their accounts, including any cost incurred which is not sanctioned by the district.
6. Prudent use of the district's finite resources and shared technological resources is expected. Users may not intentionally write, produce, generate, copy, propagate or attempt to introduce any computer code (i.e. "virus") designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
7. Only approved hardware is to be connected to any network. Also, software must be approved by the district and loaded on the network by the Network Administrator. Users may not tamper with networks, terminals, printers, wiring, etc.
8. Student use will be permitted provided that there are administrative authorizations and parental permissions, and the staff to maintain proper supervision.
9. All users must recognize and observe applicable copyright laws and regulations.
  - a. Unauthorized duplication or other forms of infringement of copyright materials is prohibited.
  - b. Installation or duplication of software without appropriate licensing and/or without approval by the Network Administrator is prohibited.
10. Staff who leave the employment of the District and students who leave, or graduate may not maintain a network account or have access to the district equipment, except through after school as part of a community access program.
11. Students will be expected to use the equipment and networks only as part of their educational experience. Priority will be given to those with specific class assignments and activities needing completion for their course work. Availability of the equipment will be decided by the teacher monitoring the facility. Educational email will be permitted at the discretion of the teacher issuing the pass.
12. Network storage areas may be treated like school lockers. The Network Administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Furthermore, school staff has the right, at all times, to view material students are accessing or have transmitted. The district reserves the right to intercept, monitor, access and/or disclose any information that is maintained on, stored in or transmitted over its system.
13. Building administrators will review alleged infractions and determine appropriate action. The Superintendent shall be informed of serious infractions and will be provided with a report of any actions taken.
14. The Superintendent shall remain the final authority on the issuance of user accounts and on the use of the equipment and networks.
15. Penalties for violation of this policy may range from school discipline (warning, detention, suspension, restriction, revocation of privileges), through referral to law enforcement agencies and criminal prosecution.
16. The district has internet filtering devices in place in accordance with the Children's Internet Protection Act. No attempt to circumvent, alter or knowingly interrupt this service will be allowed.
17. No student shall gain access to any district or URLS network without permission from an instructor or administrator.

## INTERSCHOLASTIC ATHLETICS, CLUBS AND ORGANIZATIONS

The following clubs and organizations are available to students for their participation.

### Athletic Programs:

Basketball, Varsity	Girls, Boys
Basketball, Junior Varsity	Girls, Boys
Basketball, Modified	Girls, Boys
Soccer, Varsity	Girls, Boys
Soccer, Modified	Girls, Boys
Softball, Varsity	Girls
Softball, Modified	Girls
Baseball, Varsity	Boys
Baseball, Modified	Boys
Cheerleading	Co-ed
Track and Field, Varsity	Co-ed

### Clubs:

Future Farmers of America (FFA)  
Marching Band  
School Musical  
Color Guard  
Wolverine Pride Club  
National Honor Society  
National Junior Honor Society  
Prom Committee  
Students Against Destructive Decisions (SADD)  
Student Council  
Varsity Club  
Yearbook  
College For Every Student (CFES)  
Science Club  
Forensic Speech and Debate Club  
Indoor Soccer (Girls and Boys)  
Speech and Debate

## LIBRARY

The Library's function is to provide students with selected reading and reference materials to support the learning environment. Every user of the Library has the right to a quiet and orderly atmosphere. Students must be working at tables or computer stations.

1. Circulation Rules:
  - a. Students must return books in as good a shape as when they borrowed it.
  - b. Charges will be made for abuse or loss of a book.
2. Library Book "On Reserve"
  - a. Reserve Books are those books reserved for a special class for use with assignment or research. These books must be used in the library.
3. Regulations:
  - a. No more than five students will be sent to the library from a study hall room unless prior approval from the library staff is attained.
  - b. Students violating library rules or sent out for disciplinary reasons may lose library privileges for a period of time.



## **LOCKERS**

Lockers and locks are the property of the school; and the school reserves the right to open and inspect both corridor and locker room lockers as necessary. Only locks provided by the school are permitted. Any student not returning a lock at the end of the school year will be assessed five dollars.

## **LUNCHES**

1. Worcester Central School has a closed campus for PK-12 students.
2. Unless permission is obtained otherwise, all students must eat in the cafeteria.
3. Students eating lunch while attending co-curricular and club meetings must return their trays to the cafeteria immediately following the meeting.

## **MUSIC INSTRUMENT RENTALS**

The School District recommends parents rent-to-purchase instruments for their children. The school's supply of available instruments is low. Renting-to-purchase will allow the student to have a good quality instrument to play and provide flexibility to change to different instruments if desired. Many low budget rental plans are available. Please contact Mr. Odell for assistance.

## **MUSIC PROGRAM PARTICIPATION**

Students who are enrolled in Band or Chorus for credit are expected to participate in all activities of such groups including, but not limited to, rehearsals, concerts and parades. Should a student be unable to attend a required performance, the group director must be notified as soon as possible.

## **PARENT CONCERN GUIDELINES**

The school strongly recommends concerns be addressed directly to the person in charge of classroom or activity from which the concern originates. If, after this direct contact, a concern remains, the appropriate building administrator should be contacted. Should the concern remain unresolved at the building level, the concern must be reported to the Superintendent by the building administrator and contact with the Superintendent would be appropriate. If the concern is not resolved at the Superintendent level the concern may be presented to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

## **PHYSICAL EDUCATION**

### **Attendance**

All students are required to participate in physical education unless a doctor's excuse is given to the school nurse. That note should include limitations and alternative activities.

A note from a parent will be accepted by the nurse for one day only. The nurse will send the student to PE with the sign-off form for the Physical education (PE) teacher. If additional days are needed, the student must go to the doctor to get a doctor's excuse from participation.

All students must wear suitable footwear in order to participate. Suitable footwear must provide support and be safe on gymnasium or grass surfaces. Sneakers are most desirable. The locker room and time will be available for grades 7 – 12 to change their clothes to be properly attired for physical education participation.

Due safety concerns, consequences for not having appropriate footwear may include exclusion from participation, less points toward a free day incentive, points deducted from effort grade, comments on report card and calls home to inform parent/guardian of the situation. Students must only use the locker room locker provided for them. Students are to keep all items locked in their assigned locker. The District is not responsible for lost or stolen items.

## **PHYSICAL EXAMINATIONS**

New York State Education Law requires physical examinations, vision screenings and audiological examinations for new entrants and students at the pre-kindergarten, kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade levels. Scoliosis screening is performed for female students in grades 5 and 7, for males in grade 9 only if they do not have a scoliosis screening on their health certificate. A yearly physical examination is required for those students participating in athletics. These services are performed by district health personnel at the appropriate times.

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to exhibit standards of social conduct that are appropriate for a school containing PK – 12 students and for the respect of all personnel. Excessive, public display of affection is prohibited and will be addressed by all school personnel.

## **RELEASE OF STUDENT NAMES**

### **(“NO CHILD LEFT BEHIND ACT OF 2001”)**

In accordance with federal law, the District shall publish an annual public notice informing parents and students of their right to refuse the release of student names, telephone numbers and addresses to military recruiters and/or institutions of higher learning. That notice will indicate a reasonable time period for their response. Following such notice and a reasonable response period, the District may release such information to military recruiters of institutions of higher education without individual consent.

## **SCHOOL ELIGIBILITY**

To be eligible for Kindergarten a child must reach his/her fifth birthday on or before December 1<sup>st</sup> of that same year. The date is established by NYSED as the official cutoff date for kindergarten eligibility. At the time of registration, parents must submit a certified copy of the child’s birth transcript as documentary proof of age; documentation of the required immunizations must also be provided. Children entering the first grade must be six years old on or before December 1<sup>st</sup> of the entering year.

Children who turn six on or before December 1<sup>st</sup> of the school year must attend school from the start of classes in September of that school year. Children who turn six after December 1<sup>st</sup> must begin school no later than the first day of session the following September.

## **STUDY HALL RULES**

Study halls are intended as quiet work times and quiet should be maintained at all times. Students must have a pass to use the bathroom and/or go to their locker. Students must have pre-signed passes to leave study halls to see other teachers. Students may sign out to the library from a study hall on a space-available basis. The nurse must be called prior to any students being sent from study hall to the nurse’s office. Use of personal electronic devices is not permitted in study halls.

## **TITLE IX SECTION 504 GRIEVANCE PROCEDURES**

The Worcester Central School does not discriminate on the basis of sex, handicap, race or age in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments or Section 504 of the Rehabilitation Act of 1973.

The District will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment services, extracurricular activities or other school resources. According to the district’s mission statement and goals, all students are encouraged to achieve individual success.

Anyone who believes they have been discriminated against for any of the above can make a claim of their rights to the Title IX Officer or the Section 504 Compliance Officer.



## **TELEPHONES**

School telephones are to be used for school business. Students may ask to use a phone in the main office for necessary parental contact.

## **TRAINING RULES**

Athletes do their best when they are in peak physical condition. Because the best effort is expected from each Worcester athlete, it is necessary to establish certain regulations to assist him/her to be at his/her peak. All athletes are expected to recognize the need and importance of following training regulations:

1. Each coach (in consultation with parents/guardians) may specify definite rest programs and hours when team members must be in their houses. Any adjustments must be approved by the coach of the sport.
2. The use of alcoholic beverages, illegal drugs and tobacco are considered health hazards and detrimental to an athlete's physical and mental wellbeing. Any student athlete who is caught using or possessing alcohol, tobacco, or abusive drugs, will be suspended from participation in interscholastic competition for a period of two weeks or four games, whichever comes first. He or she must attend interscholastic contests during that period of time, dress in street clothes and sit in a designated location. A second infraction will result in immediate dismissal from that sports team for the duration of that sports season.
3. Attendance at practice is essential to develop the greatest degree of skill. All requests to be excused from practice sessions must be submitted to the coach before the practice for which the request is made.
4. A student must be in attendance for a full day in order to take part in co-curricular, after-school activities at the end of school or in the evening. Excused absences are exceptions. However, confirmation of appointments is necessary from the provider. If an event occurs on the weekend, the student must be in school a full day the previous school day. If an emergency occurs, contact an Administrator as soon as possible.
5. Each athlete is responsible for assigned uniforms and equipment. Payment for loss or destruction of the above is understood.
6. Review and compliance with the Parent/Athlete Handbook is mandatory.



## REQUIRED SIGNATURES

This is to acknowledge that I have received a copy of the 2023-2024 Worcester Central School Handbook. I understand that I am responsible for making myself aware of its contents. Further, although the guidelines, rules and policies contained herein are current on this date, I am aware that any and or all sections of this handbook may be altered or omitted and new sections added by action of the New York State Education Department, the Worcester Central School Board of Education, and/or the Administration. When such changes are made, it is reasonable for me to expect to be informed by the Administration.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (please print)