

# General Brown Elementary

## Student Handbook

2021- 2022



*A Tradition in Fine Education*

Dear Students of General Brown Elementary Schools:

We, the members of the Board of Education of the General Brown Central School District, would like to take this opportunity to welcome you to Elementary School.

During your years in the elementary grades, you will be building and developing the necessary skills and knowledge to go on to the Junior / Senior High School. Your teachers can assist you, but they cannot do it for you. It will take a lot of hard work on your part.

It is our job as the Board of Education to see to it that you have the best teachers possible, a comfortable building, the necessary books and materials so you can do your best. We ask you to remember that others will also need to use these, so do not misuse them. Give others the same opportunity you have.

We would like to wish each and every one of you all the success possible in school and sincerely hope that you enjoy the time spent in the elementary grades.

Best wishes,  
The Board of Education

## TABLE OF CONTENTS

	PAGE(S)
LETTER FROM THE BOARD OF EDUCATION	1
SCHOOL ADMINISTRATION	4
Board of Education	4
Administration	4
School Telephones	4
Brownville / Glen Park Elementary Staff	5
Dexter Elementary Staff	5
Shared Faculty	6
School Nurse	6
District Personnel	6
General Aides	6
Cafeteria Staff	6
Custodians	6
SCHOOL HISTORY	7
GENERAL BROWN MISSION STATEMENT	8
THE GENERAL BROWN ELEMENTARY SCHOOLS	8-9
USING THIS HANDBOOK	10
HOMEWORK	10
Time Allotments for Homework	10
General Brown Elementary Homework Policy	11
SCHOOL VOLUNTEERS	12-13
SAFETY AND SECURITY	14-15
Changes in Guardianship	16
Bicycles, Skateboards, and Rollerblades	16
EMERGENCY DRILLS	17
Fire Emergency Drills and Instruction	17
Lockdown	17
Bus Emergency Drills and Instruction	17
Early School Closings	17
GENERAL INFORMATION	18
Phone Numbers	18
School Procedures	18
ATTENDANCE POLICY	18-20

## TABLE OF CONTENTS

	PAGE(S)
ELEMENTARY ATTENDANCE PROCEDURES	20-22
BUS PASS	23
BUS LOADING AND UNLOADING	24
ELEMENTARY CURRICULUM	25
Special Areas	25
REPORTS TO PARENTS	25
GRADING SYSTEM	26
EXTRACURRICULAR ACTIVITIES	27
GENERAL BROWN ELEMENTARY SCHOOLS BEHAVIORAL EXPECTATIONS AND DISCIPLINE REGULATIONS	28-29
CODE OF CONDUCT	30-49
HEALTH	50
Immunizations	50
Pupils -Injuries at School	50
Pupils -Illness at School	50
Pupils -Other	50
DISPENSING MEDICATION	51
GENERAL BROWN WELLNESS POLICY	51-52
LUNCH PROGRAM	53
FIELD TRIPS	53
RELIGIOUS EDUCATION RELEASE TIME	53
MISCELLANEOUS	54
COMPUTER TECHNOLOGY ACCEPTABLE USE CODE	55-57
Computer Technology Disciplinary Code	57-58
Internet Safety Code	59-61

## SCHOOL ADMINISTRATION

### BOARD OF EDUCATION

Kelly Milkowich, President  
Sandra Young Klindt, Vice President  
Natalie Hurley  
Jamie Lee  
Scott Lytle  
Tiffany Orcesi  
Albert Romano, Jr.

### ADMINISTRATION

Barbara Case	Superintendent
Lisa Smith	Assistant Superintendent
David Ramie	Jr./Sr. High School Principal
Joseph Folino	Assistant Principal/Athletic Director
Laurie Nohle	Dexter Elementary Principal
Melissa Nabinger	Brownville Glen Park Elem. Principal
Kathleen Beattie	Director of Student Services

### Administrative Office Assistants

Debbie Bennett	Secretary to Mrs. Case
Deanna Oliver	Secretary to Mr. Ramie
Shellie Miner	Secretary to Guidance Office
Tammy Scordo	Secretary to Mrs. Nohle
Marli Eyestone	Secretary to Mrs. Nabinger
Lisa Leubner	Secretary to Ms. Beattie
Christine Doldo	Secretary to Mr. Folino

### SCHOOL TELEPHONE Numbers/Extensions

**315-779-2300**

District Office	Press 9	Fax # 639-6916
Brownville / Glen Park Elem.	Press 2	Fax # 788-6976
Dexter Elementary	Press 3	Fax # 639-6845
Junior / Senior High School	Press 1	Fax # 639-3444
Transportation	Press 5	
Office of Student Services	Press 4	

**BROWNVILLE / GLEN PARK ELEMENTARY**

Mrs. Burgess	Grade 3	Mrs. LaLonde	Speech
Mrs. Delano	Grade 3	Mrs. Shaver	Reading
Miss Tibbles	Grade 3	Mrs. Augliano	AIS Teacher
Mrs. Ketcham	Grade 3	Mrs. Farrell	AIS Teacher
Mr. Orcesi	Grade 3	Mr. Worden	AIS Teacher
Mrs. Ahlheim	Grade 4	Mrs. Widrick	Special Education
Mrs. Hunt	Grade 4	Mrs. Cantwell	Special Education
Mrs. Moore	Grade 4	Mrs. Comins	Special Education
Mrs. Nichols	Grade 4	Mrs. Fahey	Special Education
Mrs. Paige	Grade 4		
Mrs. Bucher	Grade 5	Mr. Elkin	Physical Education
Mrs. Hall	Grade 5	Mr. Knowlton	Physical Education
Mrs. Hamilton	Grade 5		
Mrs. Vodicka	Grade 5		
Mrs. Wratten	Grade 5		
Ms. Aumell	Grade 6	Ms. Smith	Teacher Assistant
Miss Beagle	Grade 6	Ms. Gregory	Speech
Mrs. Connell	Grade 6		
Mrs. Dupee	Grade 6		
Miss Russell	Grade 6		

**DEXTER ELEMENTARY**

Mrs. McIntosh	Universal Pre-K	Mrs. Kiechle	Reading
Mrs. Zehr	Universal Pre-K	Mrs. Heller	Reading
		Mrs. Nortz	Reading
		Mrs. Rawleigh	AIS
Mrs. Bellinger	Kindergarten	Mrs. Dupee	Special Education
Ms. Jones	Kindergarten	Mrs. Mehaffy	Special Education
Mrs. Cloonan	Kindergarten	Mrs. Yodice	Special Education
Mrs. Dillabough	Kindergarten	Mrs. Wisner	Speech
Mrs. Parker	Kindergarten	Miss Gregory	Speech
Miss Lothrop	Kindergarten	Mr. Hartle	Physical Education
Mrs. Devine	Grade 1	Ms. Slate	Grade 2
Ms. Bahmann	Grade 1	Mrs. Knight	Grade 2
Mrs. Keenan	Grade 1	Mrs. Gerstenschlager	Grade 2
Mrs. St. Onge	Grade 1	Mrs. Pacini	Grade 2
Mrs. Tyo	Grade 1	Miss Martin	Grade 2

## SHARED FACULTY - BOTH BUILDINGS

Mrs. Hardwick	Library Media Specialist
Mrs. Majo	Art
Miss Davis	Music/Chorus
Mrs. Peters	Music/Band – B/GP
Mrs. Fitzsimmons	Occupational Therapy
Mrs. Bedard	Physical Therapy
Ms. LaVere	Elementary LMSW – B/GP
Mrs. Eberle	PIVOT Counselor - Dexter

## SCHOOL NURSE

Mrs. Higgins	Brownville/Glen Park Elementary
Mrs. Gracey	Dexter Elementary

## DISTRICT PERSONNEL

Mrs. Flath	Account Clerk / Deputy Treasurer
Mr. Grimm	Buildings and Grounds/Transportation Supervisor
Mrs. Keefer	Tax Collector
Mr. Nevers	Cafeteria Manager
Mr. Valentin	Assistant Transportation Supervisor
Mrs. Nelson	Central Assignor
Mr. Parobeck	Technology/Data Coordinator/Web Master
Mr. Mendez	School Resource Officer

## GENERAL AIDES

Mrs. Foss	Mrs. Hurley
Mrs. Nelson	Mrs. Hennigan
Ms. Claflin	Mr. Lorenc
Mrs. Flath	Ms. Merchant
Mrs. Burns	Mrs. Darou
Mrs. Matusiak	Mrs. Gunn
Mrs. Riley	
Mrs. O’Riley–Smith	
Mrs. Siver	

## CAFETERIA

Ms. Lutz	Brownville	Mrs. Davis	Dexter
Mrs. Hardy	Brownville	Mrs. Stacey	Dexter
Ms. Black	Brownville	Mrs. Baxter	Dexter

## MAINTENANCE/CUSTODIAL

Mr. Abbate	Head Custodian	Mr. Hulbert	Head Custodian
Mr. Collins	Brownville	Mr. Weaver	Dexter
Mr. Topping	Brownville	Mr. McGraw	Dexter
Mr. Pennock	Brownville	Mr. Furchak	Dexter

## SCHOOL HISTORY

The present General Brown Central School District was formed by the merging of the Dexter and Brownville / Glen Park Schools in 1954.

The School District was named in honor of Major General Jacob Brown, who was very influential in the early history of both Dexter and Brownville. General Brown was born in Falls Township, PA, May 9, 1775. He had six brothers and three sisters. For a short time, General Brown taught school. It was while teaching in New York City, that General Brown met Rudolph Tillier, an agent of the Chassanis Co., and purchased from him a tract of land in the area of Black River for \$2 an acre. It was this purchase that was to bring him to our area. In February of 1799, he gave up his teaching position and started for Northern New York. He arrived in the locality that is now known as Brownville, and being very impressed by the site, immediately set forth clearing the land and building a temporary home. A few years later, he and his family constructed what is the present Brown Mansion. It took four years to complete this structure.

For the next few years, General Brown was busy surveying land, acting as a land agent, serving as Commissioner of roads, supervising the building of Brownville and assisting in the formation of Dexter. He and his brother John, supervised and directed the building of a dam in Dexter in 1812 and by 1813, there was a sawmill in operation which supplied the lumber for the building of the military barracks at Sackets Harbor.

Upon the outbreak of the War of 1812, General Brown, commissioned by New York State Governor Tompkins, was put in charge of military movements in this area. He became famous for his military strategy in the Battle of Sackets Harbor, and emerged from the war a Major General. From 1821 until his death in 1828, he served as General-in-Chief of the United States Army.

Major General Jacob Brown is buried in Washington D.C., but there is a tombstone in the Brownville cemetery in his memory.



## **GENERAL BROWN MISSION STATEMENT**

The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.

### **THE GENERAL BROWN ELEMENTARY SCHOOLS**

The elementary buildings are comprised of the Brownville / Glen Park (William K. Archer) Building, located in Glen Park, and Dexter Elementary, located in Dexter. The buildings have been recently renovated and are extremely well kept. The present Dexter building was built in 1987 on land bought from the Bates farm on Grove Street in Dexter. Pleasant surroundings and well-kept grounds make each building an inviting place to educate our students.

Brownville / Glen Park Elementary building houses approximately 430 students. The Dexter building has approximately 320 students. Dexter also houses up to 20 preschool children in the Head Start program.

All classes are heterogeneously grouped. That is, all of the students are academically grouped together regardless of ability. Many teachers have taken extra course work or workshops on various teaching techniques which allow them to teach to different and varied academic levels. We believe in placing students in the least restrictive environment. Both buildings have special education, speech, and reading teachers. We also have an occupational and physical therapist, who deliver support services to students with special needs. Students with severe hearing or visual impairments are serviced by itinerant teachers of the hearing or visually impaired. We also provide counseling services to students who need help accessing their educational environment.

In addition to the four core academic courses, students attend special area classes which include Physical Education, Art, Music, and Library.

**Open House will be held from 4:30pm-5:30pm at Dexter Elementary and from 5:30pm-6:30pm at Brownville/Glen Park Elementary on Wednesday, September 1<sup>st</sup>, 2021.**

Open House provides students and parents with the opportunity to meet their teacher, bring in their supplies and see their classroom. Open House should not be used as a parent-teacher conference.

Both elementary schools offer a before/after school program of fun and learning called School Aged Child Care (SACC). The program is housed at Brownville-Glen Park Elementary. Parents pay on a sliding scale for this service, which provides an educational alternative to the typical babysitting regimen. Parents should contact either elementary office for information about this program.

Please contact your local YMCA SACC Office for further details.

**Parent/Teacher Conferences will be scheduled on Thursday, November 18<sup>th</sup> and Friday, November 19<sup>th</sup>, 2021.**

**It is General Brown policy that all parents meet with their child's teacher during Parent / Teacher conferences.** Every effort should be made to make appointments.

\*Report cards will not be given out until a conference has taken place.

General Brown Elementary Schools provide a comfortable yet challenging and exciting atmosphere. We have a very active and supportive PTO which meets each month. Along with fundraising events, the PTO helps sponsor field trips and class trips as well as funding special projects during the year.

## USING THIS HANDBOOK

This handbook serves several purposes. First, it contains information essential to understanding the operation of our schools: our organization, curriculum, rules, and procedures. It seeks to convey a feeling of who we are and the kinds of values in which we believe. The handbook also includes our discipline code.

## TIME FOR HOMEWORK

Purpose and need will determine the amount and frequency of homework. The type, frequency, and quantity of homework assigned should be determined by the needs of the student and, at times, the class.

There are several reasons for the assignment of homework. Some homework is assigned to reinforce previously taught material. Other homework is assigned so that a student will explore further or expand on a topic presented in class. It is difficult to regulate the amount of homework assigned per subject per week. The individual student's needs, interests, and abilities are the most important determiners in assigning homework. With the above in mind, general guidelines based on curriculum content and learning goals are noted:

Grade: Guidelines:

4th 30 - 35 minutes per night

5th 30 - 45 minutes per night

6th 30 - 60 minutes per night

Homework should not take a student longer, in most cases, than the times shown above. However, even if specific reading or writing assignments are not given for a particular night, up to an hour should still be spent reviewing and organizing for the next day or upcoming tests.

**Parents are expected to check student folders/planners each night and ensure homework is complete.**

## GENERAL BROWN ELEMENTARY HOMEWORK POLICY

### KINDERGARTEN

Homework is not usually given at the kindergarten level. If a specific activity is to be completed at home, a note of explanation will be sent with each student. If a child is absent, appropriate classroom work will be saved. Assignments may be completed at home.

### GRADES 1 -3

Work which students bring home at this level consists of three types:

1. Reinforcement activities - This could be vocabulary, math facts, spelling words, preparation for tests, or special home projects (such as a health checklist). In all cases, this work is expected to be completed with the assistance of the parent or an older brother or sister.
2. Incomplete classroom work - This is work which your child was given during the school day to be completed in school. Sufficient time is given to each student to finish their work before leaving school. If your child does not finish his / her work, it will be sent home. It is important that they complete the work at home and bring it to school the next day.
3. Classroom work missed due to absence - This work is expected to be completed at home and returned as soon as possible.

### GRADES 4 -6

Homework in grades 4 - 6 is work assigned by a teacher, which is expected to be completed at home by the student. Each student will have the opportunity to start homework in school. This is to ensure that he / she can perform the assigned task.

The purpose of homework is to help the student by providing additional reinforcement and practice for **skills and materials which have already been taught**. Homework will also be reviewing and studying for quizzes and tests. Students are provided with agenda / planners. The planners can be used by parents to check daily assignments and to communicate with the classroom teacher.

Homework is the **student's responsibility**. The student is expected to:

1. Write down all assignments not completed in school.
2. Collect and organize all materials (homework sheets, books, etc.) necessary to complete unfinished assignments.
3. Complete assignments.
4. Bring homework and materials the next school day.

**IF YOU FEEL YOUR CHILD IS SPENDING EXCESSIVE TIME ON HOMEWORK, PLEASE CONTACT HIS / HER CLASSROOM TEACHER.**

**School Volunteers**  
**Elementary School Guidelines**  
**General Brown Central School District**

In the elementary school, community volunteers typically perform two functions: 1) assist with classroom parties and special events, and 2) assist classroom teachers with clerical responsibilities and other tasks related to but not including direct instruction. This document is an effort to clarify the roles of volunteers and provide direction to teachers in regard to the way that community members should work within the classroom setting.

Assistance with Classroom Parties and Special Events: Parents / adults who help out on an occasional basis are often called upon to help plan parties or contact other parents in preparation for special events. These volunteers are invited into the classroom to help provide additional supervision for parties, plays and field trips.

Teachers will determine the number and identify people who serve in this capacity for any given activity. Parent volunteers who are chaperoning field trips will be expected to ride the school bus to and from the site in order to assist with supervision en route, as well as helping at the excursion site. Parents who cannot arrange alternative daycare for younger siblings of the GB students on the field trip should not volunteer for this duty. All volunteers serving in this way need to sign in at the building level office and obtain / wear a visitor's pass.

On occasion, specified parents drive their own vehicles to a field trip site in order to provide an additional vehicle for transporting apples or other products of the event back to school. At no time should these vehicles be used to transport students.

Assistance in the Classroom: Parents / adults who help on a regular basis and / or for longer periods of time in the classroom are subject to slightly different expectations. Teachers who wish to take advantage of this community resource should provide specific names to the building administrator prior to said adult's first visit. Volunteers may be asked to have an informal interview with the building administrator before beginning work and fingerprints completed with the NYS Education Department. New people to the district who are assisting in this capacity may need to be fingerprinted whenever direct student contact is involved.

In addition, volunteers who work directly with students/student activities, i.e. on Robotics Club, Odyssey of the Mind, etc. will be required to be fingerprinted.

Classroom volunteers of this nature will assist only with tasks not directly related to instruction. They may copy, collate, staple and / or correct materials selected and prepared by the classroom teacher. They may also be called upon to serve as "reading buddies," but must do so in the classroom setting, with the teacher present. These volunteers should not be called upon to assist students with work that was not complete or previously taught, or to pull students from the classroom to some other location outside of the direct supervision of the host teacher, for any other purpose. They will need to sign in at the building level office and obtain / wear a visitor's pass.

**Other Classroom Visitors:** On occasion, students in General Brown Elementary Schools work with other adults with the supervision and consent of instructional personnel. Student tutors from JCC, BOCES students who are enrolled in the Early Childhood Program, college students completing a pre-practicum, student teachers, and others may observe and assist teachers according to program requirements and parameters to which all parties have agreed. These adults will also need to sign in at the building level office and obtain / wear a visitor's pass.

Regardless of the role assigned to each volunteer, the confidentiality and privacy of General Brown students and staff must be protected. Teachers are required to reinforce this expectation with community volunteers who work in their classrooms, and to hold them accountable to these standards.

## SAFETY AND SECURITY

We are committed to providing students and staff with a safe, secure environment. Policies outlined in this handbook have been updated in response to events around the Nation and our understanding of how they could put our students and staff at risk. The following measures are in effect:

**All doors will be locked in each elementary building. Anyone wishing to enter the building will use the main entrance buzzer system and will be permitted to enter by a main office staff member.**

1. All staff will wear an identification tag which will indicate that he / she is an employee of the General Brown School District.
2. All visitors to the school must use the main entrance to the building.
3. All visitors to the school will report to the main office and sign in. They will be given a tag which will indicate whether they are a parent, visitor or guest of the school. There will be an area on the tag to write the person's name. The tag must be worn at all times.
4. Any parent, guest, or visitor to the school who is not wearing a tag may be asked by any employee to report to the office to obtain a tag.
5. Parents, guests, or visitors must return to the office at the end of their visit to sign out.
6. **WRITTEN NOTIFICATION MUST BE GIVEN TO THE CLASSROOM TEACHER AND TO THE OFFICE AT THE BEGINNING OF THE SCHOOL DAY IN ORDER FOR PARENTS, LEGAL GUARDIANS OR THEIR DESIGNEES TO PICK UP THEIR CHILD. PLEASE SPECIFY THE DATES AND DURATION. ANY CHANGES IN TRANSPORTATION REQUIRES A WRITTEN NOTE.**

All student walkers and those brought to school by their parents may wait for the start of the school day in the cafeteria at Dexter or the gymnasium hallway at Brownville / Glen Park. **Students can not arrive before 8:40 a.m. at either elementary building.** Supervision Will not be provided before this time. **Students are not allowed to arrive before 8:40 to play outside at either school.** The walker doors will be locked at 9:05 AM and any students arriving after 9:05 AM will need to enter through the main doors. Students who arrive after 9:10 will need to be signed in by a parent. (see page 19)

**Parents picking up their children at the end of the day may pick them up at the kindergarten door in Dexter and by the gymnasium in Brownville / Glen Park. Parents will not be allowed to wait inside the buildings for security purposes.**

7. Please note, as per District procedure, we will NOT be able to release students to a step-parent and/or others without permission from the LEGAL biological parent or court appointed guardian. Please note, step-parents, grandparents and others are **NOT allowed** to write excuses or notes and pick up any student(s) early or at dismissal unless prior authorization has been provided in writing by LEGAL biological Step Parents must have prior authorization on file from the biological or court appointed guardian.
8. Parents should request, in advance, visitations to the classroom. It is disruptive to the teacher and the students for visitors to enter the classroom while lessons are being taught. Requests can be made through the principal's office or directly with a teacher.

9. Any student who is determined by the superintendent, building principal or his/her designee to pose a threat (which includes but is not limited to harassment, sexual harassment, verbal or written threats) to students or staff of the school or who may pose a threat to himself / herself, will be immediately suspended from school and the proper police authority notified. Proper New York State Education Law will be followed to ensure the safety of students and staff and provide "due process" to the offending student.
10. Any unauthorized person, whether a visitor or staff member, who is determined by the superintendent, building principal or his / her designee to be a threat to students, staff or himself / herself will immediately be asked to leave and the proper police authorities WILL be notified.
11. During the school day (which includes after school programs such as athletics), only those people having business with the school are permitted on school grounds. Any unauthorized person seen on the grounds during those times will be asked to leave. This includes unsupervised high school students who are on school grounds during elementary hours.
12. For everyone's comfort and safety, book bags will be stored in the student closets and will not be carried from class to class.
13. For everyone's health, safety and well-being, displays of affection are prohibited. These include acts that are inappropriate such as kissing, holding hands, etc. We realize that small children hold each other's hand for security. Common sense is to be used to determine appropriate versus inappropriate acts.
14. Students found in possession of weapons of any type including, but not limited to, guns, knives, firecrackers, lighters, will be immediately suspended. Parents will be notified and a superintendent's hearing will be arranged. Local and / or State Law enforcement agencies will also be notified.



## **CHANGES IN GUARDIANSHIP**

The school must be informed immediately, in writing, of any change in guardianship caused by divorce, separation, custody agreements, family relocation, or any other situation in which parental or custodial authority has changed or has been restricted in any way. This information is required to protect the rights of parents and children.

## **BICYCLES, SKATEBOARDS, AND ROLLERBLADES**

We strongly recommend that students do not ride bicycles to school due to safety concerns and potential problems with vandalism. However, students in grades 3-6 only may pick up a permission slip from the main office. Bicycle racks are provided and all bikes are to be placed in those racks. Locks should be placed on bicycles to prevent theft. Riders **must** wear safety equipment per New York State Law. The school is not responsible for damage or loss. The school reserves the right to refuse / revoke riding privileges.

**Students will not be allowed to ride their bikes to and from school grounds without a helmet. If they arrive without or depart without a helmet, a parent will need to pick them up or they will need to ride the bus that day.**

Due to liability, **skateboards and rollerblades are prohibited on school grounds**. We realize that in our community the school grounds, parking lots and tennis court areas are safer than the streets. Until such time as the courts and insurers can release the school from the liability, we cannot allow the use of school property for skateboarding or rollerblading.

## **EMERGENCY DRILLS**

Students are expected to follow the directions in the room and make no noise. The success of any drill depends on the student being able to follow instructions quietly.

Fire drills are held regularly throughout the year. The fire alarm is a loud ring. Students are to proceed with no noise to the exit specified by the sign in the room and the directions of the teacher. Walk quickly and quietly to the proper exit and out away from the building. When the drill is over, students are to return to the building as directed by supervising staff members. In addition, silent drills will be held as needed for natural gas emergencies, bomb threats or other natural emergencies.

### **FIRE EMERGENCY DRILLS AND INSTRUCTION**

Instruction and training by means of fire drills and lock down drills must be given each year. Instruction in fire prevention and lock down drills is given to all pupils.

### **LOCKDOWN**

Lockdowns are conducted as a precaution against intruders on school grounds. Students and staff “lock down” in secure areas for a short period of time. During a lockdown drill, no access to the building from the outside is permitted. Phones cannot be answered at this time.

### **BUS EMERGENCY DRILLS AND INSTRUCTION**

The emergency drills on school buses include practice and instruction in the location, use and operation of the emergency door, radio, fire extinguishers, axe, first aid equipment and windows as means of escape in case of fire or accident. They shall include emergency situations which result from both fire and accident. A minimum of three such emergency drills shall be held each year.

### **EARLY SCHOOL CLOSINGS**

School closings will be announced on various radio and television stations as well as a phone call through our School Messenger service and the General Brown District’s webpage. The school makes every attempt to contact all local media.

## GENERAL INFORMATION

### PHONE NUMBERS 315-779-2300

Brownville / Glen Park Office	Press 2	Dexter Office	Press 3
Office of Student Services	Press 4	Headstart	315-639-3600

### SCHOOL PROCEDURES

Regular School Hours for Students - 9:00 a.m. - 3:35 p.m.

Office opens at 8:00 a.m.

The B/GP building is open at 6:30 a.m. for SACC.

**Students are not permitted in the building before or after regular school hours (evenings, weekends or during vacation periods) unless accompanied by an adult or for a school sponsored activity.**

### ATTENDANCE POLICY

It is the responsibility of the school to know the whereabouts of each student from the time he enters the school or school bus in the morning until he departs in the afternoon. The school assumes the duties and responsibility of the parent(s) or guardian(s) during the school hours. Thus, it is important that the school know where the students are at all times. Careful attendance will be taken in the homerooms and all classes. When a student is absent from school, his parent(s) or guardian(s) assume the responsibility for his whereabouts.

Regular attendance is one of the most important ways in which a student demonstrates interest in school work and is essential for proper achievement in school. Excessive absence and tardiness not only will result in lower grades, but may also be considered a disciplinary matter. However, students should not come to school when genuinely ill.

**To request homework for days absent, please call the elementary office before 11:00 a.m. or send in a note. Work may be picked up in the office after 3:00 p.m.**

## **ABSENCE**

Parents should call the office between 8:00 a.m. and 9:00 a.m. to report that their child will be absent for more than two days.

Excused absences include the following:

1. Illness / Illness in the family
2. Death in the family / Funeral
3. Unsafe Travel conditions
4. Medical appointments
5. Required court appearances
6. Child to Work Day
7. Quarantine
8. Religious Observances / Religious Education
9. School suspension
10. Military Deployment of a Parent (one day allowed as excused)

*ALL OTHER ABSENCES ARE UNEXCUSED AND MUST BE REPORTED*

Upon return to school after an absence, always bring a written reason for the absence and the date(s) absent from school. Excuses must be signed by a parent or guardian. If an excuse is not brought in on the first day back to school, the teacher will send home an absence excuse to be completed. Below is a sample written excuse:

*(Date)*

*To (Teacher's Name)*

*My son / daughter (Child's Name) was absent on (Date(s) because of (Reason).*

*(Parent / Guardian Signature)*

## **TARDINESS**

1. Any student not in the assigned classroom at the 9:10 a.m. bell will be marked tardy.
2. A student arriving at school after 9:10 a.m. must be signed in at the office by a parent before going to the classroom.
3. A written excuse signed by the parent or guardian must be brought to the teacher.
4. The legal excuses for tardiness are the same as those for absence.

*ALL OTHER REASONS FOR TARDINESS ARE CONSIDERED UNEXCUSED.*

**To be excused early**, it is necessary for parents to sign out their child in the main office. Whenever possible, appointments should be made after school. Permission to leave school means to go only to the destination specified in the parent / guardian note. Upon return the parent should sign in the child and the child will report directly to the classroom.

**General Brown Elementary Schools  
Dexter and Brownville / Glen Park  
Attendance Procedures  
Developed 2002 --2003 / Revised 2005**

The General Brown Central School District recognizes the importance of regular attendance in the successful academic development of every student. Attendance will also be monitored if the need to do remote learning.

### **Procedures**

1. Teachers of first period classes / homerooms will take attendance at the beginning of each day.
2. The school nurse will routinely call parents, verify excuses, and ask questions to check on the daily attendance of students.
3. Upon the student's return to school, classroom teachers will record a reason code for the absence on the attendance card. Only written excuses will be accepted. All other absences are deemed "unexcused."
4. Procedures for taking attendance during any response to a building emergency are outlined in the Emergency Response Plan, as are procedures for signing out students during the course of an emergency. Classroom teachers will take attendance at the beginning of any evacuation, and discrepancies with attendance records will be investigated.

### **Intervention Strategies**

Student attendance records will be reviewed regularly by classroom teachers and the administration. If a student has been absent a significant number of days (10% or more), the following steps will be initiated:

Step 1 - Phone call from the teacher identifying the problem and requesting parent support. A letter from the principal.

Step 2 - Conference requested between principal, teacher and parent.

Step 3 - Letter from principal's office; referral to outside agency or filing of PINS petition with appropriate authority. Retention considered; decision shared with parents. The building principal has final authority for determining retention / promotion.

Notes:

- Attendance review shall be cumulative, beginning with the first day of enrollment.
- Letters may be sent home at any time, at the discretion of the teacher and the principal, should a noticeable pattern develop.
- Steps will be followed in the sequence outlined, regardless of when they are initiated.

## **Making Up Missed Instructional Time**

Options for making up missed instructional time will be open for teacher discretion, depending on circumstances and need. Make-ups may include, but are not limited to, working with students free time, sending work home, etc. In cases of prolonged (serious) illness, unexcused absence (i.e. family vacation), physical inability to participate, early release for sports, etc., the teacher may implement a plan to help the child to catch up with his / her work. A reasonable timeframe within which assignments should be completed will be established. As a rule of thumb, work must be completed within five days of the end of each marking period in order to receive credit.

## **Absence without Proper Excuse**

All absences without proper excuse are automatically deemed “unexcused.” When no written excuse arrives from home after a child has been absent, a green “Absence Excuse” form is sent home in an attempt to inform and assist parents in meeting the requirement for a written verification of the reason for absence. Other reminders may follow; absences that are unresolved by the end of a marking period will be designated as unexcused on that quarter’s report card.

Parents who remove their children from school for unexcused reasons while school is in session will be asked to complete a form letter to acknowledge responsibility for work that is missed. This form specifies the dates for which the child will be absent, and requires a parent’s signature.

## **TRUANCY**

Truancy is the willful violation by a student of the compulsory attendance provisions in Article 65 of the Education Law, which requires minors from 6 to 16 or 17 years of age to attend school full time (Section 3205). It is a serious violation of the State Education Laws. In each case, work missed for all truant absence must be made up before or after school. A repetition of truancy results in suspension from school. Cases of permanent suspensions are reported to the children’s court for its jurisdiction.

## **UNLAWFUL DETENTION**

When a student is absent from school with knowledge and consent, stated or implied, of his parents or guardian for other than legal reasons, it is a case of unlawful detention. “Shopping,” “work,” “needed at home,” “helping at home,” “caring for baby,” “overslept,” “went to the city,” “went hunting,” “on a trip,” “haircut,” etc. are all examples of unlawful detention.

## **EARLY RELEASE FROM SCHOOL**

To be released from school to go to the dentist, doctor, etc., a written request from the parent or guardian must be presented to the teacher.

A student who brings a legal excuse to leave the building during school hours must:

1. Have his / her name entered in the Signout Book in the office.
2. Have a note signed by the principal or secretary.
3. Be picked up in the office by a parent or guardian.
4. Report to the office when he / she returns to the building.

## **END OF THE DAY DISMISSAL PROCEDURES**

1. If students are not following their regular end of the day dismissal routine, a note needs to be sent to the classroom teacher with teacher's name, student's name, date, information, and signed by the parent/guardian only. All notes are sent from the classroom to the office by 9:30am where the office staff copies the notes and fills out bus passes so they can be picked up by the classroom teachers at lunch time.
2. In order for a student to be released to someone other than the parent/guardian a note must be received in person or via fax before the time of pick up.
3. A note is acceptable from parents, guardians, or their designees. The designee may be made only on a short-term basis (for instance, when parents are out of the area and have given written permission for the designee to act in loco parentis).
4. In cases of extreme emergency the principal may approve the removal of a student with a phone call from the parent.

## **LEAVING SCHOOL GROUNDS**

1. No student may leave the building while school is in session unless permission is counter signed by the principal or agent.
2. No student will be allowed to go home for lunch.

## **BUS PASS**

A student assigned to a bus is expected to ride the bus to and from school. Any student wishing to ride a bus other than the one to which he / she is assigned, or to be discharged at a stop other than the one to which he/she is assigned, **must have a bus pass.**

New state laws prohibit standing on the bus so no child will be allowed to bring more than one guest on any given date.

**A bus pass will be issued to the student only if he / she has written permission from the parent or guardian to do so. Please put complete information on the bus pass. This should include the persons' name and address and phone number where the student will be going.**

**A student assigned to a bus who sometimes walks or rides a bicycle to school must present a note to the office signed by the parent. General Brown Central School Bus rules are:**

1. Follow the bus driver's directions.
2. Remain seated while on the bus.
3. Do not bring large bundles or glass objects on the bus.
4. Do not push anyone or "fool around."
5. Never put your head, arms or hands out of the windows.
6. No eating on the bus.
7. BE CAREFUL - do not rush, run, or hurry -take your time -BE SAFE!
8. Remain on the sidewalk loading area while waiting for the bus. Do not wait on the blacktop area. Do not walk or run to meet or enter a bus that is moving. Wait until the bus has come to a complete stop!
9. Only students, teachers, and those assigned to supervise pupils should ride the bus.



### **Safety rules while entering and exiting the school bus:**

1. Do not run when leaving your bus -take your time -BE SAFE.
2. Be very careful in stepping on and off the bus.
3. Do not push or shove anyone while getting on or off the bus.
4. Do not go between buses in the loading area unless there is adequate space and it is necessary to get to your bus.
5. Stay on sidewalks and paved areas.
6. While waiting for a bus, wait on the sidewalk. Do not walk or run to meet or enter a bus that is moving. **Wait until the bus has come to a complete stop.**
7. If you must cross the street to board your bus, wait until your bus driver signals you it is safe to cross.
8. When leaving a bus, remain seated until the bus has come to a complete stop.
9. Never throw anything at the bus.
10. Upon leaving the bus, look up and down the highway before crossing. Cross at least 10 feet in front of the bus. Make sure you can see the driver.
11. Be on time; the bus has a schedule to keep.
12. Do not stand or play in the road or street while waiting for a bus.
13. Students must have written permission on file from a parent/guardian in order to be dropped off at home without supervision present. Students will be returned to school and/or the bus garage if supervision is not present and a note is not on file.

**The bus driver has the right to assign students a specific seat at any time.**

## ELEMENTARY CURRICULUM

The General Brown Elementary Curriculum has been developed to put emphasis on the basic skills needed for success at the Jr. / Sr. High School.

Formal instruction is given in the following subject areas:

- Reading/English Language Arts
- Math
- Social Studies
- Science, Health, Safety
- Spelling

**New York State Assessments are given to all students in grades 3-6 in English Language Arts and Math. NYS Science assessment is given to students in grade 4.**

### **SPECIAL AREA CLASSES**

All students in the elementary schools are required to participate in the following special classes:

- Music 1 time per cycle
- Art 1 time per cycle
- Library 1 time per cycle
- Phys. Ed. 3 times per cycle (**students must wear sneakers to gym class and follow the jewelry procedures (revised 2018) on page 27 of this document.**)

### **REPORTS TO PARENTS**

The reporting system consists of report cards, progress reports, formal and informal conferences, telephone calls and notes home to parents.

**Report Cards** are sent home approximately every 10 weeks. Parents are required to meet with their child's teacher at the end of the first marking period. Report cards are issued at those conferences. Report cards for the 2020 - 2021 year will be distributed on the following dates:

<b>1st quarter</b>	<b>November 18 &amp; 19</b>
<b>2nd quarter</b>	<b>February 4</b>
<b>3rd quarter</b>	<b>April 22</b>
<b>4th quarter</b>	<b>June 23</b>

**Progress Reports.** Periodically throughout the marking period, progress reports may be sent home. The purpose of these reports is to inform parents and students of progress during the marking period, whether it is positive or negative.

**Parent Conferences** are scheduled in the fall and on a need basis throughout the year. If parents wish to make an appointment for a conference, they may do so by calling the main office.

## GRADING SYSTEM

### PURPOSE OF GRADING

The purpose of grading is to document and communicate students' performance as measured against standards and learning outcomes.

Students receive a report card four times a year. This report must be signed by the parents and returned to the school.

A parent / teacher conference will be held at the end of the first quarter to discuss individual progress. (Parents are welcome to set up a conference with their child's teacher at any time throughout the school year by contacting the office).

### KINDERGARTEN

This report card is meant to be a continuous report dealing with the progress your child is making on the skills normally mastered in Kindergarten.

### GRADES 1 -6

Numerical percentages are given for all core subject areas. The lowest passing grade is 65. A Special Area Progress Report will also be issued for grades K - 2 For grades 3-6, special area progress will be communicated on their computerized report cards.

95-100	Student has met the learning standards with distinction; Student has demonstrated with critical thinking and problem solving skills their ability to incorporate the learning in class to the highest level.
85-94	Student met the learning standards.
65-84	Student has partially met the learning standards; Student has an understanding of the simpler knowledge and skills, but not the more complex knowledge, skills, and processes.
Below 65	Student has not met the learning standards

Effort is not included in numerical grades. It is communicated separately using the following codes (PK-2).

PK-4 Effort Codes	
S+	Excellent
S	Satisfactory
N	Needs to Improve
I	Improving

## EXTRACURRICULAR ACTIVITIES

Instrumental music instruction will be provided to students in grades 4-6. The school district has a limited number of instruments to loan (students are selected by lottery). Students who do not get a school owned instrument may rent or purchase one from a music store.

Instrumental music lessons are offered in the General Brown Elementary Schools during the 2021 - 2022 school year for students in 4th-6th. Flute, clarinet, saxophone, French horn, trumpet, trombone, euphonium (baritone horn), tuba, and percussion instruments are taught.

Students must do the following to remain in the program:

1. Attend lessons, band rehearsals and concerts.
2. Behave safely, courteously and follow the teacher's directions.
3. Practice regularly. Twenty minutes a day, six days a week is recommended.
4. Take proper care of the instrument.
5. Pay proper attention to other school work.

Musical productions will be determined.

The Chorus program is offered to any student in grades 4-6. Students will meet up to 2 days per cycle for rehearsals.

Elementary Chorus will have concerts throughout the school year. Concerts can be found on our school calendar.

### Physical Education Information

For safety reasons, No dangling jewelry should be worn during class.

Students who have jewelry that cannot be removed should adhere to the following procedures:

- Purchase and use plastic inserts
- Cover any studs or piercings with athletic tape or band aid. Students will not be sent to the nurse for a band aid; students should have one with them or ask for athletic tape.

If the jewelry worn is not able to be removed for religious, personal, or healing reasons, task differentiation will be provided. Students will need to complete the differentiated task thoroughly and accurately. However, students are still subject to losing some points for Life Skills because they are not able to participate with the whole group.

No student will receive a failing grade based solely on wearing jewelry during PE class. No student will be refused participation for wearing jewelry.

## GENERAL BROWN ELEMENTARY SCHOOLS BEHAVIORAL EXPECTATIONS AND DISCIPLINE REGULATIONS

We all recognize that students, faculty, staff and parents must work together to ensure a safe, respectful, and cooperative learning environment. Our basic philosophy encourages each student to become more responsible for his / her own actions and to accept the consequences resulting from those actions. We feel that the essence of effective school life is cooperation, respect and courtesy. You are urged to join this effort by carefully reviewing these rules for good behavior with your children.

### General School Rules

1. Treat adults and other students with respect through appropriate language and action.
2. Always walk. Be quiet and orderly.
3. Take care of school property.
4. Follow safety rules.
5. Avoid disruptive behavior.
6. Come to class on time with the required materials.
7. Enter the school building only during school hours.
8. Wear coats and hats only upon entering or leaving the building.
9. Refrain from selling / small franchising in school without permission from the principal.
10. Aerosol cans, glass containers, or other potentially dangerous items are not allowed in school.
11. Adhere to all General Brown Central School Board of Education policies, as well as laws of the federal, state, and local governments.
12. All Students must wear a coat, boots, mittens and snow pants (if applicable) during the winter months (November -February) and any other time there is a snow storm. Shorts are **not allowed** to be worn to school during this time for health and safety reasons. In the event of an emergency evacuation, frost bite could develop if not properly dressed.

## **Cell Phones**

Must be turned off and put in backpacks while in school.

If a student is caught with their phone, the following will take place:

**1st. Offense:** Phone will be brought to the Main office and the students can pick up their phone at the end of the day.

**2nd Offense and beyond:** Parents will be phoned and a parent must pick the phone up at their convenience during school office hours. (8:30am-4:00pm)

## **Classroom Rules (sample)**

1. Be respectful and responsible.
2. Follow teacher's directions
3. Keep hands, feet and objects to yourself
4. Complete work on time
5. Raise your hands before speaking
6. No put downs

## **Cafeteria Rules (sample)**

1. Pick up after yourself
2. Be considerate of others
3. Talk quietly
4. Keep hands, feet and objects to yourself
5. Raise your hand if you want something
6. Follow directions

Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's misbehavior is directly related to an identified disability, the school staff will take such conditions into account.

**We must adhere to all procedures and protocols set in place due to Covid-19. Masks and social distancing will be implemented throughout the building. Hand washing is vital to controlling the spread of it.**

## STUDENT CODE OF CONDUCT

### Definitions

---

For purposes of this code, the following definitions apply:

**“Bullying”** is a form of harassment that consists of inappropriate behavior including, but not limited to: threats of intimidation of others, treating others cruelly, terrorizing, coercing, stalking, or habitual put-downs and/or badgering of others, whether done directly, indirectly, face-to-face or remotely through electronic communication (i.e., “cyber-bullying”). Bullying, real or perceived, may be premeditated or a sudden activity. Bullying may be subtle or easy to identify, done by one person or a group. Bullying may be a single act or a series of occurrences.

There are at least three kinds of bullying: verbal, physical and social/relational.

Verbal bullying includes, but is not limited to, name-calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications (“cyberbullying”), anonymous notes, etc.

Physical bullying includes, but is not limited to, poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.

Social or relational bullying includes, but is not limited to, excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

Bullying may also involve the following characteristics:

- a) **Power imbalance** - occurs when a bully uses his/her physical or social power over a target.
- b) **Intent to harm** -the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
- c) **Threat of further aggression** -the bully and the target believe the bullying will continue.
- d) **Terror** -when any bullying increases, it becomes a systematic violence or harassment used to intimidate and maintain dominance.

Bullying may also be based on any characteristic including but not limited to a person’s actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, or gender (including gender identity and expression).

**“Cyber-bullying”** is a form of bullying which occurs via electronic communication on the Internet, on cellular phones or other electronic media. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs), sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

Cyber-bullying or harassment has or could have the effect of:

- Causing physical, social/relational, emotional or mental harm to a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property;
- Interfering with a student’s educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school’s programs.

Cyber-bullying involving District students may occur both on campus and off-school grounds and may involve student use of the District Internet system or student use of personal digital devices including but not limited to: cell phones, digital cameras, personal computers, electronic tools.

Cyber-bullying that occurs off-campus, which causes or threatens to cause a material or substantial disruption in the school, could result in formal discipline by school officials. Such conduct could also be subject to appropriate disciplinary action in accordance with the District Code of Conduct and possible referral to local law enforcement authorities.

**“Disability”** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment.

**“Discrimination”** is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as listed under Harassment as defined below).

**“Disruptive student”** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.



**“Employee”** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

**“Gender”** means actual or perceived sex and includes a person’s gender identity or expression.

**“Harassment”** is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person’s actual or perceived:

- race,
- color,
- weight,
- national origin,
- ethnic group,
- religion,
- religious practice,
- disability,
- sex,
- sexual orientation, or
- gender (including gender identity and expression).

Gender identity is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

Specifically, harassment can include any verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to derogatory remarks, jokes, demeaning comments or behaviors, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, etc.

**“Hazing”** is a form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Hazing behaviors include, but are not limited to, the following general categories:

- a) Humiliation: socially offensive, isolating or uncooperative behaviors.
- b) Substance abuse: abuse of tobacco, alcohol or illegal/legal drugs.
- c) Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

**“Parent”** means parent, guardian or person in parental relation to a student.

**“Retaliation”** means when any member of the school community retaliates against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have retaliated even if the underlying complaint of harassment is not found to be a violation of this code of conduct. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures for harassment.

**“School Bus”** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**“School property”** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus or district owned vehicle or in any location or facility rented/leased or otherwise under the direction and control of school personnel.

**“School function”** means any school-sponsored event or activity including extracurricular events and activities.

**“Sexual Orientation”** means actual or perceived heterosexuality, homosexuality, or bisexuality.

## **Parent(s)/Guardian(s)**

---

All parents/guardians are expected to:

Recognize that the education of their child(ren) is a joint responsibility of the parent(s) / guardian(s) and the school community.

Send their child(ren) to school ready to participate and learn.

Ensure their child(ren) attends school regularly and on time.

Ensure absences are legal.

Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.

Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.  
Know school rules and help their child(ren) understand them.  
Convey to their child(ren) a supportive attitude toward education and the district.  
Help their child(ren) deal effectively with peer pressure.  
Inform school officials of changes in the home situation that may affect student conduct or performance.  
Provide a place for study and ensure homework assignments are completed.

## **Teachers**

---

All district teachers are expected to:

Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.  
Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.  
Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention in a timely manner.  
Be prepared to teach.  
Demonstrate interest in teaching and concern for student achievement.  
Know school policies and rules, and enforce them in a fair and consistent manner.  
Communicate to students and parent(s) / guardian(s):  
    Course objectives and requirements  
    Marking / grading procedures  
    Assignment deadlines  
    Expectations for students  
    Classroom discipline plan

## **Administrators**

---

All district administrators are expected to:

Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.  
Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal to resolve grievances.  
Evaluate all instructional programs on a regular basis.

Support the development of and student participation in appropriate extracurricular activities.

Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved in a fair, consistent, and timely manner.

Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.

Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

Report incidents of discrimination and harassment that are witnessed or otherwise brought to a principal's attention in a timely manner.

## **Superintendent of Schools**

---

The Superintendent of Schools is expected to:

Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.

Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.

Inform the Board of Education about educational trends relating to student discipline.

Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved in a fair, consistent, and timely manner.

Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.

Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

Report incidents of discrimination and harassment that are witnessed or otherwise brought to a principal's attention in a timely manner.

# General Brown School Board

---

All members of the General Brown School Board are expected to:

Collaborate with students, teachers, administrators, parent/guardian organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel, and visitors on school property and at school functions.

Adopt and review at least once a year the District's Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.

Maintain a climate of mutual respect and dignity, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

## Students

---

It shall be the responsibility of all district students, of any age, to:

Be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.

Work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.

Conduct him/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold him/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions.

Seek help in solving problems that might lead to disciplinary procedures.

Contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and property.

Make constructive contributions to the school and report fairly the circumstances of school-related issues fairly.

Bring information regarding threats to the health and safety of others to the attention of school officials.

## Students' Rights

---

The Board of Education assures district students that they have all the rights afforded them by federal laws, state laws and local laws. Students are expected to comply with these same laws.

The District's aim is to provide an environment in which a student's rights and freedoms are

respected and to provide opportunities which stimulate and challenge the student's interests and abilities to his or her highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner and does not infringe upon the rights of others. In order to preserve these rights, means such as video cameras will be utilized on school grounds to supervise students' activities.

It shall be the right of each district student:

- To have a safe, healthy, orderly and courteous school environment;
  - To take part in all district activities on an equal basis regardless of race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, or gender (including gender identity and expression);
  - To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
  - To have school rules available for review, and whenever necessary, an explanation by school personnel;
  - To be suspended from instruction only after his or her rights pursuant to Education Law Section 3214 have been observed;
  - In all disciplinary matters, to have the opportunity to present his or her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff members imposing such sanctions.
- It is the policy of the General Brown Central School District that students be free from all forms of discrimination and harassment, including but not limited to sexual harassment, by employees or students on school property or school functions. Any complaint of alleged harassment should be made through the building principal or assistant principal. If the alleged harassment involves a building administrator, the complaint should be filed with the Superintendent.

## **Standards of Conduct**

---

Students' conduct shall be considered appropriate if they are in compliance with all provisions of the Code of Conduct. Students should treat teachers, school administrators, other school personnel, fellow students and visitors on school property and school vehicles and at school functions, in a civil and respectful manner at all times.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The following conduct shall be deemed inappropriate and unacceptable on school grounds, in school vehicles, and at school functions:

1. a. Fighting and/or injuring any person by an act or use of force for the purpose of causing injury to any person;
- b. Harassment, bullying, cyberbullying, hazing, discrimination, retaliation or intimidation to any student (as such terms may be defined by this Code).

2. Threatening injury to persons or property, threatening disruption of lawfully authorized activities, or any other threat (i.e. bomb threat);
3. Physically restraining or detaining any other person, and removing such person from any place where he/she is authorized to remain, except that students may be restrained as permitted under Board Policy 529, Physical Restraint and Corporal Punishment;
4. Destroying, damaging, or defacing property of the General Brown District or the property of any individual;
5. Entering designated prohibited or danger areas (unless under the direction of any staff member) including, but not limited to:
  - a. electrical switching or transmission equipment,
  - b. gasoline storage,
  - c. telephone switchboards,
  - d. computer network,
  - e. roof,
  - f. utility and storage rooms,
  - g. fuel storage;
  - h. unauthorized use or misuse of any school property;
  - i. rooms not supervised by a staff member;
6. Stealing or possession of stolen property;
7. Inappropriate public displays of affection;
8. Possessing and/or wearing obscene material;
9. Engaging in disorderly conduct (i.e. horseplay, running in halls, unreasonable and/or excessive noise including car stereos that interrupt classroom activities and/or General Brown business, etc.);
10. Deliberately disrupting or preventing the peaceful and orderly conduct of instruction and other activities authorized by General Brown;
11. Refusing any reasonable direction of any school official, faculty, or staff member in charge of a particular area or event;
12. Refusing to leave any buildings or facility after being directed to do so by an authorized administrative officer, member of the faculty, or staff member;
13. Violating traffic or parking regulations of the General Brown School District;
14. Violating the emergency procedures/regulations of the General Brown School District in case of fire, natural disaster, civil disturbance, or any training for dealing with such emergencies;
15. Entering into any private office of an administrative officer, member of the faculty, or staff member, without permission;
16. Entering upon or remaining on school property unless engaged in an activity authorized by the school official in charge of an area or event;
17. Willfully inciting others to commit any acts herein prohibited with specific intent to incite them to do so;
18. Smoking, possessing, the distribution of, or using chewing tobacco or similar tobacco products on school property is prohibited (Board Policy 103);
19. Possessing, under the influence and/or distributing contraband which is defined to include drugs, alcohol, knives, rifles, shotguns, pistols revolvers and other firearms or weapons of any sort, or any other object of substance deemed illegal by the penal law;
20. Possessing, under the influence of and/or distributing any look-alike firearm or dangerous weapon and/or any look-alike drugs (including but not limited to synthetic cannabinoids);

21. The distribution of any medication (prescription or non-prescription) by any student or faculty member (other than the school nurse or authorized school official) to a student;
22. The possession of any medication (prescription or non-prescription) by a student without the written permission of the parent(s)/guardian(s) and written order by the prescribing physician;
23. Use, possess, manufacture, sell, distribute or be under the influence of alcohol or other substances, or use or possess drug paraphernalia on school property or during a school event (see Alcohol, Tobacco, and Substance Policy 527);
24. Falsely reporting an incident;
25. Cheating on class work or exams to include using unauthorized electronic devices during State and local assessments; plagiarism
26. Gambling;
27. Vandalism; skateboarding;
28. Truancy;
29. School vehicle misbehavior
  - a. Not staying seated;
  - b. Throwing things;
  - c. Distracting the driver;
  - d. Disembarking without permission;
  - e. Causing distraction with electronic devices; and
  - f. Smoking;
30. Other insubordinate or disorderly behavior;
31. Gang activity to include but not limited to the wearing of gang colors, use of gang signs, display of gang drawings and acts of intimidation against others;
32. Computer/electronic communications misuse, including but not limited to any unauthorized use of computers, electronic devices, electronic notebooks/pads, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy; and
33. Any other conduct which would constitute a violation of the law.

## **Student Dress Code: Revised Fall 2021**

---

Students must comply with all provisions of this Code of Conduct governing dress. Students are expected to be dressed (including footwear) and groomed in a manner appropriate to the particular educational setting.

The following school grounds, in school vehicles and at school functions:

### **General Guidelines:**

A student's dress, grooming and appearance, make-up and accessories shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, halter tops, see-through garments (including those which show bare midriffs or plunging necklines (front or back), and/or shorts, mini dresses and skirts which expose undergarments are not appropriate school attire.



Ensure that any area typically covered by undergarments should not be exposed.

(No underwear as outerwear.)

Footwear shall be worn at all times. Flip Flops will not be allowed when students are actively engaged in physical activities (PE Class; on the play-ground; playing kickball, during Science Labs, Home & Careers, and Technology classes.)

Cleated shoes will be allowed when exiting and returning to the locker room only.

Dress Down Days/Special Events/Spirit Days: Scheduling and dress for these days will be under the direction and discretion of individual principals.

Please Note: Administration has the right to determine if attire or appearance is appropriate for school.

**Prohibited Attire:**

Coats, Hats and/or Sunglasses may not be worn during the school day except for medical or religious purposes. Head coverings depicting or signifying gang affiliation, do-rags, masks, chains (other than cosmetic) are not to be worn.

Clothing/accessories may not include language or images that are vulgar, obscene, or offensive to others on account of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, innuendo, or disability. Likewise, clothing/accessories shall not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

**Examples of Prohibited Attire/Accessories include but are not limited to:**

Chains (other than ornamental) hanging from the neck, belt, pocket or attached to a wallet

Jewelry that contains any type of sharp objects

Slippers (as regular everyday footwear)

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.

## **Language**

---

Students' language shall be considered appropriate if it is in compliance with all applicable provisions of this Code of Conduct. Students should, at all times, use language that is civil and respectful toward teachers, school administrators, other school personnel, fellow students and visitors on school property and school vehicles, and at school functions.

The following language shall be deemed inappropriate and unacceptable on school grounds, school vehicles and at school functions:

Verbally abusive language;

Profanity; cursing;

Racial slurs and other discriminatory slurs or hate speech, i.e., speech which demeans or harasses another individual because of his/her race, sex, disability status, age, religion or other protected status;  
Loud, disruptive speech;  
Sexually suggestive or indecent or vulgar language;  
Threats of violence;  
Excessive arguing with a teacher or other supervisor.

## **Civil and Respectful Treatment of Teachers, Administrators and Others**

---

Students shall treat teachers, school administrators, other school personnel, fellow students and visitors on school property and school vehicles, and at all school functions in a civil and respectful manner at all times.

**Due to Covid-19, social distancing and masks will be utilized for the safety of our students, teachers, and staff. General Brown will follow all NYSED, DOH, and Executive Orders in accordance with the publications.**

## **Determination of Violation**

---

### Case of Clear Danger to Persons or Property

If a violation of the prohibitions of this policy and regulations constitutes a clear threat of injury to a person or probable harm to school property which might reasonably result in damage:

A staff member shall order the offender to immediately stop the prohibited action and refer the offender to an administrator.

If the offender does not stop immediately and continues the prohibited act, the person in charge shall take immediate steps to maintain order on the campus.

If necessary, the person in charge (faculty member, staff, or any school official) shall request the assistance of police and civil authorities.

Nothing contained above shall be construed as directing or authorizing the use of physical force by school employees against an offender unless there is no other way to protect from physical danger all persons lawfully upon school property.

The person ordering the ejection of any offender shall make an immediate report to the principal or his/her designee by the fastest available means.

## Other Cases

If the offense is of such a nature as to not be within the definition of a clear danger as set forth above, but would otherwise disrupt, inconvenience or harass those taking part in authorized activities, the following authorized procedures shall apply:

Anyone affected by such prohibited action may file a written complaint to the principal or his/her designee hereafter called "responsible official" (i.e. building administrator).

Such responsible official will conduct an investigation immediately and decide whether a violation has occurred and if the violation requires immediate action.

If immediate action is required to preserve the normal functioning of the school, the responsible official will then order the prohibited activity to cease.

If the prohibited activity stops, further action as set forth below will then be taken.

If the activity does not stop upon the direction of the responsible official, then that official shall order the ejection of the offender.

Notwithstanding any action set forth above, it shall be the affirmative duty of any student or employee observing any prohibited act to promptly report such violation to the administrator in charge of the building. Upon receipt of such a report, the administrator in charge of the building shall promptly investigate and make a report to the superintendent and shall take appropriate disciplinary action if required.

## Reporting Discrimination, Harassment and Bullying

---

The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of discrimination, harassment and bullying; and will promptly take appropriate action to protect individuals from further discrimination, harassment and bullying.

It is essential that any student who believes he/she has been subjected to discrimination, harassment, bullying or retaliatory behavior, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence, immediately report same to the Dignity Act Coordinator ("DAC") (as defined below) or any staff member or administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses or suspects bullying/cyber-bullying behavior) shall notify the DAC and investigate the complaint, document and take appropriate action to include, as necessary, referral to a supervisory authority and/or other official designated by the District to investigate allegations of harassment and bullying within a reasonable amount of time. Referrals may be made to ANY higher level of supervisory authority. All complaints of alleged harassing, bullying and/or retaliatory conduct will be promptly investigated in accordance with the terms of District policy and shall be treated as confidential and private to the extent possible within legal constraints.

The Board of Education shall designate and approve at least (1) staff member at every school building to be thoroughly trained to handle human relations in the area of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, gender expression and other characteristics protected by applicable federal, state and local laws (the Dignity Act Coordinator(s) or DAC). The name(s) and contact information for the Dignity Act Coordinator(s) shall be as follows:

<u>NAME</u>	<u>SCHOOL</u>	<u>CONTACT INFORMATION</u>
David Ramie	Jr./Sr. High School	315-779-2300, Option 1
Melissa Nabinger	BGP Elementary	315-779-2300, Option 2
Laurie Nohle	Dexter Elementary	315-779-2300, Option 3

## **Range of Disciplinary Measures**

---

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. Teachers may issue verbal warnings and impose brief time-out periods to students in the classroom.

When the teacher has made every effort to bring about positive behavioral change and has been unsuccessful, the teacher will bring the matter to the attention of the administration. Once done, the teacher and the administrator will develop a strategy for dealing with the problem.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior. All penalties imposed for violations of the student disciplinary code should be reasonable and appropriate. Penalties should be in proportion to the gravity of the offense and made relevant to the misconduct so as to deter future violations. When determining the appropriate action to be taken, the administrator shall consider the seriousness of the offense, the student's disciplinary record, the circumstances which led to the improper behavior, the age and maturity of the student, the probability of recurrence, and all alternatives. Depending upon the nature of the violation, student discipline should be progressive. Thus, for example, a student's first violation should merit a lighter penalty than subsequent violations. However, for more serious misconduct a more severe penalty may be appropriate. The following range of penalties can be imposed individually or in combination for violations of the student disciplinary code:

Verbal warning  
Written warning  
Written notification to parent(s)/guardian(s)  
Behavior modification through training/retraining  
Time out  
Probation  
Reprimand  
Revocation of automobile privileges  
Suspension from social or extracurricular activities  
Suspension of other privileges  
Exclusion from a particular class  
Alternative instruction  
Involuntary transfer  
Building principal conference  
Suspension  
Superintendent Hearing  
Permanent suspension  
Law enforcement referrals will be made when a possible violation of the law has occurred

The incident referral form shall be used to document Code of Conduct violations. When appropriate, this form will be forwarded to an administrator. The student may voluntarily fill out the student summary of the incident form.

The General Brown School District will offer in-service training in discipline, behavior modification, and other related areas.

## **Provisions for Removal of Students from the Classroom and from School Property**

---

A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the class to learn. Before a teacher removes a "disruptive" student from the classroom, the teacher must first attempt to deal with student's misbehavior through less drastic means, such as warnings, parent(s)/guardian(s) conferences, time-outs, detentions, and other similar means. Teachers are encouraged to consider less drastic consequences other than removal in any case.

However, it may, on occasion, be necessary for the teacher to remove a "disruptive" student from the classroom. In no case may a teacher remove a student from his/her classroom for more than two days.

A teacher may not remove a disabled student from his/her class until he/she has verified with the administration or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under federal or state law or regulations. The procedure for removing a disruptive student from a classroom is set forth in the following section.

## **Procedures for Imposing Detention, Suspension and Removal from the Classroom**

### **Procedures for Removals**

#### **Removal of Disruptive Pupils.**

Any teacher shall have the authority to remove a disruptive pupil, as defined herein and in Education Law §3214(2-a), from such teacher's classroom, consistent with discipline measures contained in this Code of Conduct. No pupil shall return to the said teacher's classroom until the Principal or program administrator makes a final determination of the case, or the period of removal expires, whichever happens first. At the teacher's discretion, he/she may rescind the removal prior to the expiration of the full period of removal.

Each teacher must keep a complete log for all cases of removal of students for his/her class. The Principal and program administrators must keep a log of all removals of students from class.

Nothing in this Code of Conduct bridges the customary right or responsibility of a Superintendent or the Administrator to suspend a student. In addition, nothing in this code abridges the customary right or responsibility of a teacher to manage student behavior in the classroom with short-term management techniques. The removal process should not be a substitute for good classroom management.

#### **Fair Notice of Reasons for Removal; Opportunity to be Heard.**

If the teacher finds that the disruptive pupil's continued presence in the classroom does not pose a continuing danger to persons or property and does not present an ongoing threat of disruption to the academic process, the teacher shall, **prior to removing** the student from the classroom, provide the student with an explanation of the basis for the removal and allow the pupil to informally present the pupil's version of relevant events.

If the teacher finds that the disruptive pupil's continued presence in the classroom does pose a continuing danger to persons or property or does present an ongoing threat of disruption to the academic process, the teacher may direct the pupil's immediate removal, but must provide the pupil with an explanation of the basis for the removal and an informal opportunity to be heard within twenty-four hours after the pupil's removal.

#### **Immediate Notice to Principal.**

In any case where a disruptive pupil is removed from a teacher's classroom, the teacher shall, as soon as possible, but no later than the end of the day, provide the Principal or program administrator or his/her designee with a full written explanation of the basis for the removal (on the incident referral form), giving the date, time, place, and details of all disruptive incidents, as well as the pupil's version of the relevant events, if any. If the Principal or program administrator is not available by the end of the same school day, the teacher must leave the form with his/her secretary and meet with him/her prior to the beginning of classes on the next school day.

### **Notice to Parent(s)/Guardian(s); Opportunity to be Heard.**

The Principal or program administrator shall inform the parent(s)/guardian (s) to such pupil of the removal and the reasons for the removal within twenty-four hours of the pupil's removal. Where possible, notice should be provided by telephone if the school has been provided with a telephone number for the purpose of contacting the parent(s)/ guardian(s). **Notice must be provided to the parent(s)/guardian(s) for any removal, regardless of whether the Principal or program administrator decides to set aside the teacher's decision to remove the pupil from the classroom.**

The pupil and the parent(s)/guardian(s) shall, upon request, be given an opportunity for an informal conference with the Principal or program administrator to discuss the reasons for the removal. The informal conference must be held within two school days of the student's removal. The timing of the informal conference may be extended by mutual agreement of the parent(s)/guardian(s), teacher, and principal or program administrator. If the pupil denies the charges during the informal conference, the principal or program administrator shall provide an explanation of the basis for the removal and allow the pupil and/or parent(s)/guardian(s) an opportunity to present the pupil's version of relevant events. This conference shall be held within forty-eight hours of the pupil's removal. The Principal may direct the teacher to attend any such conference.

### **Review of the Removal Decision.**

The Principal or program administrator shall review the teacher's decision to remove the pupil. They may not set aside the teacher's decision unless they find that the charges against the pupil are not supported by "substantial evidence" or that the pupil's removal is otherwise in violation of law or that the conduct warrants suspension from school pursuant to this section, and a suspension will be imposed.

The phrase "substantial evidence" shall mean a rational basis in the documents presented and other statements made to the Principal or program administrator such that a reasonable mind would accept as adequate proof that the pupil was, in fact, "disruptive," as defined above. The final determination must be made by the close of business on the day succeeding the forty-eight hour period for an informal hearing.

### **Alternative Instruction.**

A teacher who directs the removal of a student from his/her classroom shall provide assignments. Administrators shall make other provisions for the continued educational programming and activities for such students.

### **Consistency with Other Laws.**

Nothing contained in this Code of Conduct shall authorize the removal of a pupil in violation of any state or federal law or regulation.

## **Procedures for Suspension of Students**

### **Short-term Suspensions.**

When suspension of the student from attendance for a period of five days or less pursuant to Section 3214 (3) of the Education Law is proposed, the Superintendent or Principal shall immediately notify the student orally and the parent(s)/guardian(s), in writing, that the student may be suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension, at the last known address or addresses of the parent(s)/guardian(s). Where possible, notification shall also be provided by telephone, if the school has been provided with a telephone number for the purpose of contacting the parent(s)/ guardian(s). The written notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parent(s)/guardian(s) of their right to request an immediate informal conference with the superintendent or principal and the right to question complaining witnesses in accordance with the provisions of Education Law §3214(3)(b).

The notice and opportunity for an informal conference shall be given prior to the suspension of the student, unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

### **Long-term Suspensions.**

When suspension of the student from attendance for a period in excess of five days is proposed, school officials shall follow the formal hearing procedures set forth in Section 3214 of the Education Law. The District Superintendent or his/her designee shall immediately notify the parent(s)/guardian(s), in writing, that the student may be suspended from school and shall provide the reasons therefore, giving dates and other descriptive details for the incidents in question. The Superintendent shall either personally hear and determine the proceeding, or may, at his/her discretion, make a written designation of a hearing officer to do so. A record of the hearing shall be maintained by tape recording the proceedings. If a hearing officer is used he/she shall make written findings of fact and recommendations as to the appropriate measure of discipline, which shall be advisory.

After the hearing, the Superintendent or his/her designee shall make a final determination of the student's guilt or innocence of the charges, including findings of fact and imposition of an appropriate sanction. The District Superintendent or his/her designee shall promptly advise the parent(s)/guardian(s) in writing of his/her decision.

### **Appeal to the Board of Education.**

The parent(s)/guardian(s) may appeal the decision of the Superintendent to the Board of Education. Any appeal to the Board must be in writing and must be submitted to the District Clerk within ten (10) business days after the date of the Superintendent's decision, unless the parent(s)/guardian(s) can show extraordinary circumstances that preclude them from doing so.



The Board's decision on the appeal shall be based solely upon the record of the hearing. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

**Alternative Instruction.**

When a pupil has been suspended from school pursuant to this Code of Conduct, and said pupil is of compulsory attendance age, immediate steps shall be taken for his or her attendance upon instruction elsewhere, and/or for supervision or detention of said pupil pursuant to the PINS provisions of Article 7 of the Family Court Act.

**Permanent Suspensions.**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel, or any other person lawfully on school property or attending a school function.

**Compliance with Laws for the Disabled**

The General Brown Central School District recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The District also recognizes that students with disabilities have certain procedural protections whenever school authorities intend to impose discipline upon them. The Board of Education is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations, including, but not limited to, NYS Education Law §3214 (g).

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 laws and regulations.

Administrators shall refer a student whose behavior is repeatedly substantially disruptive of the educational process or "substantially interferes with the teacher's authority over the classroom" to the Committee of Special Education for functional behavioral assessment and the development of a behavioral intervention plan or, if such plan already exists, for review of same.

# Remedial Responses to Violations of the Code of Conduct

---

Students, employees and visitors who violate this Code may also be subject to remedial action as the facts may warrant, including but not limited to any of the measures listed below:

- a. peer support groups; corrective instruction or other relevant learning or service experience;
- b. supportive intervention;
- c. behavioral assessment or evaluation;
- d. behavioral management plans, with benchmarks that are closely monitored; and/or
- e. student counseling and parent conferences.

Beyond these individual-focused remedial responses, school-wide or environmental remediation may also be utilized. These strategies may include:

- a. school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- b. adoption of research-based prevention programs;
- c. modification of schedules;
- d. adjustment in hallway traffic and other student routes of travel;
- f. targeted use of monitors;
- g. staff professional development;
- h. parent conferences;
- i. involvement of parent-teacher organizations; and/or
- j. peer support groups.

The Board will provide in-service education programs for all District staff members to ensure the effective implementation of this Code, to promote a safe and supportive school climate while discouraging, among other things, discrimination and harassment against students by students and/or school employees and to include safe and supportive school climate concepts in the curriculum and classroom management. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code: (1) School-oriented programs developed at the district and building level; (2) Superintendent's workshop days; and (3) faculty meetings.

## HEALTH

### IMMUNIZATIONS

The immunizations schedule for school children can be obtained from the health offices in each building and/or by visiting [www.schoolhealthservicesny.com](http://www.schoolhealthservicesny.com) under school nurse school kit.

### PUPILS -INJURIES AT SCHOOL

Students sometimes suffer injuries in school or on the school grounds. Be sure all injuries are immediately reported, no matter how slight and minor, to the teacher in charge or to the Health Office. More serious injuries which cannot be fully cared for by the school will be referred to the family or school physician.

In an emergency the school will be responsible if a parent is not available for obtaining medical care for the student at the time of injury. However, if a student has to return to a doctor's office or hospital for additional treatment, x-rays, etc., it is the responsibility of the parents to see that the student is transported to the doctor's office or place of treatment.

### PUPILS -ILLNESS AT SCHOOL

If a student becomes ill at school, he / she should report to the Health Office. His / her parents will be notified as quickly as possible in the event of illness or serious accident.

It is contrary to good health practices and is contrary to regulations in the Nurse Practice Act and Provisions of the State Education Law to dispense internal medications (such as aspirin tablets) to school children and to school personnel. Under certain unusual circumstances, however, when it is necessary for the students to take internal medication during school hours, the nurse may cooperate with the family physician and parents. If the parent submits a written request to the school authorities and it is accompanied by a written request from the family physician in which he / she indicates the frequency and dosage of a prescribed medication, then the school nurse may administer this medication during school hours. A parent or guardian must bring medication to school. Any medication to be taken by a student during school hours must be stored in the Health Office in a locked cabinet.

Students who have a fever or have thrown up must remain out of school for 24 hours.

### PUPILS -OTHER

The school nurse is available to handle first aid and minor illness according to standing orders approved by the school physician. All injuries should be reported to the school nurse before the end of the day. It is the student's responsibility to report any injury.

When a student returns to school after having a communicable disease, he/she is to report directly to the Health Office before going to his / her homeroom.

## **DISPENSING MEDICATION**

Recently, schools all over New York State have been introduced to new regulations regarding procedures for taking medications off school grounds or after school hours, while participating in a school-sponsored activity. In order to clarify our responsibilities in this matter, we would like to share our understanding of the legislation as it affects students in the General Brown Elementary Schools.

1. Oral medications will not be dispensed by school personnel, to students on or off school grounds, unless the person dispensing the medication is the school nurse. This includes antibiotics, Ritalin, and all other forms of oral medication.
2. For elementary students on field trips, this means that unless the parent or parent's designee (a non-school employee) is along to chaperone, the student will be unable to receive his / her oral medication.
3. Some of our older students may have verification that they are "self-directed," meaning that they may administer their own medication under the supervision of a volunteer staff member. This designation can only be given by the prescribing physician, and should be on file in the school's health office.
4. The use of epi-pens and inhalers for potentially life-threatening situations (asthma attacks, bee stings, etc.) may be supervised by school personnel other than the school nurse only after said staff members have been trained to do so. School personnel who have been trained will be issued a certificate verifying their ability and willingness to administer medication in these forms.

Please contact the school Health Office if you have any questions regarding the Health information.

Mrs. Gracey: Dexter Office 315-779-2300, Option 2

Mrs. Higgins: Brownville / Glen Park 315-779-2300, Option 2

### **General Brown Central School District Wellness Policy and Procedures for Elementary Schools**

#### Nutrition Education

The primary goal of nutrition education is to influence students' eating behaviors. Building knowledge and skills in this area helps children to make healthy eating and physical activity choices. With this in mind, General Brown Central School District will:

- Provide nutrition education for all students, K-12, as part of the ongoing instructional curriculum. At the elementary level, teachers will develop and implement activities corresponding to health related topics and a sequential curriculum that aligns with NYS Standards.
- Ensure that health education curriculum standards and guidelines include nutrition education as part of instruction. Nutrition education activities and information will be integrated into core curricula whenever appropriate.

## Physical Activity

Goals for schools' physical activity components are to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach the long - and short-term benefits of a physically active / healthful lifestyle. To this end, General Brown Central School District will:

- Provide opportunities for physical activity during the school day via physical education (PE) classes, recess periods for elementary school students, and the integration of physical activity into the academic curriculum. Recess at this level should be viewed as a privilege because we give top priority to academics, but students will be offered outdoor recreation as often as weather permits.
- Provide opportunities for physical activity through a range of after school programs including, but not limited to, intramurals, interscholastic athletics, and clubs.
- Encourage parents and guardians to support their children's pursuit of a healthy lifestyle through proper rest, nutrition, and physical activity.

## Other School-Based Activities Designed to Promote Student Wellness

One goal of a comprehensive wellness policy is to create a total school environment that is conducive to healthy eating and physical activity. With this in mind, General Brown Central School District will:

- Encourage all students to participate in the school meals program, protecting the identity of students who eat free and reduced price meals.
- Require that foods used as a reward are healthy / have some nutritional value. (Teachers will be asked to limit the use of food as a reward, and to seek other ways of recognizing positive behaviors.)
- Prohibit the denial of student participation in physical education or lunch as a form of discipline or for classroom make-up time.
- Encourage healthy eating for parties and classroom celebrations. **(The school request that food items sent by parents for classroom parties and special occasions have some nutritional value whenever practical—i.e., juice as opposed to carbonated beverages, limited amounts of candy. Cupcakes and cookies are fine.)**
- Ensure that schools' fundraising efforts are supportive of healthy eating. **No school -sponsored fundraisers that rely entirely on non-nutritional items (candy, etc.) will be conducted;** items of limited nutritional value (pizza, ice cream, cookie dough, etc.) are acceptable. Within the big picture of encouraging healthier choices, foods served as part of school activities outside the school day (dances, dance night, graduations, movie nights, science fairs, etc.) will not be impacted. The policy related to fundraising by outside organizations will remain as it has been in the past.
- Provide information and outreach materials about nutrition and wellness to the community via regular publications in the District Newsletter ("Focus on Health").
- Provide programs that address violence and destructive decisions that students make, in relation to their health and safety. At the elementary level, students participate in Life Skills activities in grades 3, 4 and 6, DARE in grade 5, and numerous other character education / drug intervention programs throughout the school year.
- Continue to provide referrals to outside agencies for students and families in need for targeted assistance that cannot be provided during the school day.

## **LUNCH PROGRAM**

Each of the elementary buildings has an excellent cafeteria. A copy of the menu is sent home each month. Since it is varied, we recommend that you review it each day with your child.

Thanks to a new automated system called MySchoolBucks, parents are able to establish “accounts” for their children. Lunch can be purchased on a daily basis, or long-term. Students may pay as they go through the lunch line and / or bring money in ahead of time for future use.

Parents have a number of options to consider, all of which will be handled in a manner that respects confidentiality and choice.

1. Eligible students may receive free or reduced priced lunches / breakfasts. (For enrollment forms, see your child’s registration packet.) The cashier will not even need to ask the child as he / she goes through the line, whether the free or reduced priced lunch option is being used.
2. Parents who would like to pre-pay for lunches may do so by sending an envelope in with the student, specifying student name(s) and classroom teacher(s). If you do not want this money used for “snacks” or ice cream, please indicate this in writing.
3. Parents who wish to establish an account explicitly for snacks, milk money, ice cream, etc., also have the prerogative of doing so.
4. As the account becomes depleted, you may be notified in writing that further payment is necessary. Students are not allowed to “charge” snacks or ice cream once their funds have been used, or to use their funds to purchase food for friends.

Older students will actually use a student ID / “swipe card” to go through the lunch line. These cards are retained at school so that they will not be lost in transit.

## **FIELD TRIPS**

Permission slips for field trips are sent home at the beginning of the school year or upon transferring in. In order for a student to leave the school grounds during the day for a field trip, a signed permission slip must be on file in the school.

The school requires that one parent or adult be present for each ten pupils.

Photographs are not allowed to be taken by parents of other students. Parents can only take pictures of their own children. Photos from school trips are not to be posted on any social media pages.

## **RELIGIOUS EDUCATION RELEASE TIME**

General Brown Central School provides time for religious education. For further details contact your priest or minister.

## **MISCELLANEOUS**

*Collection of money* is not generally permitted. Permission must be obtained from the administration in order to sell items, or to collect money in the school building.

*Lost and found* items are kept by the office for a period of approximately 30 days, then discarded or given to the nurse.

*Posters / flyers* must be screened through the office in order to be hung in the school building. Generally, only non-profit organizations will be granted permission.

*Textbooks* are the property of the school district and are furnished by the school district. Please use extreme care in handling and knowing where they are located. Books issued to the student in the fall will be returned in June. Books must be returned in good condition, the same book that was issued in the fall. Students, parents / guardians will have to pay for lost or damaged books. We highly recommend that students cover books with a proper design of your choice. Paper bags are excellent for this purpose.

***Address and/or telephone changes* should immediately be reported to the building secretary. Please keep us informed about additions to or deletion of names for emergency calls.**

*Changing schools.* If a child is going to change schools within the district or is leaving the district, parents should notify each school as soon as possible. Books / equipment should be returned. Damaged or lost books will require payment to the main office. **Parents should request, from the NEW school, that all records be forwarded. Usually this requires a release of information form requested by the parent or legal guardian.**

In general, rules apply to all facets of school life. There is no distinction between the library, the cafeteria, the hallways, bathrooms, the bus, or the classroom. At all times, students are to keep in mind the rules of the discipline program, and adhere to them. Incidents not specifically covered in the document may be handled in a professional manner at the discretion of the school staff. A safe, orderly, healthy educational environment is the result of students, staff, administration, and parents working together in a cooperative effort.

## **Electronic Technology: Acceptable Use Policy**

The purpose of the General Brown Central School District-Level and Wide Area Networks, and Internet Access Network is to advance and promote education in all its school buildings within the District. It is intended to assist in the collaboration and exchange of information among all who are concerned and involved with education. The goal of infusing technology into daily operations of our classrooms, libraries, and offices is to promote high quality technological resources in an equitable, efficient and cost effective manner. Such technology includes and is not limited to electronic mail, local computer networks, the Internet, and other online services.

The benefit of being connected to the Internet and other on-line services is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers, parents and administrators. These services bring information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously.

Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea-sharing not found in schools that lack Internet and on-line services access.

While the benefits of the Internet and other on-line services are enormous, parents need to be aware that they are open systems which contain pockets of material that many people would disapprove of and keep away from children. The General Brown Central School District will make an effort to prevent student's access to inappropriate materials on the Internet and other on-line services, but we cannot guarantee that they will not encounter text, pictures, or references that are objectionable. The District asks parents for assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network. System users should have no expectation of privacy with respect to files saved or maintained on the District's computer systems. Network administrators and District officials will have access to all files in order to ensure system integrity and compliance with this policy.

The use of the Local Area Network, Wide Area Network, and Internet is a privilege, not a right. Users are responsible for what they say and do on the networks. Because communication with thousands of others is so quick and widespread, it is important to think before communicating to others and to show respect for other people and for their ideas. The use of computers must be in support of education and research, and consistent with the educational objectives and the Mission Statement of the General Brown Central School District. Use of the General Brown District's network or that of another organization's connected network or computing resources must comply with the rules appropriate for each network.

It is imperative that staff, students and visitors conduct themselves in a responsible, decent, ethical, and polite manner while using such equipment and networks. This policy does not attempt to articulate all required or proscribed behavior by its users. The following general guidelines are provided to illustrate appropriate conduct and use. This is not an exhaustive list, but rather indicative of the type of conduct which will be considered acceptable by the district:



- A. Any use of General Brown Central School District equipment or information networks for inappropriate, illegal, obscene or sexual 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 generally accepted social standards for use of a publicly-owned and operated communication vehicle;
- B. Any use of the district's equipment for commercial purposes, or for individual profit or gain, or unauthorized access to databanks is prohibited;
- C. Any use of equipment for private business advertisement or political lobbying is prohibited;
- D. Any use of the district's equipment that will disrupt other users or invade the privacy of individuals is prohibited;
- E. The district's on-line network accounts are to be used only by authorized students and staff approved by the Building Principal. Users are ultimately responsible for all activity under their operating or individual accounts, which includes but is not limited to necessary long distance charges, per minute (unit) surcharges and / or equipment or line costs, liability or damages caused by users who misuse the equipment, software or networks;
- F. 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 designed to self-replicate (e.g. computer virus), damage or otherwise hinder the performance of any computer's memory, file system or software;
- G. Only approved hardware is connected to the network. Similarly, student and staff software must be approved by the administration of the district. Users may not tamper with networks, terminals, printers, wiring, etc.;
- H. Students, staff, parents and administration must agree not to give out student records, personnel information, confidential records, internal financial data or personal information to unauthorized receivers;
- I. Any user's traffic that traverses another network's will be subject to that network's acceptable use policy;
- J. As applicable, student use will be permitted provided there is parent notification and administrative authorization, and proper supervision is maintained by the staff;
- K. District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;
- L. Students who leave or graduate and staff who leave the employ of the district may not maintain a network account or have access to district equipment;

- M. Each building administrator shall have the first level of responsibility to review alleged infractions and to determine appropriate action. The Superintendent shall receive a report on any incident and the results of the administrator's investigations;
- N. The Superintendent of Schools for the General Brown Central School District shall remain the final authority on the issuance of user accounts and on use of the networks.

## **General Brown Central School District**

### **Students in Grades K-12**

#### **COMPUTER TECHNOLOGY DISCIPLINARY CODE (June 2009)**

At General Brown you have been extended the privilege of computer access. The computers are a resource tool and can assist you in progressing and excelling in many activities. Any disruption to the computer system causes an inconvenience to the entire student body. Breaking of the disciplinary rules in part or whole may lead to disciplinary action.

#### **PROTOCOL:**

1. The use of computers should be treated as a privilege; it is not a right.
2. Treat computers with respect and with the realization that misbehavior will be dealt with severely.
3. **YOU** alone are responsible for **YOUR** actions on the computer.
4. All files and documents stored on the computers and networks are the property of General Brown Central School District and are subject to review by the Administration, Network Administrator, and Teachers.
5. Anyone who discovers technical problems, damages, abuse, or violations of the GBSD Acceptable Use Policy or Disciplinary Code is required to report the problem or incident immediately to the Administration, Network Administrator, or any teacher.

#### **DISCIPLINARY RULES:**

1. Obtain permission from the proper authority and do not use any computer without direct supervision.
2. Do not threaten, harass or use profanity or pornography.
3. Do not give out **YOUR** password or attempt to use a password that is not your own.
4. Do not enter or attempt to enter files other than your own.
5. Scan external storage devices, such as thumb drives, prior to use.
6. Do not copy other people's work and take credit for it.
7. No passwords are to be placed on individual files or directories.

8. Use all hardware and software properly. Do not damage or remove any hardware or software.
9. Do not attempt to change the settings or configuration of a computer, system or network (including desktop backgrounds).
10. No outside software or programs are to be run on General Brown computers. Do not attempt to use programs other than those available on the computer desktop or approved by the supervising teacher.
11. No student E-Mail or accessing of any computer account outside of the General Brown Network.
12. Internet use is allowed only with teacher permission.
13. Internet use shall be for education purposes only. Interactive communication is strictly prohibited (i.e., chat rooms, instant messengers, e-mail).
14. Internet file downloads are restricted to text files and researched related media. Programs and executable files of any kind are strictly prohibited.
15. Always log off the computer when finished. Do not remain logged in and leave workstation unattended, even when the room is left secure.
16. Student use of teacher computer workstations is strictly prohibited.
17. Personally owned laptops and computers are prohibited in school.

#### **DISCIPLINARY PROCEDURE:**

##### ALL Offenses:

- A. The Building Principal and Network Administrator will be notified of such action and proceedings.
- B. The situation shall be documented, kept on file, and parents notified of the situation.
- C. Vandalism will require financial reimbursement of damages.

**NOTE:** Severe breaking of rules may go directly to the second or third offense consequences.

Individuals will not be allowed to use the computer for a period of two weeks.

##### SECOND Offense:

Individual will be suspended from computer use for an indefinite period of time to be determined by the Building Principal and teacher and may be required to make up all computer work after school under that teacher's supervision.

##### THIRD Offense:

A meeting will be held among the individual, parents / guardians of the individual, Building Principal and teacher to determine the period of restriction from computer use and other appropriate consequences (legal action, restitution, suspension from school, etc.).

**General Brown Central School District**  
**Internet Safety Policy**  
**June 2002**

I. **Rationale.** The General Brown Central School District realizes the rich educational value of information contained on the Internet. The World Wide Web is of immense utility to teachers, staff, and students. It may be utilized to undertake research, participate in electronic lessons, such as virtual field trips, and the information that it provides is derived from sources that span the entire world.

- A. While the General Brown Central School District realizes the immense educational value that the Internet brings to our schools and the value of the Internet as an educational tool, it also understands that information with no redeeming social value is accessible through the Internet.
- B. The General Brown Central School District has developed and will enforce this Internet Safety Policy in compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA). In addition, the General Brown Central School District maintains its “Acceptable Use Policy for Network and Internet Use,” which governs the acceptable use of the network by students and employees.
- C. General Brown Central School District personnel located at component schools will abide by that district’s Internet Safety Policy implemented at that school. If the district does not have an Internet Safety Policy in place, General Brown Central School District personnel will follow the Internet Safety Policy as specified in this document.
- D. All General Brown Central School District personnel and students located at any location other than a local school district building will follow the Internet Safety Policy as specified in this document.

**II. Access to the Internet using the General Brown Central School District computer equipment is subject to the following restrictions:**

- A. **Filtering** - Filtering software will be used to block minors’ access to visual depictions that are:
  - 1. **Obscene**<sup>1</sup>- any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. §1460 and the cases interpreting that statute.)
  - 2. **child pornography**<sup>1</sup> —any visual depiction, including a photograph, film, video, picture, or computer or computer generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone

under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

or

3. **harmful to minors**<sup>1</sup>—any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703{b}{2}.)

---

<sup>1</sup> The terms “obscene,” “child pornography,” “harmful to minors,” and “matter inappropriate for minors,” used throughout the policy, are defined in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act (Public Law 106-554).

- B. **Adult Access to the Internet.** Adult access to visual depictions that are obscene and / or child pornography will also be blocked. However, the Superintendent or his / her designee may disable the filtering software to enable access to blocked sites for bona fide research or other lawful purposes.
- C. **Matter Inappropriate for Minors.** The Board will (from time to time) determine by resolution what Internet material is “inappropriate for minors” in the General Brown Central School District. This determination will be based on community standards.
- D. **Safety of Minors When Using Direct Electronic Communications.**
  1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names, or any information.
  2. As per the General Brown Central School District Computer Technology Disciplinary Code, there is to be “No student e-mail or accessing of any computer account outside of the General Brown Network” and “Interactive communication is strictly prohibited (i.e. chat rooms, instant messengers, e-mail).”
- E. **Unauthorized Access and Other Unlawful Activities.** It is a violation of this Policy to:
  1. Use the General Brown School District computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to

- gain such unauthorized access;
- 2. Damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and / or
- 3. Violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

**F. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.** Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the General Brown School District webpage or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student himself / herself.

### **III. Procedure for Review of Filtering Policy In Which an Individual Has a Concern About Implementation.**

- A. For any complaint concerning implementation of filtering, an attempt should be made to resolve the issue informally.
- B. If the complaint is not resolved informally, the individual will fill out a "Request for Review of Internet Filtering Form" and a committee appointed by the District Superintendent will consider this form. The committee may at the discretion of the District Superintendent include legal counsel. The individual submitting the request shall have the right to attend the meeting of the committee and present any arguments in support of his / her position. The committee will prepare a report containing recommendations. These recommendations may include, but are not limited to:
  - 1. If the request is from a student, the General Brown School District will provide adult supervision during scheduled times to allow the student access to the requested material.
  - 2. Make the necessary changes to the filtering servers.
  - 3. Deny the request.

The committee recommendation will be forwarded to the District Superintendent for disposition of the matter.

- C. If the complainant is still not satisfied, he / she may ask the Superintendent to present an appeal to the Board of Cooperative Educational Services Board which will make a final determination of the issue. The District Superintendent will deliver a copy of the complaint, the report of the committee and his /her determination to The Board. The Board of Education may seek assistance from its legal counsel and outside organizations such as the American Library Association for Supervision and Curriculum Development.

**IV. Regulations and Dissemination.** The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.